

MINUTES FOR HOUSING COMMISSION MEETING

DATE: Tuesday, September 26, 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 4:01 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

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| Commissioners Present: | Rick Baumhover Amy Eudaley Anna Fernandes Shane Hoeper | Robert McDonell Dorothy Schwendinger Brett Shaw Coralita Shumaker (4:11 p.m.) |
| Commissioners Absent: | None | |
| Staff Present: | Alvin Nash Erica Haugen Teresa Bassler Tonya England | Scott Koch Kris Neyen Cate Richter |
| Public Present: | Amanda Hohmann | Joy Reuter |

Certification of Minutes – August 22, 2017 Housing Commission Meeting

Commissioner Dorothy Schwendinger moved to approve the minutes for the August 22, 2017 Housing Commission Meeting with correction of "Shumake" to "Shumaker" under Item C under New Business. Commissioner Brett Shaw seconded. Roll call. Five (5) in favor; two (2) abstain.

Correspondence/Public Input

None

Old Business

- a) Federal Fiscal Year 2017 Continuum of Care – Phoenix Housing Special Needs Assistance Program

Teresa Bassler, Supervisor for Assisted Housing, shared the final version of the application for the Federal Fiscal Year 2017 Continuum of Care – Phoenix Housing Special Needs Assistance Program, which has been submitted. She and Amanda Hohmann, Employment and Training Specialist with East Central Development Corporation, described the Housing First Model. Bassler stated that the application was voted on at the last Housing Commission Meeting.

New Business

- a) Wesley Heimke Resignation

Bassler stated that on August 27, 2017 Wesley Heimke emailed his resignation from the Housing Commission. The City Clerk's office has been notified.

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Bassler also stated that Amy Eudaley's term has expired; she is considered an incumbent and still has the same voting rights.

b) Family Self-Sufficiency Program Grant

Bassler explained the application for the Family Self-Sufficiency Program Grant was due on September 19, 2017. The Housing & Community Development Department has requested funding for three (3) positions—the two current coordinators and one new coordinator position. The amount requested includes salaries and benefits.

c) Federal Fiscal Year 2017 Continuum of Care - Phoenix Housing Special Needs Assistance Annual Performance Report

Bassler stated that she and Hohmann were working together to submit the Federal Fiscal Year 2017 Continuum of Care - Phoenix Housing Special Needs Assistance Annual Performance Report by Wednesday and the final report will be available for the next meeting.

Commissioner Schwendinger moved to certify the Federal Fiscal Year 2017 Continuum of Care – Phoenix Housing Special Needs Assistance Annual Performance Report. Commissioner Robert McDonell seconded. Roll call. All present in favor. Motion passed.

Reports

a.) Crime/Nuisance Property Report

Scott Koch, Investigator, spoke about the Crime/Nuisance Property Report. He indicated there was a decrease in arrests related to the Housing Choice Voucher program last month (4.12%) when compared to the previous month (4.19%). He explained he collects data for the properties considered nuisances and completes background checks for the Health Department, Assisted Housing, and Circles. There were three (3) properties added to the nuisance properties list.

b.) CDBG Advisory Commission Report

Erica Haugen, CDBG/HCV Supervisor, discussed some recommendations for FY18 funding made by President Donald Trump. She stated she completed 10 sessions of Fair Housing Training. The department is currently working on equity programs for CDBG and Safe & Healthy Homes.

c.) Rehab Report

Kris Neyer, Rehabilitation Programs Supervisor, explained there were only three (3) changes for the Rehab program: 1465 Jackson Street will be closing tomorrow; 1441 Jackson Street had interest from a potential buyer; and the Queen Street property was found to be termite infested.

d.) Neighborhood Services

None

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e.) Assisted Housing Waiting List Statistical Summary

Bassler explained that the number of applicants on the Housing Choice Voucher Waiting List is 358. Currently, the Administrative Policy shows the Waiting List will reopen when it gets down to 350. The Department is looking at changing the Administrative Policy. An online portal is being developed for the Housing Choice Voucher preliminary applications.

f.) Housing Choice Voucher Participant Statistical Summary

Bassler discussed the numbers on the Housing Choice Voucher Participant Statistical Summary and how there has not been much change from last month.

g.) Continuum of Care Special Needs Assistance Program

Hohmann discussed the Special Needs Assistance Program (SNAP) report and how they are currently serving 15 households with a total of 24 people.

Information Sharing

Haugen discussed HUD's visit for three (3) days for the Resiliency Grant. The audit team reviewed the financials. The audit became technical assistance due to the main auditor being unable to complete the audit due to an injury. HUD's auditors will be returning at a later date.

HUD also visited in regards to the LEAD program. The program is on target for budget with no findings; the auditors offered some suggestions.

Adjournment

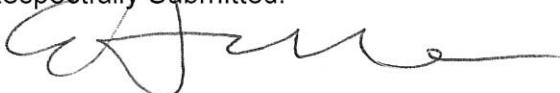
There being no further business to come before the Commission, Commissioner McDonell moved to adjourn the meeting. Commissioner Anna Fernandes, seconded. Motion passed by voice vote. Meeting adjourned at 5:04 p.m.

Minutes taken by:



Tonya England
Recording Secretary

Respectfully Submitted:



Erica Haugen, CDBG/HCV Supervisor for
Alvin Nash, Department Director