

MINUTES FOR HOUSING COMMISSION MEETING

DATE: Tuesday, October 25, 2022
TIME: 4:00 p.m.
PLACE: Housing and Community Development Department
350 West 6th Street; Dubuque, IA 52001

Chairperson Yindra Dix called the meeting to order at 4:05 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Rick Baumhover
Cathy Dickens
Yindra Dixon
Amy Eudaley
Renee Kehoe

Rick Merfeld
Gail Weitz
Margie White
Sam Wooden

Commissioners Absent: Charlene Turpin

Staff Present: Gina Hodgson Hollie Ohnesorge
Tonya England

Oath of Office – Rick Baumhover

Rick Baumhover read the Oath of Office.

Oath of Office – Rick Merfeld

Rick Merfeld signed the Oath of Office on September 7, 2022; he reread it on October 25, 2022.

Oath of Office – Margie White

Marjie White signed the Oath of Office on September 7, 2022; she reread it on October 25, 2022.

Oath of Office – Cathy Dickens

Cathy Dickens read the Oath of Office.

Certification of Minutes – July 26, 2022, Housing Commission Meeting

Commissioner Cathy Dickens moved to approve the Minutes for the July 26, 2022 Housing Commission Meeting. Commissioner Rick Baumhover seconded. Voice vote. Nine (9) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

Correspondence/Public Input

None

New Business

a) Project Based Voucher (PBV) Wait List

Gina Hodgson, Assisted Housing Supervisor, explained there was a new software implemented and the Project Based Voucher (PBV) Waiting List is in the middle of a purge. Assisted Housing is working to reopen the program's waiting list, which was closed in October 2021. Under this program, the voucher is tied to the unit and the tenant has to meet the requirements of the contract that is specific to the PBV establishment for which the voucher is issued.

The Rose of Dubuque is the only establishment that currently has a PBV contract with the City of Dubuque and Housing and Urban Development (HUD) for the Project Based Voucher program. There are two (2) units open at the Rose of Dubuque for the PBV program.

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b) Establish Subcommittees

Commissioner Dixon spoke about establishing several subcommittees for the Housing Commission--Commission Operations, Housing Department Operations, Policy Making, and Cross-Commission Work.

The Commission Operations Subcommittee will establish a shared calendar, post calendar invites, and develop a training manual. Commissioner Cathy Dickens volunteered to be the Chair for the subcommittee. Commissioner Rick Baumhover volunteered to assist with this subcommittee.

The Housing Department Operations Subcommittee will be familiar with the operations of the Housing Department and be knowledgeable of needed changes. Commissioner Rick Merfeld volunteered to be the Chair. Commissioner Margie White volunteered to assist with the Housing Department Operations subcommittee.

The types of policies that may be made that are impacted by the federal, state and/or local government will be reviewed by the Policy Making Subcommittee. There were no volunteers for this subcommittee; therefore, it was combined with the Commission Operations Subcommittee.

The Cross-Commission Work Subcommittee will coordinate and have discussions with other Commissions to determine how housing may be impacted. Commissioner Dixon stated she would chair this subcommittee and Commissioner Sam Wooden volunteered to assist.

Hodgson indicated that the subcommittees may not meet with six (6) or more Housing Commissioners, which would be a quorum according to Open Meetings Law.

Commissioner Dixon moved to approve the establishment of subcommittees for the Housing Commission. Commissioner Merfeld seconded. Voice vote. Nine (9) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

c) Monthly Meetings

Commissioner Dixon proposed for the Housing Commission to go to monthly meetings.

Hodgson provided the history behind the changing of meetings from monthly to quarterly. A proposal was taken to City Council to change the ordinance so that the Housing Commission Meetings could be held quarterly. If there is something pressing, a meeting may be scheduled prior to the standard quarterly schedule.

There was a suggestion of changing the schedule to meeting every other month. The discussion was tabled.

d) Additional Data Collection and Reporting

Commissioner Dixon led a discussion on commissioners finding ways to collect data. She indicated that she would like to see information on landlords (i.e. ethnicity of tenants and number of properties that offer housing assistance). Commissioner Dixon also wanted to find out what process is needed to add demographic information to forms in regards to landlords.

Reports

a) Neighborhood Services *No report was available.*

b) Community Development Advisory Commission Report *Commissioner Renee Kehoe did not have anything to report.*

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c) Assisted Housing Waiting List Statistical Summary

Hollie Ohnesorge, Assisted Housing Coordinator, shared information on the Statistics Report for the quarter. There is no information for preferences on the report for there are no preference points on housing assistance programs at this time. (Hodgson indicated that HUD has been contacted for further guidance on preference points.)

d) Housing Choice Voucher Participant Statistical Summary

Ohnesorge reported the City is currently serving 753 households in total for all rental assistance programs.

Children aging out of foster care of whom are seventeen years old have to be legally emancipated to apply for a rental assistance program. They may be referred by the Department of Human Services for the Family Unification Program (FUP). There are twenty-four (24) FUP vouchers and seventeen (17) are being currently utilized.

A foster care person who is referred may receive a voucher that is good for 36 months. There is written policy that if clients are good tenants, they may be rolled into the HCV program if vouchers are available. If they are a family, they may remain on program as long as they remain eligible. If children are removed from home and not a good tenant or are 18 years old and leave home, the assistance may be terminated. If the client is a successful tenant and the children are 18 years old and leave home, the client may be rolled into the Housing Choice Voucher program.

e) Denial/Termination Meeting Results

Ohnesorge reviewed the Denial/Termination Meeting Results, which showed waitlist denials for criminal activity over the last quarter. The report also reflected a variety of reasons for terminations.

Information Sharing

- a) The meeting dates/times for the 2023 Point Neighborhood Association Meeting were included in the packets for the Housing Commission.
- b) Information regarding the City's goals and priorities may be found online under Imagine Dubuque.

Adjournment

There being no further business to come before the Commission, Commissioner Wooden moved to adjourn the meeting. Commissioner Amy Eudaley seconded. Motion passed by voice vote.. Meeting adjourned at 5:10 p.m.

Minutes taken by:


Tonya England
Recording Secretary

Respectfully Submitted:



Gina Hodgson
Assisted Housing Supervisor