

## MINUTES OF HOUSING COMMISSION MEETING

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

Chairperson Holz, following staff assurance of compliance with Iowa Open Meeting Law, called the meeting to order at 4:00 pm.

Commissioners Present: Dorothy Schwendinger, OSF  
Jim Holz Patricia Foster  
Amy Eudaley Judie Root  
Anna Fernandes

Commissioners Absent: Lisa McAllister Dorothy Culbertson  
Ricardo Woods Rick Baumhover

Staff Present: Alvin Nash Cpl. Scott Koch  
Janet Walker Jessica Kieffer  
Teresa Drury Michael Van Milligan

Public Present: Alex Kornya

### **Review and Certification of Minutes of 23 October 2012 Commission Meeting**

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

### **Correspondence/Public Input**

None

### **Old Business**

#### **Discuss Dubuque at Home**

Alvin reminded Commissioners the Housing and Community Development Department will be presented in the upcoming addition of the City Focus Magazine.

### **New Business**

#### **Discussion of Assessment letter from HUD concerning Section 8 issues**

Annually staff performs a quality control of case files, waiting list and inspections to ensure that we're consistent and meeting administrative policies and HUD Regulations, to comply with the SEMAP Assessment. HUD utilizes this tool to measure the Housing Authority's performance.

#### **Action needed in response to HUD Assessment report**

Historically the Housing Authority received a rating from HUD of 100%. In 2012 the

Housing Authority received a score of 86%, the overall performance rating being withheld based on indication of non-compliance with program requirements. Alvin explained HUD has requested corrective action on three issues:

1. Admission to a program may not be based on where the family lives before admission to the program. Alvin explained the findings deemed non-compliant by HUD were based on an interpretation that applicable regulations allowed local preference points to give local residents an opportunity to benefit from the program. Corrective action: we will no longer assign local preference points for residency. Preference points will be assigned in a cumulative, non-discriminatory manner that provides an equal opportunity for all applicants. Applicants on the waiting list will be evaluated on the cumulative value of the preference points and then the date and time the application was submitted.
2. Elimination of the very low income preference point allotment. Corrective action: preference points will be awarded to applicants earning or receiving an extremely low income. Extremely low income is defined as 30% or below of area median income.
3. Failure to fully subscribe participants in the program through inadequate lease up efforts. Previously City Council and the City Manager recommended to reduce the program from 1063 vouchers to 900 vouchers with the intention of providing staff the tools to better manage the program, their case load and provide clients with quality service and assist them in enhancing and enriching their lives. Since the reduction of vouchers the Family Self Sufficiency program has increased to 125 participants, requiring three coordinators instead of one coordinator, the Circles Initiative has been implemented and the Resident Advisory Board has grown with some very enthusiastic participants. The reduction of vouchers allowed changed to run the program more efficiently and to further support program activities. Corrective action: The City of Dubuque will issue all of the 1,063 authorized vouchers. Staff predicts it may take approximately two years to expand from the current average of 850 vouchers to 1,063 vouchers based on budget allocations, staffing and administrative needs.

#### **Approve changes to Section 8 Administrative Plan**

Janet explained the changes to the Administrative Plan to the Commissioners. These changes include the removal of the residency preference points and addition of preference points for very low income applicants, transitional housing and permanent supportive housing programs.

#### **Approval of Corrective Action Plan**

Commissioner Root motioned to approve the changes to the Section 8 Administrative Plan and approval of the Corrective Action Plan submitted to HUD. Commissioner Eudaley seconded. All present in favor. Motion approved.

**Memo to City Manager on the Housing recommendations from the Safe Community Advisory Committee**

Commissioners received a summary of Housing recommendations from the Safe Community Advisory Committee and program update.

**Set Subcommittee date to review Section 8 overall Administrative Plan**

Alvin and the Commissioners discussed reviewing the entire Administrative Plan. It was decided that staff will come up with recommendations and give to the Commission for review at the next scheduled meeting. Commissioners will also bring their recommendations to the meeting for discussion. Alex Kornya from Iowa Legal Aid commented that a previous verbal invitation was extended to Legal Aid staff to provide feedback on the Administrative Plan. Alex stated Legal Aid policies require a written invitation be extended in order for their staff to provide their input.

**Information Sharing**

**Complaints Received**

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

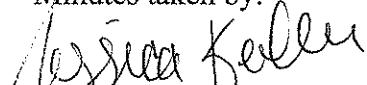
**Updated on Budget Process**

It was discussed that staff is in the process of preparing information for the FY2014 budget. The budget hearing is scheduled for February.

**Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 5:19 pm.

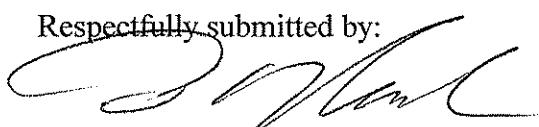
Minutes taken by:



Jessica Kieffer

Recording Secretary

Respectfully submitted by:



Alvin Nash

Department Director

