

## MINUTES OF HOUSING COMMISSION MEETING

DATE: October 27, 2015  
TIME: 4:00 p.m.  
PLACE: Housing and Community Development Department  
350 W. 6<sup>th</sup> Street, Suite 312, Dubuque, IA 52001

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

Commissioners Present: Robert McDonell Amy Eudaley  
Rick Baumhover David Wall  
Sister Dorothy Schwendinger (phone)  
Anna Fernandes (Sworn in)  
Jill Kedley (Sworn in)  
Coralita Schumaker (joined meeting at 4:40 p.m.) (Sworn in)

Commissioners Absent:

Staff Present: Kim Glaser Kris Neyen  
Alvin Nash Jerelyn O'Connor  
Teresa Bassler Scott Koch  
Erica Haugen Bob Boge

Public Present: None

### Oath of Office

Oath of Office read by Anna Fernandes, Jill Kedley, and Coralita Shumaker (4:40 p.m.). Introductions followed of all commissioners and City staff.

### Election of Officers: Chairperson and Vice Chairperson

Commissioner McDonell nominated Commissioner Baumhover to the Chairperson position. Commissioner Eudaley motioned to approve the nomination. Commissioner Schwendinger seconded. Motion passed.

Commissioner McDonell nominated Commissioner Schwendinger to continue as Vice Chairperson. Commissioner Eudaley motioned to approve the nomination. Commissioner Wall seconded. Motion passed.

### Liaison Appointed for Community Advisory Committee

Acting Chairperson nominated Commissioner Baumhover to serve as Liaison to Community Development Advisory Committee. Commissioner Wall motioned to approve the nomination. Commissioner Eudaley seconded. All present were in favor. Motion passed.

### Review and Certification of Minutes of August 25, 2015 Commission Meeting

Commissioner Baumhover motioned to approve the minutes. Commissioner Wall seconded. All present in favor. Motion passed.

### Review and Certification of Minutes of September 22, 2015 Commission Meeting

Commissioner Eudaley motioned to approve the minutes. Commissioner Baumhover seconded. All present in favor. Motion passed.

## Correspondence/Public Input

None

## Old Business

### **SEMAP Certification – Additional Discussion**

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 approve the report. Discussion of the report and its significance continued.

Robert Boge gave overview of the inspection items missed on the HQS Inspection - Quality Control section of the SEMAP report. Bob Boge stated the purpose of a Quality Control inspection is to provide inspectors feedback on the performance of their inspection and to achieve consistency between inspectors. Alvin Nash confirmed we will utilize the report as a tool to achieve a consistent inspection process and consistent performance for all Housing Inspectors. Bob Boge stated we do not carry the computer or a paper checklist in the field at each inspection. The inspection is completed visually then typed into the computer after the fact. It was determined a checklist should be taken and completed during the actual inspection.

## New Business

Teresa Bassler shared the Housing and Urban Developments (HUD) response to the City of Dubuque's proposed changes to the Housing Choice Voucher Administrative Plan. First, HUD will allow the change of number of bedrooms based on the Head of Household residing, other adults present in the home, and sex of the minors present in the home unless minor children are under the age of 10 years old. Same sex adult or minor children shall be allocated one bedroom for two persons.

Second the Voucher Payment Standards will be adjusted to levels between 90% and 110% of the published Fair Market Rents as published by HUD for the Dubuque Metropolitan area. The standard will be determined using the most recent leasing data and success rates of participants issued Vouchers. The PHA will monitor rent burdens of families assisted and will review the payment standard amount for that unit size and may modify the payment standard amounts. This give the Housing Choice Voucher Program flexibility to better serve those assisted.

Commissioner McDonell asked for a move to approve the changes to the Administrative Plan. Commissioner Eudaley moved to approve the changes to the Administrative Plan. Commissioner Wall seconded. Motion passed. The changes will now go to the City of Dubuque's City Council for final approval.

## Reports

### **Crime Reports -**

Commissioner Schwendinger again requested an overall summary from Corporal Koch to summarize the crime reports submitted to the Commission. Alvin Nash is drawing up a summarization model for Corporal Koch to follow. Corporal Koch will use that narrative format to explain his statistics and draw conclusions from the data.

