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# Board of Supervisors Memorandum

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July 2, 2024

**Recommendation to Amend Housing Commission Membership and By-Laws to Include  
Director of Housing Opportunities and Homeless Solutions**

In continued support of the strategies and recommendations that guide and inform the work of the Pima County Regional Affordable Housing Commission (Commission), I recommend the Board of Supervisors amend the membership and/by-laws to include the Director of Office of Housing Opportunities and Homeless Solutions to serve as an ex-officio nonvoting member of the Commission.

## Background

The Affordable Housing Taskforce (Taskforce) recommendations identified two strategies for action 1) to quickly produce more housing across the housing continuum and 2) to improve access to affordable housing. Both strategies were supported by five (5) recommendations: 1) a regional housing body facilitates more housing; 2) streamlined development processes promote housing density, infill, and more affordable housing; 3) housing market dashboard drives investment across the continuum; 4) keeping people housed by reducing barriers to affordable housing; and 5) leverage innovation.

In the [December 22, 2023](#) memorandum to the Board of Supervisors, I communicated the establishment of the Office of Housing Opportunities and Homeless Solutions (HOHS) to facilitate the increased communication and collaboration horizontally within Pima County government and external partners, and to coordinate shared efforts in the areas of programming related to emergency shelter, homeless prevention, and housing and supportive services for vulnerable households. To that end, the HOHS is uniquely positioned to support the strategies and recommendations that are foundational to the Commission's efforts and can provide an informed perspective on the scale and scope of County programming and partnerships that intersect with at-risk / vulnerable households most impacted by lack of housing that is affordable.

The recommended revised by-laws are attached in legislative and clean versions, to incorporate revision to include the participation of the Office of Housing Opportunities and Homeless Solutions.

## Recommendation

In alignment with the direction and action of the Board of Supervisors to date, I recommend the Board approve the revised Commission membership/by-laws to include the Director of

The Honorable Chair and Members, Pima County Board of Supervisors  
Re: **Recommendation to Amend Housing Commission Membership and By-Laws to Include  
Director of Housing Opportunities and Homeless Solutions**

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Housing Opportunities and Homeless Solutions to serve as an Ex-officio nonvoting member  
of the Commission.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jan Lesher', written in a cursive style.

Jan Lesher  
County Administrator

JKL/dym – June 12, 2024

**Attachments**

c: Carmine DeBonis, Jr., Deputy County Administrator  
Francisco Garcia, MD, MPH, Deputy County Administrator & Chief Medical Officer  
Steve Holmes, Deputy County Administrator  
Jen Darland, Director, Office of Housing Opportunities & Homeless Solutions  
Dan Sullivan, Director, Community & Workforce Development

Clean Version

## BYLAWS OF THE PIMA COUNTY REGIONAL AFFORDABLE HOUSING COMMISSION

### SECTION I – NAME AND AUTHORITY

- 1.01 The name shall be the Pima County Regional Affordable Housing Commission.
- 1.02 The Commission was reauthorized as the Pima County Regional Affordable Housing Commission by the Board of Supervisors (Board) at their October 18, 2022 meeting.

### SECTION II - MISSION AND PURPOSE

- 2.01 The mission of the Commission is to make recommendations to the Board to increase the supply of housing across Pima County that is affordable, sustainable, safe and promotes individual and community prosperity.
- 2.02. The purpose of the Commission is to:
  - a. Recommend actions and policies that increase the creation of more housing across the housing continuum while promoting desegregation, de-concentration of affordable housing, and balancing regional goals for water conservation and open space management.
  - b. Recommend actions and policies that help individuals access and retain safe and affordable housing that allows them to live and thrive.
  - c. Prioritize recommendations that reduce long-term demand for public subsidies for affordable housing, including those that address poverty, improve opportunity and create community wealth.
  - d. Monitor existing and projected housing supply versus demand across Pima County and across the continuum of housing (market rate, workforce, affordable, and bridge from homelessness) via a housing dashboard, and issue annual report to the Board.
  - e. Annually assess the impact of Pima County's efforts to promote service integration, improve financial access and reduce barriers to accessing and developing affordable housing.
  - f. Promote collaboration and coordination between governmental agencies, non-governmental organizations, advocates and the housing development community.
  - g. Provide oversight and transparency for funding allocated by Pima County for the purpose of improving housing affordability across Pima County, and recommend sustainable sources of funding.
  - h. Make recommendations to the Board to guide, change and improve the way Pima County develops solutions and innovations regarding affordable housing.
  - i. Share Commission findings and discussions with the broader community.

### SECTION III- MEMBERSHIP

- 3.01 The Commission shall be comprised of eighteen (18) members: two appointed by each Board member (for a total of 10), one by the County Administrator, three (3) by the City of Tucson, one (1) by each other incorporated city and town, and the Director of the Office of Housing Opportunities and Homeless Solutions to serve as an Ex-Officio nonvoting member of the Commission.

