

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, February 1, 2021  
**TIME:** 4:00 p.m.  
**PLACE:** Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Room 250; Dubuque, IA 52001

Chairperson Rick Baumhover called the meeting to order at 4:00 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Rick Baumhover Suzanne Stroud  
Michelle Becwar David Wall  
Hilary Dalton Gail Weitz  
Amy Eudaley (Arrived 4:11 p.m.) Sam Wooden (Arrived 4:03 p.m.)

Commissioners Absent: Janice Craddieth

Staff Present: Alexis Steger Kris Neyen  
Gina Hodgson Cate Richter  
Tonya England

Public Present: Amanda Hohmann-Dupont

### **Certification of Minutes – October 27, 2020 Housing Commission Meeting**

Commissioner Gail Weitz moved to approve the Minutes for the October 27, 2020 Housing Commission Meeting. Commissioner Hilary Dalton seconded. Roll call. Seven (7) in favor. Motion passed.

### **Certification of Minutes – December 22, 2020 Housing Commission Meeting**

Commissioner Dalton moved to approve the Minutes for the December 22, 2020 Housing Commission Meeting. Commissioner Weitz seconded. Roll call. Seven (7) in favor. Motion passed.

### **Correspondence/Public Input**

None

### **New Business**

#### a. Housing Commission Ordinance Updates to Accommodate Changes

Alexis Steger, Department Director, stated the Planning Department has asked for the Housing Commission to have a liaison to serve on the Long Range Planning Advisory Commission. A request will be sent to City Council to consider an ordinance change. Once the ordinance change is approved, the Housing Commission will select a liaison to serve for a term of one (1) year on the Long Range Planning Advisory Commission, which meets on the third Wednesday of each month at 5:30 p.m.

#### b. Select Members to Hear Appeal for CoC/SNAP Client

Amanda Hohmann-Dupont, Regional Homeless Coordinator with East Central Development Corporation, explained the Housing Commission is the advisory board for the Continuum of Care Special Needs Assistance Program (CoC SNAP). A termination has been proposed for a client; the client has requested an appeal. According to the appeals process, three (3) Housing Commissioners are needed to serve during the hearing for the appeals.

Commissioner Amy Eudaley moved to approve the following Housing Commissioners for the appeal hearing: Gail Weitz, David Wall, Michelle Becwar and Amy Eudaley. Commissioner Sam Wooden seconded. Roll Call. Eight (8) in favor. Motion passed.

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### c. Set Public Hearing for Administrative Plan Amendment

Steger stated the Administrative Plan needed to be amended due to the addition of new housing programs—VASH and Family Unification Program (FUP). She would like to hold the Public Hearing for public comments on the amendment at the next regular meeting for the Housing Commission.

Commissioner Eudaley moved to set the Public Hearing for the Administrative Plan Amendment for Tuesday, February 23, 2021. Commissioner Wall seconded. Roll Call. Eight (8) in favor. Motion passed.

### Reports

#### a. Community Development Advisory Commission Report

*No Report*

#### b. Rehab Report

Kris Neyen, Rehabilitation Supervisor, explained she will be reporting to the Housing Commission quarterly. 2247 Central Avenue is progressing with the HEART Project. The Adult HEART Project is working on 351 East 15<sup>th</sup> Street; this property is anticipated to be completed in March 2021.

#### c. Assisted Housing Waiting List Statistical Summary

Cate Richter, Assisted Housing Coordinator, explained the Assisted Housing Waiting List Statistical Summary for November 2020 showed five (5) applicants for the Family Unification Program (FUP) on the Housing Choice Voucher Waiting List. The December 2020 Summary showed the applicants that were randomly selected and placed on the Housing Choice Voucher Waiting List in December 2020; all applicants were pulled from the Waiting List shortly after the report was ran.

#### d. Housing Choice Voucher Participant Statistical Summary

Richter explained the Housing Choice Voucher Participant Statistical Summary showed an increase in participants--from 797 to 824.

#### e. Denial/Termination Meeting Results

Richter stated there was one proposed termination for an unauthorized household member. There was one (1) proposed denial for an applicant who had a serious misdemeanor for a controlled substance—the applicant was allowed to go on the program with a memo of understanding.

#### f. Continuum of Care Special Needs Assistance Program

Hohmann-Dupont stated the Continuum of Care Special Needs Assistance Program (CoC SNAP) lost two (2) households—one household passed away and one household transitioned to the Housing Choice Voucher program. (She will be evaluating the budget to see if a new family may be added to the program.) Hohmann-Dupont also spoke about the Delaware/Dubuque Counties Homeless Hotline; they may be reached at (833) 587-8322.

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### **Information Sharing**

- a. The Commission asked for an update on the eviction prevention hotline position, which was discussed at the meeting held in October 2020. Steger stated they are looking for ways to incorporate with the team in the Legal Department.
- b. The Commission asked for a follow-up on the Source of Income information for Minneapolis—which was spoken about at the meeting held in December 2020. Commissioner Wooden stated he was not able to obtain a copy of the ordinance language for he did not receive a response from their office and it was not posted on their website. Steger stated she was not able to obtain a copy of the information on programs offered in Minneapolis.
- c. The budget meeting for the Housing & Community Development Department will be held on March 8, 2021.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Suzanne Stroud moved to adjourn the meeting. Commissioner Eudaley seconded. Motion passed by voice vote. Meeting adjourned at 4:50 p.m.

Minutes taken by:



Tonya England  
Recording Secretary

Respectfully Submitted:



Giña Hodgson  
Assisted Housing Supervisor