

## COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING UNAPPROVED MINUTES

**DATE:** September 5, 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 Michalski called the meeting to order at 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Theresa Caldwell      Peter Koshakji      Paula Maloy, SVM  
Ann Michalski      Adam Rathje      Tom Wainwright

**Commissioners Absent:** David Shaw      Ricardo Woods

**Staff Present:** Alvin Nash      Aggie Tauke      Jerelyn O'Connor  
Jane Glennon

**Public Present:** None

### Certification of Minutes – August 15, 2012

Commissioner Maloy motioned to approve the August 15, 2012 Commission meeting minutes. Commissioner Wainwright seconded. All others present in favor. Motion passed.

### Correspondence / Public Input

None

### Old Business

Commissioner Michalski requested clarification on the intercultural competency training requirement.

### New Business

#### **PUBLIC HEARING: FY 2012 Consolidated Annual Performance and Evaluation Report (CAPER)**

Commissioner Caldwell motioned to open the public hearing. Commissioner Wainwright seconded. All present in favor. Motion passed.

Commissioners reviewed the Consolidated Annual Performance and Evaluation Report for the Community Development Block Grant (CDBG) and Homelessness Prevention and Rapid Re-Housing Programs (HPRP). Aggie Tauke stated the document incorporates all requested changes from the August 15, 2012 Community Development Advisory Commission meeting. Commissioner Michalski called for comment. There being no public

present to comment on the report, Commissioner Maloy motioned to close the public hearing. Commissioner Rathje seconded. All present in favor.

Commissioner Caldwell motioned to approve the CAPER report and submit to the City Council for review, and approval. Commissioner Wainwright seconded. All present in favor. Motion passed.

#### **FY 2014 Annual Action Plan**

To begin the FY 2014 budgeting process, Aggie Tauke requested the Commission review past performance and discuss needs and priorities using the past accomplishments and outcome as a guide. She noted the City budget process has just begun and more discussion will occur at the October meeting. Commission approval of the FY 2014 Annual Action Plan will occur in December.

#### **Purchase of Services Application Subcommittee**

Aggie noted the Purchase of Services applications are now available and will be reviewed by a Subcommittee of three members of the Community Development Advisory Commission and two City staff. Commissioners Michalski, Koshakji and Wainwright agreed to serve on the Subcommittee. Meetings will be held in October.

#### **Information Sharing**

None

#### **Adjournment**

There being no further business to come before the Commission, Commissioner Wainwright moved to adjourn. Commissioner Rathje seconded. Motion passed by voice vote. Meeting was adjourned at approximately 6:18 p.m.

Minutes taken by:



Jane Glennon  
Rehabilitation Programs Secretary

Respectfully submitted by:



Aggie Tauke  
Community Development Specialist