

**Minutes**  
**COMMUNITY DEVELOPMENT ADVISORY COMMISSION**  
**(UNAPPROVED)**

**DATE:** Wednesday, July 17, 2019  
**TIME:** 5:30 p.m.  
**PLACE:** Ann Michalski Conference Room, Third Floor of the Historic Federal Building,  
350 W. 6<sup>th</sup> Street, Suite 312

Chair, Hammel, called the meeting to order at 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Dean Boles, Sara Burley, Jerry Hammel, Jeff Lenhart (by phone), Ellen Pinnola, Tom Wainwright, Julie Woodyard

**Commissioners Absent:** Michelle Hinke, Janice Craddieth

**Staff Present:** Alexis Steger, Chris Lester, Jerelyn O'Connor, Kris Neyen, Lisa Barton, Dan Kroger

**Public Present:** Tami Gillmore, Amy Kallaher, Kaitlin Schmidt, Brooke Welp, Laura Carstens

**Certification of Minutes**

Motion by Woodyard to approve the June 19, 2019 Commission meeting minutes as submitted. Seconded by Wainwright. Motion carried 7-0.

**Correspondence/Public Input**

None

**Old Business**

**a) Review Citizen Participation Plan for Updates follow-up**

Alexis Steger, Housing and Community Development Director, stated the commission received a copy of the Citizen Participation Plan at June's meeting. Steger asked if anyone had any changes they wanted to implement. Boles suggested the dialect be changed on page 5, section V, under outreach efforts, to be broader. Steger suggested changing the language to read "Community engagement being conducted around the City through other initiatives such as: Equitable Poverty Prevention Plan, Community Engagement, and Climate Action Plan". Boles also suggested adding a sentence in the outreach efforts section that the City would report annually on past years outreach efforts.

**b) Review of Large Neighborhood Grant Applications follow-up**

Jerelyn O'Connor, Neighborhood Development Specialist, reported that at our last meeting the Commission requested additional information from the Multi-Cultural Family Center prior to grant application approval. O'Connor reported that Jacqueline Hunter, Director of the Multi-Cultural Family Center, asked if this topic could be tabled to the next CDAC meeting.

Motion by Burley to table the Multicultural Family Center grant application in the amount of \$3,000 to the August 21, 2019 meeting. Seconded by Pinnola. Motion carried 7-0.

**c) Commission role to oversee Community Development Block Grant (CDBG) program deadlines**

Steger informed the commission that she would like to table this item until the next meeting. Steger reported she will be providing results from a recent audit of the homeowner rehabilitation program later under the information sharing section of the agenda. She would like the commission to review this report prior to further discussion of commission roles to oversee CDBG deadlines.

Motion by Woodyard to table further discussion on commission roles until the next CDAC meeting. Seconded by Pinolla. Motion carried 7-0.

**New Business**

**a) Community Development Block Grant Application Review**

Steger reported no applications were received

**b) Purchases of Services Grant Recommendations**

Christopher Lester, Community Development Specialist, explained to the commission the City received eleven (11) purchase of services grant applications; however, one application did not meet Purchase of Services grant requirements. Of the remaining ten (10) applications, Lester reported the Dubuque Community YMCA/YWCA submitted their application after the deadline and asked the commission if late applications should be accepted.

After lengthy discussion, motion by Woodyard to not accept late applications. Seconded by Pinolla. Motion carried 7-0.

Lester reported the total grant funds requested from nine (9) applications is \$191,947. The applications were scored and after lengthy discussion, commissioners voted to split the funds between the ten applicants at approximately 63% of their requests.

Motion by Boles to approve nine (9) of the remaining ten (10) purchases of services grant applications to receive approximately 63% of their requests. Seconded by Burley. Motion carried 6-0. Woodyard abstained due to being a board member for Opening Doors.

**c) Review Draft of FY2019 Consolidated Annual Performance and Evaluation Report (CAPER)**

Steger provided a draft of the FY2019 CAPER to the commission and asked them to set a public hearing for the next CDAC meeting. Steger explained that the CAPER is a review of how CDBG grant funds were spent in FY2019, which ended on June 30<sup>th</sup>. Steger reported the highlighted areas of the report are good numbers; however, they will be updated slightly once HUD approves a previous amendment.

**d) Set a Public Hearing for FY2019 CAPER for Wednesday, August 21, 2019**

Steger asked the commission to set a public hearing for Wednesday, August 21, to review the FY2019 CAPER. A public hearing is a requirement prior to approval.

Motion by Woodyard to set a public hearing for FY2019 CAPER for Wednesday, August 21, 2019. Seconded by Boles. Motion carried 7-0.

**e) Set a Public Hearing for Amended Citizen Participation Plan**

Steger stated a public hearing is required prior to approving the amended Citizen Participation Plan as discussed earlier in this meeting.

Motion by Boles to set a Public Hearing for the amended Citizen Participation Plan for Wednesday, August 21, 2019. Seconded by Pinolla. Motion carried 7-0.

*Jeff Lenhart left the meeting by phone at 6:28 p.m.*

**f) Leisure Services Programs – Dan Kroger**

Dan Kroger, Recreation Division Manager, gave a summary of the programs the Leisure Services Department offers. Kroger provided a brochure listing the Summer 2019 Activities.

**Reports**

**Housing Commission**

Steger gave a brief report with the following highlights: approval of continuum of care (COC) grant; HUD findings; and open waiting list results.

**Resilient Community Advisory Commission**

Boles reported there was no meeting in July.

**Human Rights Commission**

Hammel reported two Housing staff spoke about Family-Self Sufficiency and Gaining Opportunities; update on race conference was provided; and T.H. press release regarding the conference date was discussed.

**Information Sharing**

Steger reported the City of Dubuque initiated a contract with Eide Bailly to conduct an audit of CDBG entitlement in relation to the homeowner rehabilitation program to ensure procedures were in compliance with CDBG guidelines. Steger provided the commission with a report from Eide Bailly and a copy of a letter submitted to Tim Severin, Director of Community Planning and Development in the Housing and Urban Development (HUD) Omaha Field Office.

**Adjournment**

There being no further business, motion by Burley to adjourn at 6:55 p.m. Seconded by Pinolla. Motion carried 6-0

Minutes transcribed by:



Lisa Barton  
Housing Financial Specialist

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Respectfully submitted by:



Alexis Steger  
Housing and Community Development Director

