

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, January 31, 2023  
**TIME:** 4:00 p.m.  
**PLACE:** Housing and Community Development Department  
350 West 6<sup>th</sup> Street; Dubuque, IA 52001

Chairperson Yindra Dixon called the meeting to order at 4:12 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Cathy Dickens                      Rick Merfeld  
   Yindra Dixon                      Margie White  
   Amy Eudaley                      Sam Wooden

Commissioners Absent: Rick Baumhover                      Renee Kehoe

Staff Present: Alexis Steger                      Tonya England  
   Gina Hodgson                      Hollie Ohnesorge

Public Present: Evon Hudson                      John Kruse  
   Jaime Izaguirre                      Briana Moss  
   Calvin Jones                      Austin Smith

### **Certification of Minutes – January 31, 2023, Housing Commission Meeting**

Commissioner Rick Merfeld moved to approve the Minutes for the October 25, 2022 Housing Commission Meeting. Commissioner Sam Wooden seconded. Voice vote. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

### **Correspondence/Public Input**

- a) Evon Hudson of Dubuque Harm Production spoke about collaboration of resources to ensure there is quality, affordable housing.
- b) Jaime Izaguirre of Iowa Citizens for Community Improvement (Iowa CCI) spoke about helping tenants with issues and forming a partnership with the City of Dubuque. He provided a copy of flyer for a tenant concern hotline for Dubuque,
- c) Calvin Jones introduced himself and stated he has applied to be a Housing Commissioner as a Housing Choice Voucher recipient.

### **New Business**

- a) Resignation of Gail Weitz  
Gail Weitz submitted a letter of resignation from the Housing Commission. The information was received and filed.
- b) Resignation of Charlene Turpin  
A resignation from the Housing Commission was received for Charlene Turpin. The information was received and filed.
- c) Administrative Plan  
Alexis Steger, Department Director, discussed how the model developed by Nan McKay was used to update the Administrative Plan. The following were highlighted:
  - The briefings are now held online and in person.
  - There were updates for Violence Against Women Act (VAWA) and Section 3.
  - The Moderate Rehabilitation program is being terminated as of March 31, 2023 for two structures.

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- One change included updating the waiting list purge process for applicants with no new address—the applicants are removed from the waiting list without further notice.
- Cryptocurrency is being added to earned income.
- The language regarding the International Property Maintenance Code in Chapter 8 was updated.
- The home ownership rehabilitation program is not a requirement but an option; it is a funding source for items that come up on inspections.
- The language for violent crimes and/or drug activity was adopted; the Department will not only look at the charge but also evidence.
- A residency preference point allocation was proposed.

Commissioner Wooden moved to approve the Administrative Plan. Commissioner Amy Eudaley seconded. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

### d) Annual Plan Review

Gina Hodgson, Assisted Housing Supervisor, reviewed the Annual Plan—which is due 45 days before the end of the fiscal year. It was posted online last week for public comment and will be reviewed by Resident Advisory Board (RAB) before it is sent to City Council. Once it is adopted by City Council, it will be sent to HUD.

Commissioner Wooden moved to approve adoption of the Annual Plan. Commissioner Margie White seconded. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

### e) Commissioners Binder Request

Hodgson spoke about the Housing Commissioners' Binder, which is now available via a shared file. Physical copies of the binder will be made available upon request but must be updated by the respective commissioner. *No commissioner wanted a paper version of the binder.*

### f) Award for Lower than Average Leasing Rates

Steger stated the Department applied with HUD to save the budget; HUD will not calculate this year's budget based on last year's budget. HUD put aside approximately one million dollars to use this year. The current budget supports approximately 850 vouchers.

### g) Commission Requests for Focus Areas in FY2024

Steger spoke about requests from the commissioners on focus areas. If the commissioners have any focused areas they want to be added to the City Manager's recommendation on how to allocate resources, she will need a motion that is passed.

Steger indicated there is a report available to provide the number of rental units and the number of landlords that accept the Housing Choice Voucher. The Department is actively working to translate applications into other languages.

Commissioner Dixon moved to request additional budget for the focus areas for Fiscal Year 2024 to develop a survey for participants and for marketing the Housing Choice

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Voucher program. Commissioner Cathy Dickens seconded. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

- h) Review Annual Reporting Calendar for Various Required Reports and Budget Making Process  
Steger indicated the calendar may be placed in the Housing Commission Binder when it is released by HUD.
- i) Review Response to HUD Letter Regarding Unaudited Funds for 2021  
Steger indicated there were findings in 2019 for the CDBG program. HUD reviewed the response and accepted the resolution in 2022.
- j) Discuss Housing Development for Low Income Units Including Total Units Needed, Total Units in Development, Size of Units Needed and Being Developed, and Programs for Housing Development  
Steger indicated there will be a link in the Housing Commission Binder to the report created by the Iowa Finance Authority; it is updated annually. According to the report, approximately 1,100 units will be needed for the projected growth by 2030.

She is working with Planning Department and Economic Development to encourage the creation of units with mixed income. Three hundred sixty (360) units are in the process of being constructed behind Blaines Farm & Fleet. Several other communities are in the process of creating new units in Dubuque.

- k) Discuss transitional Housing Needs and Understanding of Unhoused Population in Dubuque  
Steger requested for the commissioners to find the need for transitional housing. She asked that commission bring unserved or unhoused individuals/families to her; she needs to be able to find out what they are missing. A good place for a person to start is the Coordinated Entry Line—(833) 587-8322.

Transitional housing is funded by ESG funds. Some resources include Liberty Recovery and Fountain of Youth.

### Reports

- a) Community Development Advisory Commission Report  
*Commissioner Renee Kehoe was not in attendance to report.*
- b) Assisted Housing Waiting List Statistical Summary  
Hollie Ohnesorge, Assisted Housing Coordinator, shared information on the Statistics Report for the quarter.
- c) Housing Choice Voucher Participant Statistical Summary  
Ohnesorge reviewed the information on the Housing Choice Voucher Participant Statistical Summary and highlighted the number of youth that are currently be served by the program—812.
- d) Denial/Termination Meeting Results  
Ohnesorge stated that there were no denials nor terminations to report for the last quarter of 2022.

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### Information Sharing

- a) Contractors are being paid late due to a city-wide software issue.
- b) The 2021 Lead Grant is for \$4 million grant--for approximately 106 units. There are plans to close the 2018 Lead Grant in September of this year.
- c) A Healthy Homes Production Grant does not have a requirement of having a child under 6 years of age.
- d) There is an Age in Place Grant program to assist older adults with staying in their homes by making modifications to their respective homes.
- e) ECIA has a certification program for lead mediators.

### Adjournment

There being no further business to come before the Commission, Commissioner Wooden moved to adjourn the meeting. Commissioner seconded by Commission Merfeld. 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

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## PUBLIC SIGN-IN

January 31, 2023

	First & Last Name	Company	Telephone Number	Email
②	Jaime Izaguirre	Iowa CCI	563-506-4933	jaime@iowacc1.org
①	Evan Hudson	Dubugre Harm Reduction	515 441/267	evan.cooper.hudson@gmail
	Austin Smith	N/A	563-451-6647	rudy2489@aol.com
	John Kruse	TH	563-588-5677	John.kruse@THandlin.com
③	Calvin Jones	N/A	563-292-0293	Jonesc1990@gmail.com
	BRIANA MOSS	IOWA CCI	563-663-8616	brianamoss@gmail.com