

## UNAPPROVED MINUTES OF COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING

**DATE:** January 11, 2012  
**TIME:** 5:30 p.m.  
**PLACE:** Housing & Community Development Department  
Historic Federal Building  
350 W. 6<sup>th</sup> Street, Dubuque, Iowa 52001

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

**Commissioners Present:** Theresa Caldwell      Paula Maloy, SVM      Ann Michalski  
David Shaw      Hilary Stubben      Tom Wainwright

**Commissioners Absent:** Peter Koshakji      Ricardo Woods

**Staff Present:** Aggie Tauke      David Harris      Jane Glennon

**Public Present:** None

### Certification of Minutes – 14 December, 2011

Commissioner Michalski motioned to approve the December 14, 2011 minutes with clarification about her term. Commissioner Wainwright seconded. All others present in favor. Motion passed.

### Correspondence / Public Input

None

### Old Business

None

### New Business

#### **Revised FY 2013 CDBG Annual Action Plan**

Staff Aggie Tauke reviewed with the Commission the revised FY 2013 CDBG Annual Action Plan. Due to a funding reduction of \$195,578, the Action Plan approved by the Commission in December will need to be revised, including reducing public services by 12.5% and most uncapped activities by 33%. Funding for the Lead Paint Hazard Reduction Program will remain the same since it is required match for the HUD Lead grant. Aggie requested the Commission set a public hearing for February 15 for citizen input.

Following discussion, Commissioner Michalski motioned to set a public hearing on the FY2013 CDBG revised Annual Action Plan for Wednesday, February 15, in the Housing Conference Room, 350 West 6<sup>th</sup> Street, Suite 312, Historic Federal Building. Commissioner Maloy seconded. Roll call. All present in favor. Motion passed.

Non-profit agencies funded with CDBG will be notified of the February 15, 2012 public hearing.

### **Purchase of Services – Council Directive**

On December 5, 2011, the City Council directed the Commission to develop a purchase of service funding review process for Council approval by May 2012. The competitive application process would be for agencies funded with general fund money for the FY 2014 budget and the Commission would make funding recommendations to Council during the annual budget process.

The Commission discussed the need to establish guidelines. Staff Aggie Tauke suggested forming a subcommittee to establish an application process, including rating criteria and guidelines. Commissioners Michalski, Shaw and Caldwell volunteered to be on the subcommittee, which will report back to the Commission at the April 2012 meeting.

### **Information Sharing**

Staff Aggie Tauke presented a summary of Commissioner attendance from 2009 to 2011.

David Harris announced his retirement effective July 4, 2012.

Recruitment has begun for two Commission positions for persons from the low/mod census areas. Commissioner Stubben's term expires in February.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Maloy moved to adjourn. Commissioner Caldwell seconded. Motion passed by voice vote. Meeting was adjourned at approximately 5:57 p.m.

Minutes taken by:



Jane Glennon  
Rehabilitation Programs Secretary

Respectfully submitted by:



Aggie Tauke  
Community Development Specialist