

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, August 28, 2018  
**TIME:** 4:00 p.m.  
**PLACE:** Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Suite 312; Dubuque, IA 52001

Chairperson Amy Eudaley called the meeting to order at 4:03 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Adam Babinat  
Brad Cavanagh  
Janice Craddieth  
Amy Eudaley  
Shane Hoeper  
Dorothy Schwendinger (4:04 p.m.)  
Gail Weitz

Commissioners Absent: Nicole Borovic  
Coralita Shumaker

Staff Present: Teresa Bassler  
Tonya England  
Cate Richter (4:06 p.m.)

Public Present: Kathy Sutton

### **Oath of Office – Coralita Shumaker**

Coralita Shumaker was not present.

### **Oath of Office – Shane Hoeper**

Shane Hoeper read the Oath of Office.

### **Oath of Office – Gail Weitz**

Gail Weitz read the Oath of Office.

### **Oath of Office – Brad Cavanagh**

Brad Cavanagh read the Oath of Office.

### **Certification of Minutes – July 24, 2018 Housing Commission Meeting**

Commissioner Dorothy Schwendinger moved to approve the Minutes for the July 24, 2018 Housing Commission Meeting with the following correction:

Under Old Business, Item A, all occurrences of “True North Star Project” should be changed to True North Project”.

Commissioner Adam Babinat seconded. Roll call. Seven (6) in favor. One (1) abstain. Motion passed.

### **Correspondence/Public Input**

There was no correspondence nor public input.

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### Old Business

*None*

### New Business

#### a) Anna Fernandes Resignation

Commissioner Eudaley asked that a letter be prepared for Anna Fernandes to thank her for her service on the Housing Commission. Teresa Bassler, Assisted Housing Supervisor, stated Commissioner Eudaley would be contacted when the letter was prepared.

#### b) City of Dubuque Housing Commission 2018-2019 Goals

Commissioner Dorothy Schwendinger discussed the Working Paper for the Housing Commission's Goals for 2018-19, which she prepared. The commissioners made suggestions on the verbiage for Item Number 3. During the discussion for the neighborhood associations, the document titled "Neighborhood Association Contacts – July 2018" (which was submitted by Jerelyn O'Connor) was provided to the Housing Commissioners. Bassler discussed the purpose of the Resident Advisory Board (RAB), which now meets quarterly.

A request was made for the commissioners to bring questions to the next meeting regarding the goals and for the dates of the RAB meetings be provided.

Commissioner Janice Craddieth moved to approve the City of Dubuque Housing Commission 2018-2019 Goals. Commissioner Gail Weitz seconded. All present in favor. Motion passed.

#### c) Appointment of Liaison to Housing Trust Fund Advisory Committee

The Commission discussed appointing a Liaison to the Housing Trust Fund Advisory Committee.

Commissioner Schwendinger moved to appoint Amy Eudaley as the Liaison to the Housing Trust Fund Advisory Committee. Commissioner Brad Cavanagh seconded. Roll call. All present in favor. Motion passed.

#### d) Section Eight Management Assessment Program (SEMAP) Report for FY18

Bassler discussed the Section Eight Management Assessment Program (SEMAP) Report for FY18

Commissioner Schwendinger moved to approve the Section Eight Management Assessment Program (SEMAP) Report for FY18. Commissioner Adam Babinat seconded. All present in favor. Motion approved.

#### e) Federal Fiscal Year 2018 Continuum of Care – Phoenix Housing Special Needs Assistance Program

Bassler stated the Continuum of Care – Phoenix Housing application was due on August 15, 2018; therefore, it was submitted on August 13, 2018. She explained Housing and Urban Development (HUD) will provide funding to the program and the program, in turn, will divide the funding between the Agencies that applied and were selected for funding. Bassler discussed that the grant was originally set up for a majority of participants to utilize single

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room occupancy units. It was requested to change the number of size of units to reflect who we are currently serving; however, that can not be done at this time. She also noted that due to the closing of Project Concern during the prior fiscal year, the Department was unable to utilize all funding for that fiscal year. Also highlighted were changes the program has made, which are listed on Page 45 of the application.

### Reports

#### a) Crime/Nuisance Property Report

*Scott Koch, Investigator, was not present. The commissioners discussed the report and had the following questions:*

*What happened with the survey completed by the True North Project?*

*How can the information collected for the Crime/Nuisance Property Report be provided to the public?*

*Is it possible to "tighten up" the statistics?*

#### b) CDBG Advisory Commission Report

*Erica Haugen, Community Development Specialist, was not present.*

#### c) Rehab Report

*Kris Neyen, Rehabilitation Programs Supervisor, was not present. The commissioners discussed the report. The following questions were asked:*

*Where are the final prices for the properties falling?*

*What is the average pricing after incentives?*

#### d) Neighborhood Services

*Jerelyn O'Connor, Neighborhood Development Specialist, was not present. She sent a document titled "Neighborhood Association Contacts – July 2018", which was provided to the commissioners during their discussion on the City of Dubuque Housing Commission 2018-2019 Goals.*

#### e) Assisted Housing Waiting List Statistical Summary

Teresa Bassler, Assisted Housing Supervisor, informed the Housing Commissioner the Housing Choice Voucher February 2018 Waiting List started with 1,000 applicants. Assisted Housing staff will continue to randomly pull applicants from the waiting list for the next few weeks. Bassler will provide a report that reflects participant and applicant demographics over a period of time in addition to the monthly report that is provided.

#### f) Housing Choice Voucher Participant Statistical Summary

Bassler stated the number of participants on the Housing Choice Voucher program are continually increasing. The Department will continue to lease up for the next two to four months until their funding goal is reached.

### Information Sharing

- a) A request was made to invite a representative from True North to Speak at the next meeting. Bassler will request a representative from True North to attend a Housing Commission.

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- b) Commissioner Schwendinger provided copies of three articles: "HUD Files Housing Discrimination Complaint Against Facebook", "Keep Looking to 'True North'", and "'Bold' Move Puts North End in Spotlight".
- c) Commissioner Weitz stated she would like to research the Land Trust Model and bring information concerning it to the Housing Commission.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Weitz moved to adjourn the meeting. Commissioner Craddieth seconded. Motion passed by voice vote. Meeting adjourned at 5:15 p.m.

Minutes taken by:



Tonya England  
Recording Secretary

Respectfully Submitted:



Cate Richter, Assisted Housing Coordinator for  
Alexis Steger, Department Director