

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, February 23, 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  
Michelle Becwar  
Janice Craddieth (*arrival 4:23 p.m.*)  
Hilary Dalton  
Amy Eudaley  
Gail Weitz  
Sam Wooden

Commissioners Absent: Suzanne Stroud  
David Wall

Staff Present: Alexis Steger (*departure 4:23 p.m.*)  
Gina Hodgson  
Tonya England  
Cate Richter

Public Present: *None*

### **Certification of Minutes – February 1, 2021 Housing Commission Meeting**

Commissioner Dalton moved to approve the Minutes for the February 1, 2021 Housing Commission Meeting. Commissioner Gail Weitz seconded. Roll call. Six (6) in favor. Motion passed.

### **Correspondence/Public Input**

*None*

### **New Business**

- a. Public Hearing to Receive Public Comment and Approve Amendment to City of Dubuque Administrative Plan

Commissioner Hilary Dalton moved to open the Public Hearing to Receive Public Comment and Approve Amendment to the City of Dubuque Administrative Plan. Commissioner Amy Eudaley seconded. Roll call. Six (6) in favor. Motion passed.

Gina Hodgson, Assisted Housing Supervisor, summarized the revisions to the Administrative Plan for the City of Dubuque and highlighted the following:

- Information for the Veterans Affairs Supportive Housing (VASH) program, which was implemented on January 1, 2021, was added. The program offers six (6) vouchers for homeless veterans; this is in addition to the vouchers offered by the Housing Choice Voucher program. The Department receives referrals for VASH from the Iowa City VA Medical Center (VAMC).
- The Family Unification Program (FUP), which was implemented in August 2020, are for families who may be close to losing custody of children because of their housing situation and for adults phasing out of foster care who need assistance with obtaining housing.
- The Housing and Community Development Department has moved to a web-based application for the waiting lists for housing assistance. The waiting list for the Moderate Rehabilitation program has been converted from one waiting list to two separate waiting lists based on the two program contacts. (One waiting list is for one-bedroom units and the other is for two-bedroom units.)
- Under 10-II.B. Initial PHA Role, verbiage was added to clarify the process of porting when neither the head of household nor the spouse/cohead of an applicant's family had a domicile in the PHA's jurisdiction.

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- Information regarding reloadable debit cards and cryptocurrency was added under 6-I.D. Earned Income.

*There was no public comment.*

Commissioner Eudaley moved to close the Hearing to Receive Public Comment and Approve Amendment to the City of Dubuque Administrative Plan. Commissioner Janice Craddieth seconded. Roll call. Seven (7) in favor. Motion passed.

The Housing Commission recommended the following changes:

- On Page 2, the verbiage under the second bullet point should be changed from: "Any member of the household is subject to a lifetime registration requirement under a state sex offender registration program. Unless the family member that is subject to lifetime sex offender registration requirement is the Veteran, the family may choose to remove the family member." to "Any member of the household is subject to a lifetime registration requirement under a state sex offender registration program unless the family member that is subject to lifetime sex offender registration requirement is the Veteran. In that case, the family may choose to remove the family member."
- On Page 3 under 4-III.C. Selection Method, the last sentence should be changed from: "Once it is determined that the application is complete, the family meets income eligibility, and no family member is subject to a lifetime sex offender registration, the family is notified and the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5 and Section 4.III.E of this chapter." to "Once it is determined that the application is complete, the family meets income eligibility, and no family member is subject to a lifetime sex offender registration, the family is notified and the PHA will invite the family to attend a briefing in accordance with the policies in Section 4.III.E of this chapter and Chapter 5."

Commissioner Sam Wooden moved to approve the amendment to the City of Dubuque Administrative Plan with recommended changes. Commissioner Dalton seconded. Six (6) in favor; one (1) abstain. Motion passed.

### b. Review Source of Income Report and Recommendation to City Council

Alexis Steger, Department Director, reviewed the Source of Income Report and highlighted the Equitable Poverty Reduction & Prevention Plan, which will be considered by the City Council on March 1, 2021 for adoption. Steger provided an opportunity for the Housing Commission to provide recommendations.

Commissioner Wooden moved that the Source of Income Annual Report come with a recommendation from the Housing Commission that Dubuque enact a source of income ordinance as soon as possible to prevent landlords from failing to rent to folks based on a use of a Housing Choice Voucher. Commissioner Weitz seconded. Roll call. Seven (7) in favor. Motion passed.

Commissioner Eudaley moved to recommend adding three cities (Des Moines, Marion, and Iowa City) that currently have a source of income ordinance to the prior recommendation. Commissioner Dalton seconded. Roll call. Seven (7) in favor. Motion passed.

### c. Select Housing Commission Member to Serve on the Long Range Planning Commission

Commissioner Eudaley moved to select Commissioner Michelle Becwar as the Housing Commission member to serve on the Long Range Planning Commission. Commissioner Weitz seconded. Roll call. Seven (7) in favor. Motion passed.

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### Reports

- a. Community Development Advisory Commission Report

*No Report*

- b. Assisted Housing Waiting List Statistical Summary

Cate Richter, Assisted Housing Coordinator, explained she has mailed approximately 1,500 purge letters to each applicant on the waiting list for the Moderate Rehabilitation (Mod Rehab) program; the purpose of the letter was to determine whether the applicants were interested in continuing to remain on the waiting list. Richter stated she planned to mail letters to the applicants on the Project Based Voucher (PBV) Waiting List in a few weeks. Applicants continue to be pulled from the waiting list for the Housing Choice Voucher program.

- c. Housing Choice Voucher Participant Statistical Summary

Richter explained the Housing Choice Voucher Participant Statistical Summary showed an increase in participants—from 824 to 850—as of January 1, 2021.

- d. Denial/Termination Meeting Results

Richter stated there were several applicants considered for proposing denials; 50% of the applicants were approved to continue with the program. There were six (6) participant files reviewed for possible termination; there was supporting documentation to propose termination of all six (6) participants.

### Information Sharing

- a. The Commission asked that a copy of the regulations regarding attendance for the Housing Commission Meetings to be emailed to all Housing Commissioners.
- b. A thank you letter was sent to Jerelynn O'Connor, former Neighborhood Development Specialist, for her service.
- c. The budget for the Housing & Community Development Department will be presented to the City Council on March 8, 2021.

### Adjournment

There being no further business to come before the Commission, Commissioner Weitz moved to adjourn the meeting. Commissioner Eudaley seconded. Motion passed by voice vote. Meeting adjourned at 5:30 p.m.

Minutes taken by:

  
Tonya England  
Recording Secretary

Respectfully Submitted:

  
Gina Hodgson  
Assisted Housing Supervisor