

MINUTES FOR HOUSING COMMISSION MEETING

DATE: Tuesday, June 25, 2019
TIME: 4:00 p.m.
PLACE: Housing and Community Development Department
350 West 6th Street, Suite 312; Dubuque, IA 52001

Chairperson Amy Eudaley called the meeting to order at 4:02 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present:	Nicole Borovic Brad Cavanagh Janice Craddieh Amy Eudaley	Dorothy Schwendinger Coralita Shumaker Gail Weitz Sam Wooden
Commissioners Absent:	Adam Babinat	Michelle Becwar
Staff Present:	Alexis Steger Teresa Bassler Tonya England	Kris Neyen Jerelyn O'Connor
Public Present:	Amanda Hohmann	Kathy Sutton (4:38 p.m.)

Certification of Minutes – May 28, 2019 Housing Commission Meeting

Commissioner Janice Craddieh moved to approve the Minutes for the May 28, 2019 Housing Commission Meeting with the following revision:

Under Reports, Item A, Crime/Nuisance Property Report, change “Section 8” to “Housing Choice Voucher”.

Commissioner Coralita Shumaker seconded. Roll call. Eight (8) in favor. Motion passed.

Note: The last paragraph of New Business, Item A should have read “Commissioner Gail Weitz moved to approve the Amendment to City of Dubuque Administrative Plan Chapter 4 Application, Waiting List and Tenant Selection with revision. Commissioner Nicole Borovic seconded. Roll call. Eight (8) in favor. Motion passed.”

Correspondence/Public Input

None

Old Business

a) 2019-2020 Goal Setting Input

A commissioner provided 3 recommendations to Staff for the City Council: neighborhood revitalization; safe & healthy housing and gaining opportunities in regards to educating and empowering buildings guild and bridging gaps.

New Business

a) Election of Vice Chairperson Due to Resignation of Adam Babinat

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Teresa Bassler, Assisted Housing Supervisor, initiated the discussion about appointing a Vice Chairperson due to Commissioner Adam Babinat's resignation. The Commission would like to mail a letter thanking him for his service.

Commissioner Sam Wooden motioned to appoint Commissioner Gail Weitz as the Housing Commission Vice Chairperson due to the resignation of Commissioner Adam Babinat. Commissioner Nicole Borovic seconded. Roll call. Eight (8) in favor. Motion passed.

b) Adopt 2019-2020 Housing Commission Goals

There was discussion on the wording of the new goal that was added to the 2019-2020 Housing Commission Goals at the last Housing Commission Meeting.

Commissioner Wooden motioned to adopt the 2019-2020 Housing Commission Goals with the following amendment:

Under Goal 6, change the verbiage from "Increase awareness of who receives housing assistance." to "Increase public awareness to destigmatize housing assistance by promoting publicity, forums, inviting citizens to attend Commission meetings and using other personal contacts. (Powers C and I)"

Commissioner Weitz seconded. Roll call. Eight (8) in favor. Motion passed.

c) Federal Fiscal Year 2019/City of Dubuque Fiscal Year 2021 Phoenix Housing Continuum of Care Renewal Application

Bassler discuss the Phoenix Housing Continuum of Care Renewal Application, which is a two-tier application process. The stated the first step is to submit an application to Iowa Balance of State for a ranking. After Iowa Balance of State ranks all agencies that submitted an application, an additional application is submitted to Iowa Balance of State, who in turns, combines all the agencies' applications and submits one application to the Housing & Urban Development (HUD). Bassler stated the application was submitted prior to the June 7, 2019 deadline.

New for this year was an online application and the "Moving on Strategy". Amanda Hohmann, Regional Homeless Coordinator with East Central Development Corporation, explained the Moving on Strategy focuses on transitioning those who are chronically homeless with a disabling condition from permanent supportive housing to other housing assistance programs offered by local public housing authorities.

Hohmann will email links to the tool kit for the Moving on Strategy and the strategic plan to end and prevent homelessness to Tonya England, who will forward on to the Housing Commissioners.

Commissioner Brad Cavanagh motioned to approve the Federal Fiscal Year 2019/City of Dubuque Fiscal Year 2021 Phoenix Housing Continuum of Care Renewal Application. Commissioner Dorothy Schwendinger seconded. Roll call. Eight (8) in favor. Motion passed.

d) Review of July, 2015 PHA 5-Year/Annual Plan and Plan for July, 2020 PHA 5-Year/Annual Plan – Section 1.0 through 5.2

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Bassler explained the Housing & Community Development Department is looking for input on the 2020 PHA 5-Year/Annual Plan – Section 1.0 through 5.2. Alexis Steger, Department Director, asked whether or not the Commission would like to review the Plan, which will be adopted in February or March of 2020, as small groups or as a full Housing Commission.

