

# COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING UNAPPROVED MINUTES

**DATE:** Wednesday, September 3, 2014

**TIME:** 5:30 p.m.

**PLACE:** Housing and Community Development Department  
350 W. 6<sup>th</sup> Street, Suite 312, Dubuque IA 52001

Commissioner Theresa Caldwell called the meeting to order at approximately 5:36 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Paula Maloy, SVM      Janice Craddieth  
Tom Wainwright      Theresa Caldwell  
Angela Kelley (via telephone)

**Commissioners Absent:** Ricardo Woods, Rob Block

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

**Public Present:** **none**

## Certification of Minutes:

Commissioner Maloy moved to approve the August 20, 2014 Commission meeting minutes with one amendment. It was noted to amend under the Section REPORTS/Housing Commission Report, to read "Commissioner Woods was reappointed to his current position." Commissioner Wainwright motioned for the approval of the minutes with the change. Commissioner Craddieth seconded. Roll call. All present in favor. Motion passed.

## Correspondence / Public Input

None

## Old Business

### **Focus Group Results – Homeless Advisory Commission**

The purpose of the survey is to obtain input from the public on the use of CDBG funds. CDBG Funds can be used for suitable living environment, decent housing and creating economic opportunities. Eighteen surveys were returned out of 26. Commissioner Maloy questioned how we could get additional surveys completed from the public and not just from specific departments or commissions. Canvassing will be done door-to-door on the north end and it is also available online. Alvin Nash asked if it would make sense to have the survey completed by City of Dubuque employees. Erica is meeting with several City departments to get their input on what is needed for the plan also. Commissioner Craddieth shared that we need a new group of people to participate in these surveys instead of the same people who participate time after time.

Commissioner Wainwright suggested scheduling the CDAC meetings during the times when some of the other neighborhood commissions hold their meetings. Alvin Nash suggested that the CDAC commission put together a presentation to explain what the CDAC Commission does at some of these community meetings. Commissioner Craddieh explained that citizens in certain neighborhoods don't have a lot of faith in the City and City officials. She feels it would be more valuable if the Commissioner members themselves presented to other neighborhood groups and that it would mean more than if the information was coming from City employees. Commissioner Caldwell suggested the information be simple and to the point in order to be the most effective in getting the information out to the neighborhood groups.

### **New Business**

#### **Public Hearing – FY2014 Consolidated Annual Performance and Evaluation**

Commissioner Wainwright moved to open the session up to a public hearing. Commissioner Maloy seconded. Motion passed. Meeting opened to Public hearing on Consolidated Annual Performance and Evaluation. There was no one from the public present for comment. Commissioner Maloy motioned the session be closed. Commissioner Wainwright seconded. Motion passed. Erica began discussion on the CAPER report. The CDBG expended approximately \$1.2 million last year. The funds were used to meet the priorities and needs in the consolidated plan. The CAPER addresses impediments to fair housing, and includes requirements for the Voluntary Compliance Agreement. Commissioner Maloy moved to send the CAPERs report on to the City Council. Commissioner Caldwell seconded. Roll taken. Motion passed.

### **Focus Group Subcommittee Report**

#### a. Hope House Roundtable on needs – November 24, 2014

Commissioner Caldwell shared that she felt the subcommittee was very productive. The Focus group selected two focus groups, one with community leaders representing health care, Dubuque Community Schools and five or six members from different sectors, and the other focus group was with the neighborhood associations to have a listening session to talk about the needs in the neighborhood. The hearings will be held on the needs assessments at the CDAC Commission.

### **Reports**

#### **Housing Commission Report – no reports**

**Neighborhood Development** – Jerelyn O'Connor is taking surveys to different Neighborhood meetings. Jerelyn suggested Erica leave surveys at the Washington Tool Library for public access.

#### **Housing & Community Development Reports**

*No reports*

### **Additional Information** -

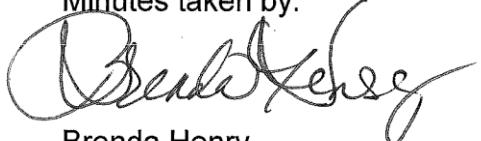
The Commission discussed options for a memorial honoring Commissioner Ann

Michalski.

**Adjournment**

There being no further business to come before the Commission, Commissioner Craddieth moved to adjourn. Next meeting is scheduled for October 15, 2014. Commissioner Caldwell seconded. Meeting was adjourned at approximately 6:21 p.m.

Minutes taken by:



Brenda Henry  
Rehabilitation Programs Secretary

Respectfully submitted by:



Erica Haugen  
Community Development Specialist