

COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING UNAPPROVED MINUTES

DATE: Wednesday, November 19, 2014

TIME: 5:30 p.m.

PLACE: Housing and Community Development Department
350 W. 6th Street, Suite 312, Dubuque IA 52001

Commissioner Theresa Caldwell called the meeting to order at approximately 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Paula Maloy, SVM Janice Craddieh
Tom Wainwright Theresa Caldwell
Michelle Hinke

Commissioners Absent: Ricardo Woods, Rob Block, Angela Kelley

Staff Present: Brenda Henry Erica Haugen Alvin Nash
Jerelyn O'Conner Kris Neyen

Public Present: **none**

Oath of Office: Commissioner Hinke read aloud her Oath and signed the Oath of Office, being sworn in as the newest member to the Community Development Advisory Commission.

Certification of Minutes:

Commissioner Wainwright moved to approve the September 3, 2014 Commission meeting minutes. Commissioner Maloy seconded. Roll call. All present in favor. Motion passed.

Correspondence / Public Input

None

Old Business

None

New Business

Amendment to Citizen Participation Plan

Erica Haugen discussed a few of the changes that have been made to the Citizen's Participation Plan. She pointed out that changes were made to update the Housing & Community Development Department address from 1805 Central to 350 West 6th Street, Suite 312 Dubuque Iowa. Section VI. Complaints was changed to reflect that such complaints can be filed in writing, on the City's website or on paper by mail, fax or email. A form was added that may be used to file a complaint, but is not required. Commissioner Wainwright moved to approve the Citizen Participation Plan.

Commissioner Caldwell seconded. Roll taken. Motion passed.

Set Public Meeting for Input on Community Needs – December 10, 2014

Commissioner Wainwright moved to set the Public Meeting for Input on Community Needs for December 10, 2014. Commissioner Craddieth seconded. Roll taken. Motion passed.

Set Public Hearing for Amendment 2 CDBG FY2015 Annual Action Plan and FY2016 Annual Action Plan – January 21, 2015

Commissioner Craddieth motioned to set a Public Hearing for Amendment 2 CDBG FY2015 Annual Action Plan and FY2016 Annual Action Plan for January 21, 2015. Commissioiner Hinke seconded. Roll taken. Motion passed.

Designate Purchase of Services Grant (POSG) Sub-Committee

Commissioner Craddieth and Commissioner Hinke volunteered to serve on this sub-committee. Commissioner Wainwright offered to be a third member if a third is necessary.

- a. **Review City Council Goals and Priorities** – Erica provided the most recent vision and Mission Statement for the Five Year City and Community Goals.

Reports

Housing Commission Report – no reports to share. The meeting held in October was not official because there was not a quarum.

Neighborhood Development – Jerelyn O'Connor passed out a packet of information regarding the Neighbor2Neighbor (N2N) pilot program aimed at promoting interaction, collaboration and strong relationships among neighbors to make our neighborhoods healthier, safer and friendlier.

Housing & Community Development Reports

Voluntary Compliance Agreement (VCA) – Alvin reported that most of the reporting deadlines have been met for HUD but there are a couple of extensions that he has requested.

Rehabilitation/Housing Programs – Kris updated the Commission with regard to the number of projects helped since July and mentioned that the Homeowner Down payment Assistance program has been really busy with an increased number of homeowners recently, especially at this time of the year.

CDBG – Erica briefly discussed the Hope House Roundtable event and provided the updated Budget Public Meeting Schedule.

Additional Information -

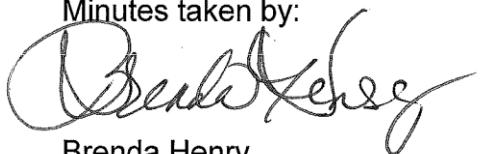
Hope House Roundtable on Community Needs – November 24, 2014 – 6 pm dinner

Budget Public Meeting Schedule – Erica provided an updated Budget Public Meeting Schedule as revised with a few changes from the original schedule.

Adjournment

There being no further business to come before the Commission, Commissioner Craddieth moved to adjourn. Next meeting is scheduled for December 10, 2014. Commissioner Hinke seconded. Meeting was adjourned at approximately 6:25 p.m.

Minutes taken by:



Brenda Henry
Rehabilitation Programs Secretary

Respectfully submitted by:



Erica Haugen
Community Development Specialist