

## MINUTES OF HOUSING COMMISSION MEETING

DATE: August 25, 2015  
TIME: 4:00 p.m.  
PLACE: Housing and Community Development Department  
350 W. 6<sup>th</sup> Street, Suite 312, Dubuque, IA 52001

Assistant Chairperson Schwendinger, following staff assurance of compliance with Iowa Open Meeting Law, called the meeting to order at 4:00 p.m.

Commissioners Present:	Robert McDonell Patricia Foster Sister Dorothy Schwendinger	Amy Eudaley Rick Baumhover David Wall
Commissioners Absent:	Ricardo Woods	
Staff Present:	Kim Glaser Alvin Nash Teresa Bassler Lisa Barton (to present Rehab report)	Janet Walker Jerelyn O'Connor
Public Present:	None	

### **Review and Certification of Minutes of July 28, 2015 Commission Meeting**

Commissioner Eudaley commented regarding the wording on the second page under Reports: Crime Reports. The sentence reading: *"That does not mean that a landlord can ignore information on those checks and allow the individuals to move in, but the City cannot ignore that information."* The Commission suggested changing this to *"That means that a landlord can ignore the checks and allow individuals to move in but the City cannot ignore that information."* Commissioner Eudaley motioned to approve the minutes with the above change. Commissioner McDonell seconded. All present in favor. Motion passed.

### **Correspondence/Public Input**

None

### **Old Business**

Commissioner Schwendinger suggested we discuss the election of a new Housing Commission Chairperson. This was not on the agenda so the discussion was deferred until the next meeting on September 22, 2015. The Commission can discuss items not on the agenda but cannot vote on any item not listed on the agenda. It was determined it would be "cleaner" to discuss and vote at the next meeting.

### **New Business**

#### **SEMAP Certification**

The Housing Choice Voucher Program is scored every year using this Section 8 Management Assessment Plan report. This was completed and submitted August 19, 2015. The Commission does not need to improve the report; the Housing Choice Voucher Program just wanted the commission to be aware of the report and how we were scored and performed.

Teresa Bassler explained the different components the assessment plan reviews. First, on the SEMAP report we were reviewed on how we remove individuals from the waiting list. In this

category we scored 100%, meaning in all samplings we were following procedures correctly. Secondly, we were reviewed on how we calculate the monthly rent. In this sampling we scored 90%, which is acceptable. Commissioner McDonnell asked the errors found that caused the 90%. One example Teresa Bassler explained is it could be the participant's income and assets were not calculated correctly or earnings on a bank account might not have been included or child support not calculated correctly. The third area for review is calculation of our utility allowance schedule. Files were sampled and reviewed to make sure our utility allowances were calculated correctly. Next, we were required to do a specific number of quality control inspections. We scored 100% in this area as the Program did the correct number of quality control inspections based on our "universe". We were also reviewed on the follow-up inspection enforcement such as response on life threatening issues such as no smoke alarm. We scored 100% on that category.

Commissioner McDonnell requested the information from the quality control report be shared with the Commission. Teresa Bassler stated she would share the data from the study at the next meeting and would bring supporting documents.

#### **OATH OF OFFICE**

Robert McDonell – Commissioner McDonell read his Oath of Office.

#### **Reports**

**Crime Reports** - Scott Koch was unavailable for an update.

Alvin Nash is working on a narrative format that will explain Scott's data and statistics. Scott will use that narrative format going forward to explain his stats and numbers and draw conclusions from the data.

Commissioner Eudaley shared an observation that the number of total arrests goes up when the number of unauthorized Section 8 arrests goes down except in February. She thought it would be interesting to know why this occurs. An explanation of this correlation was requested by the Commission from Corporal Koch at the next meeting.

**Nuisance Property Report** - Nothing to report.

**CDBG Advisory Commission Report** - Erica Haugen was unavailable for an update.

**Rehabilitation Reports** - Kris Neyen was unavailable for an update. Lisa Barton manages the Rehabilitation loan portfolio and was called to explain what she does. She gave a synopsis of the Rehabilitation loan portfolio and how it is managed. She reported the portfolio is approximately \$8,000,000 and consists of approximately 575 loans. These loans have a payment between \$42 and \$200.00 per month and an interest rate of 0% to 3%. Some of the loans are forgivable but the Program is no longer offering an option of a forgivable loan.

