

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

**DATE:** Wednesday, April 20, 2022  
**TIME:** 5:30 p.m.  
**PLACE:** Virtual GoToMeeting and Housing & Community Development, Room 250,  
Second Floor of the Historic Federal Building, 350 W 6<sup>th</sup> St, Dubuque, IA 52001.

Chairperson Michelle Hinke called the meeting to order at 5:39 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles, Kelly Fox, Michelle Hinke, Dominique Jeter, Sasha Williams, Julie Woodyard

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

**Public Present:** None

**Oath(s) of Office:**

Michelle Hinke, Chair administered the Oath of Office to Commissioner Dominique Jeter.  
Michelle Hinke, Chair administered the Oath of Office to Commissioner Sasha Williams.

**Certification of Minutes**

Motion by Commissioner Fox to approve the March 16, 2022, Commission meeting minutes as submitted.  
Seconded by Commissioner Boles. Motion carried 6-0

**New Business**

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

**No application received**

**b. Annual Review of Citizen Participation Plan**

Madeline Haverland, Community Development Specialist, referred the commission to their packets to review the Citizen Participation Plan and to decide if any changes are needed to be made.

After much discussion, the commission decided that there is a need to participate and engage more with local colleges through college fairs, community outreach, and social media. Team up with other departments to share information regarding our programs and CDBG funding availability for non-profit organizations.

Motion by Commissioner Fox to approve changes made to the Citizen Participation Plan.  
Seconded by Commissioner Williams. Motion carried 6-0

**c. Assign review committee for Purchases of Services grants**

Haverland, referred the commission to their packets to review purchase of services grant program guidelines. Applicants can request no less than \$2,500 and no more than \$25,000 per program.

City of Dubuque will support no more than 75% of the total project cost. Applications are due on Tuesday, May 10, 2022, by 5:00pm.

Commissioners Jeter, Fox, and Hinke will be the sub-committee members who will be reviewing Purchases of Services grant applications.

Motion by Commissioner Woodyard to approve commissioners Jeter, Fox, and Hinke as the committee to review Purchase of Services grants. Seconded by Williams. Motion carried 6-0

#### **d. CDAC Successes and Initiatives Worksheet (for City Goal Setting)**

Haverland, reported that the City Council would like to hear what is important to the Boards and Commissions relating to the following topics: Most Important Achievement and Issues or projects to address this next fiscal year.

After much discussion, the commission decided that the most important achievements were:

- Short-Term Assistance Program for Mortgage, Rent, a total of 35 families were assisted.
- Fountain of Youth Program; Partners in Change-Jail Programming
- Lincoln School Project
- Mt. Pleasant Home Elevator funding – appreciated the input of the organization

Issues or projects to address this next fiscal year:

- Focus on marketing/branding,
- Tracking more efficiently the outcome of programs funded
- Commissioners would like to become more visible as commission members and visit some of the programs that receive funding.

#### **e. Request to move may CDAC Meeting to Wednesday, May 25, 2022**

Haverland, explained to the commission that moving the original date of the commission meeting from May 18, 2022, to May 25, 2022, will allow more time for the sub-committee to review Purchase of Services Grant applications.

Motion by Commissioner Boles to move May CDAC meeting to Wednesday, May 25<sup>th</sup>, 2022. Seconded by Commissioner Williams. Motion carried 6-0

*\*\*Commissioner Woodyard left meeting at 6:21pm*

#### **f. PY2020 CAPER Review and Acceptance Letter from HUD**

Haverland, referred the commission to their packets to review the Acceptance letter from HUD regarding the Consolidated Annual Performance Evaluation Report.

### **Reports**

#### **Housing Commission**

Haverland explained that Commissioner Dalton had resigned from the Housing Commission. HAPPY software was implemented. Housing Choice Voucher (HCV) is looking in potentially start taking applications again in June or July.

#### **Resilient Community Advisory Commission**

Commissioner Boles shared that Sustainable Dubuque Community Grants were awarded. The following were some of the recipients who received up to \$2,500 in grants; Convivium, Four Mounds, St. Mark Youth Enrichment, Dubuque Bike Coop, and Dubuque Trees Forever.

## **Human Rights Commission**

No reports were available.

## **Information Sharing**

Commissioner Jeter shared that there is an online eviction lab in where you can review the number of evictions happening in Dubuque County and throughout the country.

## **Adjournment**

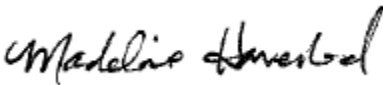
There being no further business, motion by Commissioner Fox to adjourn at 7:13 p.m. Seconded by Commissioner Williams. All in favor. Motion carried.

Minutes transcribed by:

A handwritten signature in blue ink, appearing to read "Karla Escobar".

Karla Escobar,  
Housing Financial Specialist

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Madeline Haverland".

Madeline Haverland,  
Community Development Specialist