- 3.02 Each member of this Commission will be appointed and serve at the pleasure of their appointing authority and may be removed without cause. All members listed above shall be voting members with the exception of the Ex-Officio nonvoting member.
- 3.03 The Director of Community and Workforce Development and Development Services Department, or their designees, shall attend Commission meetings to provide technical assistance and expertise, and shall not have voting rights.
- 3.04 Qualifications: Members of the Commission must have demonstrated experience and expertise in at least one of the following areas related to housing: development, finance, management, planning and infrastructure, service delivery, or has lived experience as an affordable housing tenant.
- 3.05 Term of Office: All members serving on the Commission will serve four (4) year terms, unless appointed to fill a vacancy. Members appointed to fill a vacancy will serve the remaining term of the member's predecessor.
- 3.06 Member resignations should be in writing and sent to the Director of Community and Workforce Development or their designee. Upon receipt, the Director or their designee will notify the member's appointing authority and the Clerk of the Board.
- 3.07 Compensation: Members are not entitled to compensation or reimbursement for travel expenses for the duties performed by the Commission.

#### SECTION IV - QUORUM

- 4.01 A simple majority of 10 or more Commission members shall constitute a quorum for the transaction of business.

#### SECTION V –VOTING

- 5.01 Each member is entitled to one (1) vote on all matters before the Commission. Members must be present at a meeting in order to cast a vote and will not be permitted to delegate duties to proxies or alternates for Commission meetings.
- 5.02 No member may cast a vote for any item when the member has a conflict of interest under A.R.S. § 38-503. Such conflicts must be disclosed on the record before the vote is taken and the conflicted member must refrain from participating in the matter.
- 5.03 At the request of any member, a roll call vote may be taken for any action of the Commission.

#### SECTION VI-ATTENDANCE

- 6.01 Members who fail to attend three (3) consecutive regular meeting shall be considered resigned from the Commission. The Commission may, for good cause grant leaves of absence to its members or exceptions to this section.

#### SECTION VII - MEETINGS

- 7.01 Meetings of the Commission and any subcommittees shall be conducted and announced pursuant to the Arizona Open Meetings Law, Arizona Revised Statutes (38-431 et seq.) Remote, telephonic, or web-based meetings are permitted. Arizona Open Meeting Law states that a meeting is a gathering, in-person, through technological devices of a quorum of a public body, at which they will discuss, propose, or take legal action, including deliberations. This includes

telephone and email communications that, whether contemporaneously or serially, involve a quorum of the Commission.

- 7.02 Where these by-laws and other applicable law do not provide adequate procedure for the conduct of a meeting, Robert's Rules of Order will be used as a guide. In the event of conflict or ambiguity, the following order of precedence applies:
- a. Arizona Revised Statutes
  - b. These by-laws
  - c. Robert's Rules of Order (latest edition)

#### SECTION VIII - OFFICERS

- 8.01 The officers of the Commission shall be a chair and one vice-chair each of whom shall be elected by the members. The vice-chair acts as chair in the absence or disability of the chair.
- 8.02 Election and term of officers shall be elected at the first meeting of the Commission and thereafter every two years at the first meeting of the calendar year. Each officer shall hold office until their successor has been duly elected.

#### SECTION IX – RESPONSIBILITY OF THE MEMBERS

- 9.01 Attend all scheduled meetings, or provide notice of absence prior to the meeting if unable to attend.
- 9.02 Be willing to contribute constructively in all aspects, including planning, meeting participation and evaluations.
- 9.03 Participate in the following ways: (1) Be open to diverse policy recommendations (2) Develop consensus around recommendations to the Board (3) Promote creative solutions (4) Produce regional cooperation across Pima County and jurisdictions within the area (5) Focus on producing practical, evidence based solutions and measure their progress (6) Promote shared goals and accomplishments, and (7) Create strategies that reduce duplication.

#### SECTION X – CONFLICT OF INTEREST

- 10.01 Members must be familiar and comply with Arizona Conflict of Interest Laws, A.R.S. § 38-503.
- 10.02 Each member is responsible for determining whether any potential or actual conflict of interest exists or arises in fulfilling the duties on the Commission, disclosing any conflict, and recusing from participating in a matter from which they are conflicted.

#### SECTION XI – STAFF SUPPORT

- 11.01 Community and Workforce Development will provide the following services to the Commission:
- a. Prepare and disseminate all notices as required by law or these by-laws, and in compliance with guidelines established by the Clerk of the Board for Board Committees and Commissions.
  - b. Prepare and disseminate the Commission agenda, associated materials and other necessary communications.

- c. Take minutes at the Commission meetings in compliance with Arizona Open Meeting Law and post for public review.
- d. Maintain the records of the Commission for the time periods required under applicable law.
- e. Prepare reports and provide other information to the Commission as requested by the Commission.

#### SECTION XII - CHANGES TO THE BY-LAWS

12.01 These By-Laws may be altered, amended or replaced and new by laws may be adopted by the Board of Supervisors.

12.02 The Commission may vote to request the Board amend the by-laws.

## Legislative Version



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