Commissioner McDonell asked if there was a way to break out the category types of arrests to substantiate that Housing Voucher Program participants are not contribution more to crime in the City of Dubuque. Alvin Nash responded Corporal Koch will see what information is

compiled by the Police Department by crime categories to determine if we can provide additional, more specific information and precise outputs from the crime data.

**Nuisance Property Report -**

Corporal Koch stated we have an enhanced Neighborhood Program. Sixty nine properties made the nuisance list as of October 1, 2015.

**CDBG Advisory Commission Report -**

Erica Haugen, Community Development Specialist, informed the Commission the U.S. Department of Housing and Urban Development National Disaster Resiliency Application for the State of Iowa and is now available for public review/comment. The State submitted the application October 22<sup>nd</sup>.

Erica Haugen reported the City of Dubuque has begun the process for the new FY2017 CDBG Annual Action Plan for the use of CDBG funds with the preparation of the City Budget. She explained we will not receive the actual entitlement award for FY2017 until the spring. Accordingly, the FY2017 Plan will be based upon estimates from FY2016 award amount and estimated program income expected to be received in FY2017 along with a small contingency in case the amount of the actual entitlement is less than anticipated. Staff Haugen stated that the plan needs to support the 5-year consolidated plan.

**Rehabilitation Reports -**

Kris Neyen, Rehabilitation Programs Supervisor, presented a Rehabilitation Department Monthly Report to commissioners regarding program updates on City owned properties.

Staff Neyen reported that Mike Van Milligen recently added a 21-year covenant to be attached to each City-owned property abstract stating that the home must remain single family, owner-occupied for 21 years.

Staff Neyen reported that she and Teresa Bassler, Assisted Housing Supervisor, sent out a mailing to Assisted Housing participants regarding homeownership. The letter was a marketing tool to let potential homeowners know about the enhancements to the Washington Neighborhood Homebuyer Loan Program. The program now offers \$25,000 down-payment assistance to help potential applicants become homeowners that are below the 30% median income.

**Neighborhood Services Report -**

Jerelyn O'Connor, Neighborhood Development Specialist, presented a copy of a memo on Enhanced Neighborhood Support from City Manager, Mike Van Milligen and an Overview Summary. Enhanced neighborhood support is a special effort by the City of Dubuque to address common neighborhood problems such as crime, nuisances, and problem properties with the overall goal of improving neighborhood resiliency. Staff O'Connor reported that one of the enhancements will include installing 320 new LED lights and converting 45 existing lights to LED in CDBG target areas and Downtown Urban Renewal District. Staff O'Connor reported there was a work session held on Monday night regarding Enhanced Neighborhood Support and encouraged commissioners to watch the session on the City's website.

A second handout was distributed regarding an upcoming Tenant Education Program scheduled to be held at the Multicultural Family Center on Thursday, November 12 from 6:00-7:30 p.m. The program is geared to help tenants understand what their rights are and the legal

expectations of their landlords.

**Information Sharing**

The Fort Dodge Housing Agency is hosting A Commissioners Workshop on Wednesday, November 4, 2015 from 9 a.m. to 4 p.m. in Fort Dodge, Iowa. Topics to include an overview of the commissioner's role in the Housing Authority, Policies, HUD ratings of Performance (PHAS & SEMAP), Financial Oversight of the Housing Authority, Procurement and Modernization and Conflicts of Interest.

**Adjournment**

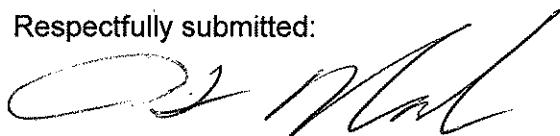
There being no further business to come before the Commission, Commissioner Wall motioned to adjourn the meeting. Commissioner Kedley seconded the motion. All were in favor and the meeting adjourned at 5:25 p.m.

Minutes taken by:



Kim Glaser  
Recording Secretary

Respectfully submitted:



Alvin Nash  
Department Director