Lisa Barton reported the loan portfolio delinquency is traditionally very low. The repayments from the loans go into a revolving loan fund to finance new rehabilitation projects. Currently the loan portfolio generates \$280-300,000 in funds. The Rehabilitation Program is focusing on growing the loan portfolio and increasing the loan paybacks as the CDBG funds delineated to the City have been reducing each year. The Rehabilitation Program is trying to achieve a greater return on their loan paybacks, possibly average \$500,000 in repayments to help purchase of service events or other CDBG projects.

Commissioner Eudaley asked for an update on the new loan policy procedure manual. Alvin Nash stated it has been written up but it has not been finalized or approved. He stated it may be available by the next meeting. He reiterated it is important to have a specific policy and procedure manual. He stated we are abiding by the rules currently but it is not formally in writing. Robert McDonell stated he would be interested in reviewing the procedure manual. The manual will be used to ensure there is a clear separation of duties.

Robert McDonell questioned why all the listings are not posted outside the housing office. He stated many are posted but some are not. This will be brought to Kris's attention.

**Neighborhood Services Report** – Jerelyn O'Connor reported on the Block Party that Operation: New View held on August 2, 2015. This was well attended with good outreach provided.

The National Night Out was held August 4, 2015 with several downtown associations participating. It was primarily a public safety event sponsored by the City Police Department in cooperation with the corporate sponsor; Target. Many other City departments participated with outreach and engaging activities. The Housing Department participated with a Frozen movie activity. It was a very well represented event.

There was A Back to School Bash with activities and services for kids. A barber was available to give free haircuts. The first Tuesday of every month a salon will offer free haircuts to school aged children.

The North End and Downtown group is sponsoring an ice cream social.

Make a Difference Day is actively recruiting volunteers and homes to participate in the day, October 24th. Last year there was over 400 volunteers. It will focus on weatherization, yard work, painting and other light maintenance.

Jerelyn O'Connor is planning on submitting a Housing Iowa Award application. The application will focus on the work that has been specifically done in the Washington Neighborhood over the last few years. Commissioners commented many citizens do not realize or see the great work the City has done in the Washington Neighborhood and overall in the downtown area.

Alvin Nash commented the Washington Neighborhood Development Corporation will either dissolve or regroup and redevelop itself. It did not achieve the results it was intended to do. It had a great strategic plan but it was never a "how to" plan with measurable results. Alvin Nash is advocating to redevelop the Development Corporation and have it reach the measurable goals as it should. It may not be the "Washington Neighborhood Development Corporation" but just a "Neighborhood Development Corporation".

City Life will seek new participants for their September group. This is a 6 week program that educates the citizen on a broad overview of the City organization

#### **Information Sharing**

Teresa Bassler reported she received an email that Commissioner Woods is stepping down from the Housing Commission. Commissioner McDonell stated we have 4 vacancies currently on the Commission with Anna Fernandes not yet recommitting. Alvin Nash suggested more aggressive recruitment as a strategy or reduce the Commission to a lesser number of commissioners that reflects more the average of how many you typically have attending. Alvin

suggested possibly reducing the Housing Commission to 7 commissioners. Commissioner Schwendinger thought this may reduce the commitment and increase absenteeism. Rather than look at changing things at this time Alvin suggested looking at more aggressive recruitment by the City Clerk's office and the City Council. The only criteria is the Housing Commission members have at least one member from Housing Choice Voucher and the Continuum of Care Program.

**Adjournment**

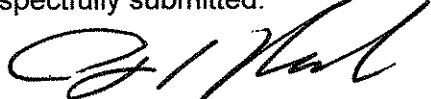
There being no further business to come before the Commission, Commissioner Baumhover motioned to adjourn the meeting. Commissioner McDonnell seconded the motion. All were in favor and the meeting adjourned at 4:55 pm.

Minutes taken by:



Kim Glaser  
Recording Secretary

Respectfully submitted:



Alvin Nash  
Department Director