The Housing Commission decided to utilize a small group to review the Plan with Bassler.

Commissioner Shumaker motioned to have a small group consisting of Commissioners Cavanagh, Eudaley, Weitz, and Wooden and to review the July, 2015 PHA 5-Year/Annual Plan and Plan for July, 2020 PHA 5-Year/Annual Plan – Section 1.0 through 5.2. Commissioner Borovic seconded. Roll call. Eight (8) in favor. Motion passed.

Reports

- a) Crime/Nuisance Property Report

Steger reported there was a slight increase in arrests. Corporal Scott Koch told Steger that the request made at the last Housing Commission Meeting regarding pulling data to show when an individual is arrested multiple times was not feasible due to having to manually look up each record.

- b) CDBG Advisory Commission Report

Commissioner Janice Craddieh reported the CDBG Advisory Commission had several speakers to present information pertaining to their corresponding grant application at the last CDBG Advisory Commission Meeting. All but one of the submitted grant applications were approved. Jerelyn O'Connor, Neighborhood Development Specialist, provided a handout with a list of the large neighborhood grants that were approved. Steger also added CDBG was selected for a single audit.

- c) Rehab Report

Kris Neyen, Rehabilitation Supervisor, stated Habitat for Humanity now owns 1100 Roosevelt Street. 2320 Mineral Street may be completed by the end of July 2019; an open house will be planned for the property.

- d) Neighborhood Services

O'Connor highlighted the upcoming neighborhood events. She provided a handout with the dates and times of the events.

- e) Assisted Housing Waiting List Statistical Summary

Bassler explained there has not been much change in the data. The Mod Rehab program has a total of fourteen (14) units—ten (10) on Queen Street for elderly or disabled persons and four (4) units with 2 bedrooms located on Rhomberg Avenue. The Project Based Voucher has seventeen (17) vouchers and the unit are located The Rose of Dubuque, which is an assisted living facility.

- f) Housing Choice Voucher Participant Statistical Summary

There was no discussion.

- g) Denial/Termination Meeting Results

Bassler explained the data in the report was lost and, therefore, it must be recreated.

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h) Continuum of Care Special Needs Assistance Program

Hohmann provided a copy of her report for the Continuum of Care Special Needs Assistance Program. The program was able to house their 15th household, which was a family of six (6). She will be helping participants who are wanting to transition to the Housing Choice Voucher program to complete the pre-applications when the Waiting List reopens on July 9, 2019. She also provided a handout for the Iowa Coordinated Entry Regions, which provided contact information for the counties in Iowa.

Hohmann will email England a copy of her PowerPoint presentation on homelessness to send out to the Housing Commission members.

Information Sharing

a) Opening of HCV Waiting List

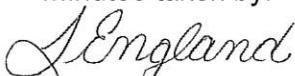
Bassler summarized the information provided in the Public Notice for the opening of the Housing Choice Voucher Waiting List. The Waiting List for the Housing Choice Voucher will start being open on the second Tuesday of every month starting on July 9, 2019. Applications will be taken over the telephone and are available online; also, assistance will be provided in our office. The information was placed on social media and provided in the *Telegraph Herald*. Letters were mailed to 125 community partners in a 200-mile radius notifying them of the opening of the Waiting List.

- b) Commissioner Cavanagh met with members of the Landlord Association (Jerry Maro and Tom Smith) on May 30, 2019. He found that the Association's concerns included the utilization of consistent, accurate data and the timing of initial inspections. They provided positive feedback on background checks, the tenant database, and monthly meetings with Alexis Steger and the City Manager—Mike Van Milligen.
- c) Commissioner Schwendinger stated her term will be ending in September 2019; she will be resigning from the Housing Commission.

Adjournment

There being no further business to come before the Commission, Commissioner Weitz moved to adjourn the meeting. Commissioner Wooden seconded. Motion passed by voice vote. Meeting adjourned at 5:23 p.m.

Minutes taken by:



Tonya England
Recording Secretary

Respectfully Submitted:



Alexis Steger, Department Director