

MINUTES OF HOUSING COMMISSION MEETING

DATE: 28 August 2012
TIME: 4:00 PM
PLACE: Housing and Community Development Department
350 West 6th Street, Suite 312, Dubuque, IA 52001

Vice Chairperson Schwendinger, following staff assurance of compliance with Iowa Open Meeting Law, called the meeting to order at 4:02 pm.

Commissioners Present: Lisa McAllister Dorothy Schwendinger, OSF
Amy Eudaley Judie Root
Anna Fernandes

Commissioners Absent: Jim Holz Dorothy Culbertson
Ricardo Woods

Staff Present: Janet Walker Jessica Kieffer
Alvin Nash

Public Present: Amanda Guthmiller, Jamie Covell, David Wall

Review and Certification of Minutes of 24 July 2012 Commission Meeting

Commissioner Root requested the minutes be amended to reflect Commissioner Holz was present at the July 2012 meeting, Commissioner Eudaley attended the meeting by telephone and Commissioner Woods was absent for the meeting. Commissioner Root moved to approve the minutes with amendments. Commissioner Eudaley seconded. Commissioner Schwendinger voted in favor. Commissioners McAllister and Fernandes abstained. Motion passed.

Correspondence/Public Input

None

New Commissioner Anna Fernandes and new Housing Director Alvin Nash were introduced to the group.

Old Business

None

New Business

Election of Chair

Former Chairperson, Dave Kapler, resigned from the Housing Commission. Commissioner Root nominated Commissioner Holz to become the new chairperson. Commissioner McAllister seconded. All present in favor. Motion passed.

Phoenix Housing (Shelter Plus Care) Administrative Policy Change for Annual and Interim Income Changes

Janet explained that the Housing Commission previously agreed to act as the Board for the Phoenix Housing Program; David Wall is also an active Board member who will be present for all rulings regarding this program. Janet stated that the program started approximately five years ago and staff has now started the task of cleaning-up the Administrative Policy. The current policy change requested is in regards to participants reporting income changes. Staff requested all changes in income be reported within 15 days instead of 30 days. Based on a recommendation from HUD, staff also requested there will be an interim rent adjustment when the income increase is \$200 or more per month and rent shall be calculated when there is a change in household members. Commissioners Root and Eudaley made additional recommendations on the placement of some of the policies in the Administrative Plan. Janet explained staff would continue to clean-up the Administrative Policy, the first task was to make the necessary changes to allow the program to continue to function fairly and efficiently. Commissioner McAllister motioned to approve the changes. Commissioner Root seconded. All present in favor. Vice Chair Schwendinger suggested staff provides the revised copy of the Administrative Policy for the Commission to view at the next meeting.

Administrative Review – Housing Director

Alvin stated he is in the process of an Administrative review. Next month he will bring back suggestions of goals and issues for the Commission to put their focus towards.

Information Sharing

Complaints Received

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

Adjournment

There being no further business to come before the Commission, the meeting adjourned at 4:40 pm.

Minutes taken by:



Jessica Kieffer
Recording Secretary

Respectfully submitted by:



Alvin Nash
Department Director