

MINUTES FOR HOUSING COMMISSION MEETING

APPROVED
by Housing Commission on 04/01/2025

DATE: Tuesday, January 28, 2025
TIME: 4:00 p.m.
PLACE: Housing and Community Development Department
350 West 6th Street; Dubuque, IA 52001

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

Commissioners Present: Rick Baumhover Ross Janes Rick Merfeld
Cathy Dickens Renee Kehoe (arrived at 4:16 pm)
Amy Eudaley Julietta Scott (left at 5:13 p.m.)

Commissioners Absent: *None*

Staff Present: Gina Hodgson Hollie Ohnesorge Mary Bridget Corken-Deutsch
Tonya England Allie Kutsch

Public Present: *None*

Oath of Office – Renee Kehoe

Renee Kehoe read and accepted Oath of Office at 4:19 p.m.

Oath of Office – David Wall

David Wall was not present for the Housing Commission Meeting.

Certification of Minutes – October 22, 2024, Housing Commission Meeting

Commissioner Rick Merfeld moved to approve the Minutes for the October 22, 2024 Housing Commission Meeting. Commissioner Cathy Dickens seconded. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

Correspondence/Public Input

There was no correspondence nor public input.

Old Business

- a) Adopt PHA Conflict of Interest Policy – revised policy is not yet completed. It will be sent out to Housing Commission when available.

Gina Hodgson, Assisted Housing Supervisor, stated the revision of the PHA Conflict of Interest Policy has yet to be received from the Legal Department. If it is received prior to the April 2025 Housing Commission Meeting, a notification will be sent to the Commissioners by email.

New Business

- a) Introduction of new FSS Coordinator: Allie Kutsch

Hodgson introduced the newest member of the in Assisted Housing team—Allie Kutsch. She formerly worked in Leisure Services and Americorp. On January 13, 2025, Kutsch started as a Family Self-Sufficiency Coordinator in the Housing & Community Development Department.

- b) Election of Housing Commission Chairperson

The Housing Commission discussed appointing a Housing Commission Chairperson.

Commissioner Ross Janes moved to appoint Commissioner Rick Merfeld as the Chairperson for the Housing Commission. Commissioner Amy Eudaley seconded. Six (6) in favor. Zero (0) abstained. Motion passed.

(Commissioner Merfeld presided over the meeting from this point.)

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c) Election of Housing Commission Vice Chairperson

The Housing Commission discussed appointing a Housing Commission Vice Chairperson.

Commissioner Eudaley moved to appoint Commissioner Cathy Dickens as the Vice Chairperson for the Housing Commission. Commissioner Julietta Scott seconded. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

d) Appointment of Liaison to Housing Trust Fund Advisory Committee

The Housing Commission discussed appointing a Liaison to the Housing Trust Fund Advisory Committee.

Commissioner Janes moved to appoint Commissioner Amy Eudaley as the Liaison to Housing Trust Fund Advisory Committee. Commissioner Cathy Dickens seconded. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

e) Appointment of Liaison to Long Range Planning Commission

The Housing Commission discussed appointing a Liaison to the Long Range Planning Commission.

Commissioner Dickens moved to appoint Commissioner Julietta Scott as the Liaison to Long Range Planning Commission. Commissioner Eudaley seconded. Seven (7) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

f) Analysis of Impediments to Fair Housing Presentation

Mary Bridget Corken-Deutsch presented a summary of the Analysis of Impediments to Fair Housing 2025-2030, which had been previously approved by the CDBG Advisory Board. During her review of the goals and actions, she indicated some of the goals and actions were vague; she and Hodgson had spoken about who would possibly take ownership of the individual goals.

Corken-Deutsch also indicated the entire staff of the Housing & Community Development Department along with community partners would have a role in addressing Goal #3. She explained community gardens would be used to revitalize our community.

Hodgson added that some of the goals and actions may be utilized to create key performance measures in the PHA 5-Year Plan for the Housing Choice Voucher program. In the last five years, the arrest records were taken out of the background checks; background checks now show the convictions only.

g) Recommendation to City Council to approve and adopt the Analysis of Impediments to Fair Housing 2025-2030

Commissioner Scott moved to recommend to City Council to approve and adopt the Analysis of Impediments to Fair Housing 2025-2030. Commissioner Dickens seconded. Seven (7) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

h) PHA 5-Year Plan Discussion – Housing Goals & Objectives

Hodgson spoke about the goals and actions for the Impediments to Fair Housing and the key performance measures during the discussion regarding the PHA 5-Year Plan. She requested that the commissioners bring ideas to the Public Hearing, which will be held in April 2025. (A draft of the 5-Year plan had to be posted by February 15, 2025 for review by the public.)

It was requested that landlord education information be added to the Plan.

i) Proposal to move April Housing Commission Meeting up to 4/1/25 to meet PHA 5-Year Plan submission timeline

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Hodgson explained the Public Hearing needed to be scheduled prior to next scheduled regular meeting date in order to submit the PHA 5-Year Plan to City Council for approval and HUD by the deadline.

Commissioner Dickens moved to recommend for the regular Housing Commission Meeting be moved to Tuesday, April 1, 2025 to meet the PHA 5-Year Plan submission timeline.

Commissioner Eudaley seconded. Six (6) in favor. Zero (0) not in favor. Zero (0) abstained. Motion passed.

Reports

a) Community Development Advisory Commission Report

Commissioner Renee Kehoe did not provide a report on the last meeting for the Community Development Advisory Commission.

b) Assisted Housing Waiting List Statistical Summary

Hollie Ohnesorge, Assisted Housing Administrator, asked if the Commission had questions regarding the report; there were no questions. Ohnesorge did not have additional information to add regarding the report for the U.S. Department of Housing and Urban Development (HUD) requested that voucher issuances cease.

c) Housing Choice Voucher Participant Statistical Summary

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

Information Sharing

a) The White House's Office of Management and Budget (OMB) issued a pause of financial assistance.

b) A suggestion was made for an evaluation be completed on upstairs units that are located downtown that are not currently utilized.

c) A suggestion was made to create landlord videos that include the success of clients going from rental assistance to homeownership.

d) Place information about housing programs in the utility billings was another suggestion offered to increase awareness.

e) Opening of waiting list is posted on Facebook and City of Dubuque's website.

f) For the next meeting, the Commissioners would like to know what sources are available that may be used for items that are not fixed in units. They would also like to know what procedures are followed when items are not fixed. (Hodgson offered to invite Ben Pothoff to the next meeting to address questions.)

g) The budget meetings with City Council will be held in April 2025.

h) St. Vincent de Paul, in conjunction with other non-profit organizations, works to provide assistance to those in need. St Vincent de Paul's hotline telephone number is (563) 584-2226.

Adjournment

There being no further business to come before the Commission, Commissioner Rick Baumhover moved to adjourn the meeting. Commissioner Renee Kehoe seconded. Motion passed by voice vote. Meeting adjourned at 5:33 p.m.

Minutes taken by:



Tonya England
Recording Secretary

Respectfully Submitted:

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A handwritten signature in black ink, appearing to read 'Gina H', with a long horizontal flourish extending to the right.

Gina Hodgson
Assisted Housing Supervisor