

MINUTES FOR HOUSING COMMISSION MEETING (UNAPPROVED)

DATE: Tuesday, October 22, 2024
TIME: 4:00 p.m.
PLACE: Housing and Community Development Department
350 W 6th Street, City Council Chambers, Dubuque, IA 52001

Chairperson Rick Baumhover called the meeting to order at 4:02 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Rick Baumhover, Cathy Dickens, Amy Eudaley, Ross Janes, Rick Merfeld and Julietta Scott

Commissioners Absent: Renee Kehoe (excused absence)

Staff Present: Alexis Steger, Gina Hodgson, Hollie Ohnesorge, Stacey Weeber and Mary Bridget Corken-Deutsch

Public Present: None

Oaths of Office – Ross Janes

Gina Hodgson (Assisted Housing Supervisor) administered the Oath of Office to Ross Janes at 4:04 p.m. and both signed.

Certification of Minutes – July 23, 2024

Commissioner Rick Merfeld motioned to approve the Minutes for the July 23, 2024, Housing Commission Meeting. Commissioner Eudaley seconded. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion carried 6-0.

Correspondence/Public Input

There was no correspondence or public input.

New Business

a. Appointment of Renee Kehoe to the Community Development Advisory Commission (CDAC)

Commissioner Eudaley motioned to appoint Renee Kehoe to the Community Development Advisory Commission (CDAC). Commissioner Dickens seconded. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion carried 6-0.

b. Analysis of Impediments to Fair Housing RFP

Mary Bridget Corken-Deutsch (CDAC Specialist) provided an update on RFP Analysis. The Analysis of Impediments to Fair Housing is a report that is culminated through the analysis of census data, local data, and community input. A Request for Proposal was posted twice. Once on the city's website on May 1, 2024, with a closing day of May 31, 2024. No proposals were submitted. The Request for Proposal was posted again on the city's website on June 3 with a closing date of June 21, 2024. MSA Professional Services (MSA) was the sole responder to the second Request for Proposal. All services shall be performed in accordance with the Master Professional Services Agreement currently in force. Corken-Deutsch is requesting City Council approve the selection of MSA as the consultant to conduct an Analysis of Impediments to Fair Housing and authorize the City Manager to sign the Task Order with MSA in the amount of

\$25,000. The project schedule is as follows: July 15, 2024, City Council awards contract for preparation of the 2026-2030 Analysis of Impediments. October 7, 2024, MSA provides summary of Draft Analysis of Impediments to City staff. October 17, 2024, Public comment period opens for summary of Draft Analysis of Impediments and November 17, 2024, closes. November 20, 2024, City Staff presents summary and Draft Analysis of Impediments to Community Development Advisory Commission (CDAC) including any comments received. CDAC sets public hearing for Final Analysis of Impediments in January CDAC meeting. November 21, 2024, Public comment period for Final Analysis of Impediments opens and January 3, 2025, closes. January 15, 2025, MSA submits Final Analysis of Impediments to City Staff for CDAC. City holds Public Hearing for Final Analysis of Impediments. January 22, 2025, Final Analysis of Impediments is submitted to Housing & Community Development Department Staff. There was discussion with Commissioners around Criminal History and background checks. Commissioner Merfeld wants MSA to meet with Hodgson and Ohnesorge. Commissioner Scott motioned to approve the Analysis of Impediments to Fair Housing RFP. Commissioner Merfeld seconded. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion carried 6-0.

c. Adopt PHA Conflict of Interest Policy

Steger spoke on the PHA Conflict of Interest Policy to adopt as a City Policy. The policy establishes a standard of conduct to protect the financial well-being, reputation, and legal obligations of PHA. The policy also establishes a method to protect the PHA community from questionable circumstances that might arise and to resolve any real or apparent conflicts. There was Commission discussion surrounding family members or what HUD's determination was surrounding a conflict of interest. Steger gave some examples of what a conflict of interest would look like. Janes asked if a discovery was made later, if that could be added into the language in the policy. Steger stated she would get with the City Attorney- Crenna Brumwell to have that language added to the policy. There was no motion to Adopt PHA Conflict of Interest Policy as changes needed to be made first. It was agreed that the revised policy would be shared with Housing Commissioners via email for review upon completion.

d. Administrative Plan – Voucher Payment Standards Update

Hodgson reported, no action needed to be taken as voucher payment standards up by 120%. A market analysis to compete with market rate needs to be added to the plan. Council set hearing for November 4, 2024, for public input.

Reports

a. Community Development Advisory Commission Report

Commissioner Kehoe was absent and not here to administer the report.

b. Assisted Housing Waiting List Statistical Summary

Ohnesorge shared good news and efforts paid off on the two in-person waiting lists. As of August 2024, there were 871 applicant's total. The lottery average was 300-325 with 60 applicants selected. September 2024 the lottery average was 408 and 20 applicants selected. October 2024 numbers will be shared next meeting. There was discussion with Commissioners about the market of availability of places to rent and increase in rent costs. Commissioner Scott asked if they were still serving all race levels. Ohnesorge responded, yes, they are. Ohnesorge stated they are proud of the staff and the numbers. Commissioner Merfeld asked for a sample letter to be provided to the Commission with a pretend scenario. Hodgson and Ohnesorge acknowledged they would have an email sent with the information to the Commission members.

Commissioner Merfeld asked about the Security Deposit Assistance (SDA) program. Weeber spoke about the program currently being closed but may re-open in the future to select number depending on how much funding is left.

Information Sharing

- a. Hodgson shared LaMetra Murdock was promoted to the Multicultural Family Center Director. She was formerly the Family Self-Sufficiency Coordinator in Housing. One case worker for Assisted Housing will be moving into her former position and they will add an additional position to the Family Self-Sufficiency Program. That position will be posted. That will leave 3 caseworkers in Assisted Housing.
- b. Hodgson stated she received permission for name tags for Commission members and she should have them by the next meeting in January.

Adjournment

Commissioner Merfeld motioned to adjourn the meeting at 5:24 p.m. Commissioner Eudaley seconded. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion carried 6-0.

Minutes prepared by:



Stacey Weeber
Housing Financial Specialist

Respectfully submitted:



Gina Hodgson
Assisted Housing Supervisor