

MINUTES OF HOUSING COMMISSION MEETING

DATE: 25 June 2013
TIME: 4:00 PM
PLACE: Housing and Community Development Department
350 West 6th Street, Suite 312, Dubuque, IA 52001

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

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| Commissioners Present: | Jim Holz Amy Eudaley Sister Dorothy Schwendinger | Rick Baumhover Anna Fernandes | Patricia Foster Robert McDonell |
| Commissioners Excused: | Lisa McAllister | Ricardo Woods | Judie Root |
| Staff Present: | Alvin Nash Janet Walker | Teresa Drury Cpl. Scott Koch | |
| Public Present: | Joe Ferrentino: Iowa Legal Aid | Jerry Maro: Landlord Association | Mary Sawyer |

Review and Certification of Unofficial Minutes of 28 May 2013 Commission Meeting

Commissioner Baumhover motioned to approve the minutes. Commissioner Eudaley seconded. Commissioner Fernandes, Schwendinger, and Foster abstained. All others present in favor. Motion passed.

Correspondence/Public Input

None

Old Business

None

New Business

New Housing Commission Member Robert McDonell-Oath of Office
Chairperson Holz administered the Oath of Office to Commissioner McDonell.

Proposed Changes to Administrative Policy-Subsidy Standards

Janet Walker (Assisted Housing Supervisor) explained the housing assistance payments shortfall in funding and noted the proposed changes are recommended by HUD in an effort to prevent termination of subsidy for current families and offer an opportunity to serve more families in the future. The proposed changes to the subsidy standards pertaining to minimum/maximum number of bedrooms/persons and subsidy amount were discussed. Vice Chairperson Schwendinger voiced her concerns with the shortfall funding falling onto the backs of participants. Janet Walker explained how we receive our HUD budget annually. We have an agreement with HUD to stop pulling from the waiting list at this time and in return they will grant us funds to carry us through this calendar year. There will be a minimal effect on the participants.

Alvin Nash (Housing Director) offered a copy of HUD's letter of finding of noncompliance. He briefly explained, gave his thoughts on the findings, and mentioned that we were not issued a fine. Chairperson Holz suggested waiting on making any changes to the Administrative Plan right now and requested a standard administrative plan from HUD. Janet Walker stated that we do not have a standard plan from HUD to distribute but, we recently purchased a model plan and are currently in the process of incorporating it into our Administrative Plan. As part of our new "Action Plan", Alvin Nash mentioned that employees and Boards and Commissions members need to attend a 3-hour Fair Housing Class every year for 5 years.

Proposed Changes to Administrative Policy-Minimum Rent

Janet Walker explained the proposed \$25 Minimum Rent for participants and the qualifications for taking a hardship for temporary/long-term issues if participants cannot pay the minimum.

Proposed Changes to Administrative Policy-Reexaminations

Janet Walker explained the proposed changes to the Annual Reexaminations and the proposed requirement for participants to report all increases in income, with the exception of annual cost of living allowance increases from the Social Security Administration.

Proposed Changes to Administrative Policy-Asset Verification

Janet Walker explained the proposed changes to Asset Verification and the option for participants to self-certify all assets under \$5,000.

Vice Chairperson Schwendinger motioned to approve the changes to Asset Verifications and Reexaminations and table the Subsidy Standards and Minimum Rents. Commissioner Eudaley seconded. All others present in favor.

Information Sharing

Complaints Received

Commissioners received a summary of the complaints the Housing Department has received since the last meeting. After some discussion of the current way complaints are recorded and distributed to the commissioners; Alvin Nash suggested we include Cpl. Koch's crime reports going forward.

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 5:04 pm.

Minutes taken by:



Teresa Drury
Recording Secretary

Respectfully submitted by:



Alvin Nash
Department Director