

MINUTES FOR HOUSING COMMISSION MEETING

DATE: Tuesday, November 28, 2017
TIME: 4:00 p.m.
PLACE: Housing and Community Development Department
350 West 6th Street, Suite 312; Dubuque, IA 52001

Chairperson Rick Baumhover called the meeting to order at 4:05 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present:	Rick Baumhover Nicole Borovic Anna Fernandes Shane Hooper	Robert McDonell Brett Shaw Coralita Shumaker
Commissioners Absent:	Amy Eudaley	Dorothy Schwendinger
Staff Present:	Erica Haugen Teresa Bassler Tonya England	Jerelyn O'Connor Kris Neyen Cate Richter
Public Present:	None	

Oath of Office – Returning Housing Commission Member Amy Eudaley

Commissioner Amy Eudaley was not present.

Oath of Office – New Housing Commission Member Nicole Borovic

The Oath of Office was read by Nicole Borovic. Introductions of the Commissioners and City Staff followed.

Certification of Minutes – September 26, 2017 Housing Commission Meeting

Commissioner Robert McDonell moved to approve the minutes for the September 26, 2017 Housing Commission Meeting. Commissioner Coralita Shumaker seconded. Roll call. All present in favor. Motion passed.

Correspondence/Public Input

Commissioner Brett Shaw stated he would be resigning from the Housing Commission effective December 29, 2017 due to his being elected for a position on City Council.

Old Business

Commissioner Baumhover asked that the Memorial for Ann Michalski be put on the next meeting's Agenda for an update.

New Business

- a) Section Eight Management Assessment Program (SEMAP) Report for FY2017

Teresa Bassler, Supervisor for Assisted Housing, informed the Commissioners that a notice was received from the U.S. Department of Housing & Urban Development (HUD). The office received a score of 100% with a "High" performance rating on the Section Eight Management Assessment Program (SEMAP) Report for FY2017.

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b) City FY17/Federal FY15 Continuum of Care Annual Performance Report

Bassler explained that the HUD Field Office – Omaha sent a notice, which approved the Continuum of Care Annual Performance Report. Housing had to match 25% of the funding that was provided; we matched 145.76% of the funding. All of the grant funding received was not utilized due to the closing of Project Concern.

Reports

a.) Crime/Nuisance Property Report

Scott Koch, Investigator, was not present. Erica Haugen, CDBG/HCV Supervisor, spoke about the revised version of the chart for the Crime/Nuisance Property Report and how she calculated the numbers—which were estimates.

Commissioner Shaw motioned to have the report analyzed by a statistician and for the Police Department and Housing & Community Development Department to jointly present the information to City Council. Commissioner McDonell seconded. Roll call. All present in favor. Motion passed.

b.) CDBG Advisory Commission Report

Haugen stated the CDBG Advisory Commission has not convened since the last Housing Commission Meeting. The Fiscal Year 2018 budget was recently approved; the request for Release of Funds has been submitted to HUD. The Purchase of Service Grant Competition, which is the competitive grant application for non-profits applying for CDBG funds, will be starting soon.

The Assessment of Fair Housing process will be starting, as well. The Assessment must be completed at least 1 year prior to completing the 5-year plan. It is replacing the Analysis of Impediments. There will be a public input process for guidance as the plan is written, analyzed, and revised. The CDBG Coalition has requested an increase in CDBG funding of \$3.3 billion and \$1.2 billion for homes on the national level.

c.) Rehab Report

Kris Neyen, Rehabilitation Programs Supervisor, explained she is working with a potential buyer for 2056 Washington Street. Neyen stated they are waiting for the State's asbestos report for 2407 Queen Street. She will be meeting with a potential buyer tomorrow for 1849 Jackson.

d.) Neighborhood Services

Jerelyn O'Connor, Neighborhood Development Specialist, explained they fund 25 to 30 small grants each year. They award some large grants to non-profits. O'Connor shared a report by St. Mark—Building Heros; St. Mark received a large neighborhood grant for their 2017 summer enrichment program. She also stated that neighborhoods are starting their holiday celebrations.

e.) Assisted Housing Waiting List Statistical Summary

Bassler explained that the number of applicants on the Housing Choice Voucher Waiting List is down to 133 applicants. The Department is looking at plans to reopen the Housing

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Choice Voucher Waiting List on February 14, 2018 at 8 a.m. and closing it on February 20, 2018 at 5 p.m. An online web application portal has been set up so that applicants may apply online; paper applications will also be accepted. Information will be advertised in different formats. Only 1,000 applicants will be randomly selected to be placed on to the Waiting List.

f.) Housing Choice Voucher Participant Statistical Summary

None

Information Sharing

It was suggested by Kris Neyen that each month a supervisor come to the Housing Commission meeting to describe what his/her area does.

Commissioner Baumhover stated that he may be resigning in February or March 2018 due to his moving to Dallas, TX.

Commissioner Shumaker has been featured on Dupaco Community Credit Union's website.

Adjournment

There being no further business to come before the Commission, Commissioner McDonell moved to adjourn the meeting. Commissioner Shaw, seconded. Motion passed by voice vote. Meeting adjourned at 4:57 p.m.

Minutes taken by:



Tonya England
Recording Secretary

Respectfully Submitted:



Alvin Nash, Department Director