

## MINUTES OF HOUSING COMMISSION MEETING

DATE: 27 March 2012  
TIME: 4:00 PM  
PLACE: Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Suite 312, Dubuque, IA 52001

Chairperson Kapler, following staff assurance of compliance with Iowa Open Meeting Law, called the meeting to order at 4:02 pm.

Commissioners Present:	David Kapler Amy Eudaley Jim Holz	Dorothy Schwendinger, OSF Judie Root via telephone Dorothy Culbertson
Commissioners Absent:	Ricardo Woods Mitzi Krey	Lisa McCallister Regine Ronek
Staff Present:	David Harris Ericka Lessears Erica Haugen	Cpl. Scott Koch Randy Gehl, Public Information Officer Janet Walker
Public Present:	None	

### **Review and Certification of Minutes of 27 November 2011 Commission Meeting**

Commissioner Eudaley moved to approve the minutes. Commissioner Holz seconded. Commissioner Culbertson abstained. All others present in favor. Motion passed.

### **Correspondence/Public Input**

None

### **Old Business**

#### **Report from Subcommittee: Housing Commission Goals – 2012**

Commissioner Holz described that the Committee met and developed goals that he presented to the Commission. He stated that they are looking for feedback. Commissioner Schwendinger wanted clarification if these were goals for the Housing Department or the Commission. Commissioner Holz stated that they are goals for the Department and for the Commission. There were several ideas for getting news and information out to everyone. Commissioner Kapler suggested that Commissioners take goal #1 and come up with 3 or 4 ideas on how to implement it. The subcommittee will meet again before the next Housing Commission meeting. Commissioner Holz moved to follow Commissioner Kapler's suggestions. Commissioner Eudaley seconded. All other present in favor. Motion passed.

### **New Business**

#### **Use of Social Media**

Randy Gehl, Public Information Officer for the City of Dubuque, explained the Social Media outlets that the City currently uses. He explained "Notify Me" which people can sign up for to receive notification as to different events going on in the city. Randy showed the Commission how many people are signed up for "Notify Me" for the Housing Department. Also he showed

that the City now has a Facebook page and Twitter page. Erica Haugen, the FSS Coordinator, also showed the Housing Department's Facebook page that she monitors.

**Amendments to the Administrative Plan Regarding Falsification of Applications, Role of Section 8 Investigator and Comparability Areas for Rent Reasonableness Calculations**  
Janet explained that rent reasonableness changes to our administrative plan are to adapt to our new software which uses census tracts rather than zip codes. Commissioner Holtz moved to approve. Commissioner Eudaley seconded. All others present in favor. Motion passed.

Janet explained the added word "disqualifying" to this section. The section requiring disclosure of previous criminal activity was removed, as background checks are automatically run on all applicants. Janet also explained that we cleaned up the wording regarding the role of the Section 8 Investigator. Commissioner Holz moved to approve changes. Commissioner Schwendinger seconded. All others present in favor. Motion passed.

**Information Sharing**

**Complaints Received**

Commissioners received a summary of the complaints the Housing Department has received since the last meeting.

**Homelessness Prevention and Rapid Re-Housing Program (HPRP) Close-Out**

Commissioners received a summary of HPRP Program performance and notice of scheduled July program close-out.

**Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 5:20 pm.

Minutes taken by:



Ericka Lessears

Recording Secretary

Respectfully submitted by:



David Harris

Department Director