

MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, July 23, 2024  
**TIME:** 4:00 p.m.  
**PLACE:** Housing and Community Development Department  
350 West 6<sup>th</sup> Street; Dubuque, IA 52001

Chairperson Rick Baumhover called the meeting to order at 4:04 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Rick Baumhover                      Ross Janes                      Julietta Scott  
                                         Cathy Dickens                      Renee Kehoe                      Sam Wooden  
                                         Amy Eudaley                      Rick Merfeld

Commissioners Absent: *None*

Staff Present: Alexis Steger                      Tonya England  
                                 Gina Hodgson                      Hollie Ohnesorge

Public Present: *None*

**Landlords Serving on Housing Commission**

Alexis Steger, Department Director, asked the Housing Commissioners to confirm whether they are landlords. During roll call for the eight (8) Housing Commissioners, two (2) confirmed they were current landlords—Commissioner Cathy Dickens and Commissioner Julietta Scott. During the second roll call, Commissioner Dickens and Commissioner Scott verbally confirmed they will contact the Department if they decide to accept a housing assistance participant and submit their respective resignations.

**Certification of Minutes – January 23, 2024, Housing Commission Meeting**

Commissioner Sam Wooden moved to approve the Minutes for the January 23, 2024 Housing Commission Meeting. Commissioner Renee Kehoe seconded. Eight (8) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

**Correspondence/Public Input**

There was no correspondence nor public input.

**New Business**

- a) Analysis of Impediments to Fair Housing RFP  
Steger reported one response went out for the Analysis of Impediments to Fair Housing RFP; it is in the process of being signed. The Department will be looking to obtain comments; it will be placed on the Agenda for the next quarterly Housing Commission Meeting. A Public Hearing will be held in January 2025; Mary Bridget Corken-Deutsch will be presenting the information.
- b) HCV Briefing Update  
Hollie Ohnesorge, Assisted Housing Coordinator, spoke about the Housing Choice Voucher (HCV) briefing, which is a tool the Department uses to provide information regarding the rules and regulations for the housing assistance programs. A 45-minute video was created to replace the in-person briefing during the COVID-19 pandemic. Assisted Housing is working to recreate the video by the end of the year so that it is approximately 20 minutes long.
- c) Deposit Assistance Fund Update  
Gina Hodgson, Assisted Housing Supervisor, spoke about the Community Development Block Grant (CDBG) funding for the secuity deposit assistance program. She explained that \$50,000 was received from Iowa Finance Authority (IFA) and \$25,000 was received as matching funds grant from the Community Foundation. Of the grant, \$29,000 has been spent

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and the balance is committed. Thirty-eight (38) applications have been completed or are in the process of being completed. The timeline is from January to December for offering the grant funding. If the Department decides to apply for additional funding, the application is due by October 2024.

Steger added preference is given to homeless or at-risk for homelessness. The Commission will be notified if the waiting list is reopened for the program.

d) Resident Advisory Board (RAB) Attendance

Hodgson stated the Resident Advisory Board had thirteen (13) people to attend the last quarterly meeting; there was a great discussion.

e) Delivering Dubuque Video Announcement

Mayor Brad Cavanagh and Alexis Steger completed a video regarding housing as part of the Delivering Dubuque video series. Also, LaMetra Murdock, Family Self-Sufficiency Coordinator, and a program participant completed a video that promoted the Next Level Savings Program.

### **Reports**

a) Community Development Advisory Commission Report

Commissioner Renee Kehoe reported on the meeting held on June 26, 2024 for the Community Development Advisory Commission (CDAC). The Commission reviewed the by-laws. Kehoe explained the meetings will change from being held monthly to being held when necessary.

b) Assisted Housing Waiting List Statistical Summary

Ohnesorge stated the report dated 4/1/24 to 6/30/24 showed the most recent data for the Housing Choice Voucher Waiting List. During May 2024, all applicants (174) were selected and placed on the waiting list. In June 2024, all 190 applicants who applied for the HCV program were selected and placed on the waiting list.

One hundred eighty-four (184) voucher holders are actively looking for units; 106 were from the selection in May and June. Of all the applicants selected during May and June, twenty-one (21) are already leased up and using their respective vouchers. Four (4) applicants leased in place in June. One hundred sixty (160) applications were still being processed.

c) Housing Choice Voucher Participant Statistical Summary

Ohnesorge did not report additional information related to the Household Composition Report.

### **Information Sharing**

a) Hodgson stated there were two (2) open seats on the Housing Commission.

b) Commissioner Wooden announced his term was ending prior to the next meeting and he was not planning to apply for reappointment to the Housing Commission.

c) Commissioner Baumhover distributed information on meeting days/times for the neighborhood associations in Dubuque.

d) National Night Out will be held in Comisky Park on August 6, 2024.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Wooden moved to adjourn the meeting. Commissioner Dickens seconded. Motion passed by voice vote. Meeting adjourned at 4:52 p.m.

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Minutes taken by:

  
Tonya England  
Recording Secretary

Respectfully Submitted:

  
Gina Hodgson  
Assisted Housing Supervisor