

**MINUTES  
COMMUNITY DEVELOPMENT ADVISORY COMMISSION  
(UNAPPROVED)**

**DATE:** Wednesday, October 20, 2021

**TIME:** 5:30 p.m.

**PLACE:** Housing & Community Development, Room 250, Second Floor of the Historic Federal Building, 350 W 6<sup>th</sup> St, Suite 312, Dubuque, IA 52001.

Chairperson Michelle Hinke called the meeting to order at 5:42 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles, Hilary Dalton, Kelly Fox, Danita Grant, Michelle Hinke, Julie Woodyard

**Commissioners Absent:** Janice Craddieth

**Staff Present:** Madeline Haverland, Karla Escobar

**Public Present:** None

**Oath(s) of Office:**

Michelle Hinke, Chair, administered the Oath of Office to Danita Grant and administered the Oath of Office as Housing Commission Liaison to Hilary Dalton.

**Certification of Minutes**

Motion by Commissioner Woodyard to approve the August 18, 2021, Commission meeting minutes as submitted. Seconded by Commissioner Fox. Motion carried 5-0 with one abstention by Commissioner Grant due to her not being present for the August meeting.

**New Business**

**a. Community Development Block Grant Application Review**

No applications received.

**b. Assign small group for COVID Non-Profit Support grant applications**

Commissioner Woodyard inquired when the sub-committee would meet.

Madeline Haverland, Community Development Specialist, stated that the meeting would take place before the next December 15, 2021, Community Development Advisory Commission meeting as applications have not been published yet.

Motion by Woodyard to approve Commissioners Hinke, Grant, and Woodyard to be on the small group committee for COVID Non-Profit Support grant applications. Seconded by Dalton. Motion carried 6-0.

**c. Set date for Public Hearing for CAPER**

Motion by Commissioner Grant to reschedule the Public Hearing for PY20/FY21 CAPER for Wednesday, November 17, 2021. Seconded by Commissioner Fox. Motion carried 6-0.

**d. Short-term Assistance Program**

Haverland, stated that in FY 21, PY 20 Annual Action Plan Amendment #2 approved \$50,000 for assistance of up to 3 months of rent and or utilities for low-mod individuals. Twenty-three applicants have been assisted so far. An additional twenty-two applicants are requesting assistance, a total of \$28,000 is needed to help the remaining applicants.

Motion by Commissioner Fox to approve additional funding of \$28,000 for Short-term Assistance Program. Seconded by Commissioner Dalton. Motion carried 6-0

**Reports**

**Housing Commission**

Commissioner Dalton stated that Sam Wooden was sworn into the Housing Commission. The Housing Commission also approved to meet on a quarterly basis with as needed in between meetings. Meeting will now take place in January, April, July, and October every fourth Thursday of the month.

**Resilient Community Advisory Commission**

Commissioner Boles thanked the Housing and Community Development Department for allowing Ben Pothoff, Deputy Code Official, to present to the Resilient Community Advisory Commission about the Energy Savers Program.

**Human Rights Commission**

No reports were available.

**Information Sharing**

Haverland, presented pictures from the Lincoln Elementary School carnival, Lincoln Wellness Project, in where 240 students and 50 parents whose children attend Lincoln Elementary were surveyed to "Design Your Playground".

**Adjournment**

There being no further business, motion by Commissioner Woodyard to adjourn at 6:07 p.m. Seconded by Commissioner Fox. All in favor. Motion carried.

Minutes transcribed by:

*Karla Escobar*

Housing Financial Specialist

Respectfully submitted by:

*Madeline Haverland*

Madeline Haverland,  
Community Development Specialist