

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

**DATE:** Wednesday, April 16, 2025  
**TIME:** 5:30 p.m.  
**PLACE:** Housing and Community Development Department.  
350 West 6<sup>th</sup> Street, Conference Room 250; Dubuque, IA 52001

Chairperson Julie Woodyard called the meeting to order at 5:30 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Dean Boles, Talma Brown (virtual), Dale Campbell, Michelle Hinke (virtual), Renee Kehoe and Julie Woodyard

Commissioners Absent: Gabriel Mozena (excused absence)

Staff Present: Mary Bridget Corken-Deutsch and Stacey Weeber

Public Present: Kaniyan Mattison, John McAuliffe, Sara Burley, Angela Heister, Ann Lorenz, Kaitlin Schmidt, Janet Buls, Grace Ries, and Linda Ressler

**Certification of Minutes – March 26, 2025**

Commissioner Boles motioned to approve the Minutes for the March 26, 2025, Community Development Advisory Commission Meeting. Commissioner Kehoe seconded. Motion carried 4-0.

*Commissioner Campbell arrived at 5:42 p.m. and Vice Chair Hinke arrived at 5:56 p.m. and did not certify the minutes.*

**Correspondence/Public Input**

There was no public input.

**Old Business**

There was no discussion on old business.

**Reports**

**a) FY25 Purchase of Service Grantees**

John McAuliffe, Project Site Manager, from Four Mounds spoke about their FY25 Purchase of Service Grant, HEART Partnership and also provided an informational document. He stated Four Mounds partners with high school students and adults for construction training and tool safety. They do general contracting work in homes. Kaniyan Mattison, Program Social Worker from Four Mounds stated they set personal and work goals setting them up for future success.

Sara Burley, Supportive Housing Specialist from Four Oaks spoke about their FY25 Purchase of Service Grant Expanding Supportive Housing by combating food insecurities and transportation concerns. She stated Four Oaks has the 15th street apartments that has 36 units and houses 50-60 people. They offer bike coop, meals every Thursday, freezer meal prep with a gifted crockpot. They have access to the food pantry and refrigerator food as well. They also use funds for bus passes, cooking classes at the Convivium, rental assistance and transportation.

Grace Ries and Linda Ressler, from Iowa Legal Aid spoke about their FY25 Purchase of Service Grant, Expungement/Legal Services Clinic. Grace is from AmeriCorps and their non-profit program aids low income clients in expungement and legal services. Linda stated she is an attorney for Iowa Legal Aid and they walk them through the process in different types of legal cases. So far this year, they have had 21 records expunged.

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Janet Buls, Fall Prevention Specialist, from Northeast Iowa Area Agency on Aging, spoke about their FY25 Purchase of Service Grant, fund to help to maintain independence. She stated, Northeast Iowa Area Agency coordinates services for individuals to help them maintain the independence they desire. Services provided include: option counseling, case management, meal programs, caregiver support, respite services, evidence based health programs, advocacy, and recreation and education programs.

Ann Lorenz, Community Outreach Director, from Presentation Lantern Center, spoke about their FY25 Purchase of Service Grant and provided an informational document, Workforce Retention & Support for Immigrants and Refugees. She stated Presentation Lantern offers hospitality, educational opportunities, advocacy, and financial assistance to adult immigrants, especially women, who are striving to better their lives. Since 2002, they have served over 2,000 immigrants, including children, from over 85 countries.

Kaitlin Schmidt, Director of Strategic Resources with St. Mark Youth Enrichment, spoke about their FY25 Purchase of Service Grant and provided an informational document. Funding helps with staffing their program. She stated, St. Mark's works with K-5th at the Boy's and Girls club. They provide kids with meals, academic time, center rotations and social/emotional learning. Transportation is provided to the program.

Angela Heister, Domestic Violence Advocate, from Waypoint, spoke about their FY25 Purchase of Service Grant and provided an informational document, Sexual Assault and Abuse Crisis Control Center. She stated, Waypoint works with assault victims to provide food, shelter, clothing, hospital visits, counseling and therapy. It is free and confidential.

**New Business**

**a) Set Public Hearing for FY25 Amended Citizen Participation Plan**

Corken-Deutsch provided a memo requesting the Community Development Advisory Commission set a public hearing on May 21, 2025, at 5:30pm for the FY25 Amended Citizen Participation Plan for the use of Community Development Block Grant funds. Commissioner Kehoe motioned to set the public hearing for FY25 Amended Citizen Participation Plan for May 21, 2025, at 5:30 p.m., and authorize staff to publish public notice of public hearing and public comment period for 30 days from April 16-May 16. Commissioner Brown seconded. Motion carried 6-0.

**b) Approve FY26 Purchase of Service Guidelines and Rubric**

Corken-Deutsch requested the Community Development Advisory Commission to approve the FY26 Purchase of Service Guidelines and Rubric provided in the packet. There was discussion by the Commission surrounding the lowest funding amount of \$2,500.00. The Commission agreed this amount would remain the same this year. Commissioner Campbell motioned to approve the FY26 Purchase of Services Guidelines and Rubric and recommend staff make any required adjustments per Iowa law. Seconded by Commissioner Hinke. Motion carried 6-0.

**c) CDAC Successes and Initiatives Worksheet (for City Goal Setting)**

Corken-Deutsch stated that the City Council Goal setting is starting in June and the Commission needs to provide guidance on any priorities we want to see funded or to become City Council priority. The Analysis of Impediments, 5-year Consolidated Plan, and new Commission members to the Community Development Advisory Commission were all listed as successes. There was discussion from the Commission regarding future projects including Homeowner Rehab Loan Program harmonization, duplication of the "Dubuque House", implementing Affordable Housing opportunities, and collaboration with other Commissions. Motion by Commissioner Brown to

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approve recommendations from the Community Development Advisory Commission discussed tonight for inclusion in the City Council Goal Setting Session in June. Seconded by Commissioner Kehoe. Motion carried 6-0.

**b. Housing Commission**

No reports were available

**c. Resilient Community Advisory Commission**

No reports were available

**d. Equity and Human Rights Commission**

The meeting minutes were included in the packet for reference

**Information Sharing**

**a) Public Input Cover Pages**

Samples of the public input cover pages were provided to the Commission members.

**Adjournment**

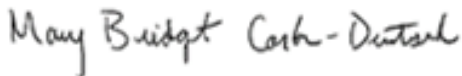
There being no further business to come before the Commission, Commissioner Woodyard moved to adjourn the meeting. Commissioner Kehoe seconded. Motion passed by voice vote. Meeting adjourned at 7:03 p.m.

Minutes taken by:



Stacey Weeber  
Housing Financial Specialist

Respectfully Submitted:



Mary Bridget Corken-Deutsch  
Community Development Specialist