

## MINUTES OF HOUSING COMMISSION MEETING

DATE: 26 June 2012  
TIME: 4:00 PM  
PLACE: Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Suite 312, Dubuque, IA 52001

Chairperson Kapler, following staff assurance of compliance with Iowa Open Meeting Law, called the meeting to order at 4:06 pm.

Commissioners Present: David Kapler Dorothy Schwendinger, OSF  
Amy Eudaley Lisa McCallister  
Ricardo Woods Dorothy Culbertson  
Judie Root

Commissioners Absent: Jim Holtz Mitzi Krey

Staff Present: David Harris Janet Walker  
Ericka Lessears Ermina Soler

Public Present: Alex Koryna and Joe Ferrentino, Iowa Legal Aid

### **Review and Certification of Minutes of 17 April 2012 Commission Meeting**

Commissioner Schwendinger moved to approve the minutes. Commissioner Culbertson seconded. All others present in favor. Motion passed.

### **Correspondence/Public Input**

None

### **Old Business**

Commissioner Eudaley raised the question of asking the City Manager to increase the number of housing vouchers that can be issued. Commissioner Kapler requested that the City Manager be requested to authorize over-issuance of vouchers by 10%. Janet informed the Commissioners that we are currently authorized to over issue by 1%. David and Janet also discussed the financial issues related to reaching full utilization as HUD has reduced our Housing Assistance Payments budget. Commissioner Schwendinger asked if the City Manager would be willing to over issue by 20 instead of the 1%. Alex Koryna asked if we could talk to HUD about an increase in budget authority based on the demand for housing.

### **Recruitment for Housing Director**

David informed the Commissioners that the City Manager appointed Janet Walker as Acting Housing and Community Development Director until the position is filled.

### **Recruitment for New Commissioners**

Commissioner Kapler stated that he has someone to propose. Commissioner Schwendinger also said she would contact someone about applying for the open seat. There is one vacant Commissioner seat.

## New Business

### **Amendment to Administrative Plan Regarding Appeals Process**

Janet explained that due to there being a vacancy in the Director's position, this change in the Administrative Plan would allow the Assisted Housing Supervisor to act as the hearing office if the Director is not available. Commissioner Schwendinger motioned. Commissioner Root seconded. Alex Koryna asked the question how Janet will be the objective party of a hearing if she is the hearing office. She said that she could not help the caseworkers with reviewing any files that need hearing. If she has interacted with the caseworkers on a case, she would not act as the hearing officer. All present in favor. Motion passed.

### **Amendment to Administrative Plan Regarding Forcible Felony**

An applicant will be denied if the applicant has any forcible felony charges within the last 12 months, for 1 year. Any participant who has any forcible felony charge will be proposed for termination. Commissioner Woods joined at 4:30 pm. Alex Koryna suggested that plan policies already in place are adequate. Commissioner Schwendinger asked that if the charge results in a guilty conviction does the time limitation change from 1 year to 7 years off the program. Janet said that yes it would because it is a felony. Commissioner Woods expressed concern about the "mandatory" nature of the wording, and stated that the opportunity for an appeal is not well understood by many participants. Commissioner Schwendinger motioned to approve changes. Commissioner Culbertson seconded. Commissioner Root not in favor. All others present in favor. Motion passed.

### **Presentation Circles**

Ermina Soler, Circles Coach, gave a presentation to the Commissioners on the Circles Initiative.

### **Information Sharing** **Complaints Received**


Commissioners received a summary of the complaints the Housing Department has received since the last meeting.

Commissioner Kapler thanked David on behalf of the Housing Commission for his work and dedication to the Department and to the City.

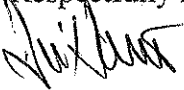
### **Adjournment**

There being no further business to come before the Commission, the meeting adjourned at 5:37 pm.

Minutes taken by

  
Ericka Lessears  
Recording Secretary

Respectfully submitted by:

  
David Harris  
Department Director