

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

**DATE:** Wednesday, June 17, 2020

**TIME:** 5:30 p.m.

**PLACE:** Virtual GoToMeeting due to social distancing guidelines related to the COVID-19 Pandemic

Chair Gerald 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, Janice Craddieth, Hilary Dalton, Kelly Fox, Gerald Hammel, Michelle Hinke, Tom Wainwright, Julie Woodyard

**Staff Present:** Alexis Steger, Christopher Lester, Lisa Barton

**Certification of Minutes**

Motion by Commissioner Dalton to approve the June 2, 2020 Commission meeting minutes as submitted. Seconded by Commissioner Wainwright. Motion carried 8-0.

**New Business**

**a) Unity Point Retired and Senior Volunteer Program requesting use of FY2020 awarded Purchase of Services funds to purchase care packages for volunteers returning during COVID-19 crisis.**

Chair Hammel inquired if the Commission could receive more information on the Retired and Senior Volunteer Program's request. Alexis Steger, Housing and Community Development Director, reported that Marie Zoromski was present to speak about their program. Zoromski, Director of Retired and Senior Volunteer Program, gave the Commission a little background of the program. She stated they were awarded \$4,880 of Purchase of Services grant with \$2,161 remaining. Plans were to use the remaining funds for training and marketing; however, due to COVID-19, they would like to reallocate these funds to help purchase care packages for returning volunteers. Zoromski reported there are 275 active volunteers with an average age of 77, so they would like to purchase face masks and hand sanitizer prior to their return.

Motion by Commissioner Woodyard to approve Retired and Senior Volunteer Program request to reallocate \$2,161 of remaining FY2020 awarded purchase of services funds to purchase face masks and hand sanitizer to support their volunteers return to service. Seconded by Commissioner Wainwright. Motion carried 8-0.

**b) Set a Public Hearing to amend FY2021 Annual Action Plan for Wednesday, July 15, 2020**

Alexis Steger, Housing and Community Development Director, explained that the FY2021 Annual Action Plan amendment is necessary due to results from a HUD financial audit. Changes need to be made to the plan regarding an excess of administrative staff salaries. Commission will be asked to approve an amendment reducing administrative expenses and then reallocating the funds to other programs.

After further discussion, motion by Commissioner Woodyard to set a Public Hearing to amend FY2021 Annual Action Plan for Wednesday, July 15, 2020. Seconded by Commissioner Hinke. Motion carried 8-0.

## **Reports**

### **Rehabilitation Programs**

Steger reported 396 W. Locust street has been sold and still being processed and stated they received an offer on 2033 Washington Street, which will be final the end of July.

### **Housing Commission**

Steger reported the Housing Commission is working on reviewing and updating the Administrative Plan. The Commission will be asked to approve the plan at their next meeting.

### **Resilient Community Advisory Commission**

Commissioner Boles stated the focus of the Resilient Community Advisory Commission meeting was the goals and priorities for the upcoming year. Two of their top priorities are the Climate Action Plan and Neighborhood Associations. Boles said they are going to invite Jerelyn O'Connor, Neighborhood Development Specialist, to their next meeting.

### **Human Rights Commission**

No reports were available

### **Information Sharing**

Commissioner Boles questioned what the City Council and City Manager's plans were regarding shortfalls due to COVID-19. Steger reported their focus right now is on budget cuts due to anticipated 14M loss of revenue in FY2021. Commissioner Dalton inquired if the City has redlining maps similar to Des Moines. Steger reported the City does have historic redlining maps and stated she will share the maps with the Commission following the meeting.

### **Adjournment**

There being no further business, motion by Commissioner Wainwright to adjourn at 6:00 p.m. Seconded by Commissioner Dalton. All in favor, motion carried.

Minutes transcribed by:



Lisa Barton  
Housing Financial Specialist

Respectfully submitted by:



Christopher Lester  
Community Development Specialist