MINUTES OF HOUSING COMMISSION MEETING

DATE: 25 September 2012
TIME: 4:00 PM
PLACE: Housing and Community Development Department
        350 West 6th Street, Suite 312, Dubuque, IA 52001

Chairperson Holz, following staff assurance of compliance with Iowa Open Meeting Law, called the
meeting to order at 4:01 pm.

Commissioners Present: Jim Holz Dorothy Schwendinger, OSF
                        Amy Eudaley Judie Root
                        Anna Fernandes Rick Baumhover

Commissioners Absent: Lisa McAllister Dorothy Culbertson
                      Ricardo Woods

Staff Present: Janet Walker Cpl. Scott Koch Nikola Pavelic
              Alvin Nash Jessica Kieffer

Public Present: None

Review and Certification of Minutes of 28 August 2012 Commission Meeting
Commissioner Root moved to approve the minutes. Commissioner Schwendinger seconded.
Commissioners Holz and Baumhover abstained. All others present in favor. Motion passed.

Correspondence/Public Input
None

Old Business
Administrative Review of Department Programs – Housing Director
Alvin Nash, Housing Director, presented to the Housing Commission a draft outline of ideas and
changes he is recommending to improve the overall scope of services, improve images and give
the public a better oversight of the Housing and Community programs. Commission members
were provided draft copies and asked to provide input and critique of the information. Alvin
noted that any final changes to programs will require the approval of City Management, the
Housing Commission and his Office. The City Manager has agreed to allow the Housing and
Community Development Department to be presented in an upcoming addition of the City Focus
Magazine.

New Business
Oaths of Office
Oaths of Office for Commissioners Baumhover and Fernandes were administered by Chairperson
Holz. Oath of Office for Chairperson Holz was administered by Vice Chairperson
Schwendinger.

**Trust Fund Committee Representatives**
Commissioner Holz explained he had requested City Council to approve two Commissioners to the Housing Trust Fund Advisory Committee as volunteers and representatives of the Housing Commission. The members, Jim Holz and Amy Eudaley, agreed to serve at-will in the interim until approved by Council. Commissioner Schwendinger motioned to approve and file the request. Commissioner Root seconded. All present in favor. Motion passed.

**Information Sharing**
- **Complaints Received**
  Commissioners received a summary of the complaints the Housing Department has received since the last meeting. Commissioners suggested a chart of the complaints for the past 12 months be developed and distributed.

**Phoenix Housing (Shelter Plus Care) Administrative Policy Change for Annual and Interim Income Changes**
Commissioners received the final version of the approved changes from the August 2012 meeting.

**December 2012 Meeting**
Commissioners adjusted the date of the December 2012 meeting to be held on December 4; the fourth Tuesday of the month would fall on December 25 when City offices are closed.

**Adjournment**
There being no further business to come before the Commission, the meeting adjourned at 4:56 pm.

Minutes taken by:

[Signature]
Jessica Kieffer
Recording Secretary

Respectfully submitted by:

[Signature]
Alvin Nash
Department Director