

## MINUTES OF HOUSING COMMISSION MEETING

DATE: 9 April 2013  
TIME: 4:00 PM  
PLACE: Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Suite 312, Dubuque, IA 52001

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

Commissioners Present:      Jim Holz                      Rick Baumhover  
   Amy Eudaley                  Judie Root  
   Anna Fernandes              Ricardo Woods

Commissioners Absent:      Lisa McAllister              Sister Dorothy Schwendinger  
   Patricia Foster                Dorothy Culbertson

Staff Present:                      Alvin Nash                      Teresa Drury  
   Janet Walker                  Jessica Kieffer

Public Present:                      Amanda Guthmiller      David Wall  
   Joe Ferrentino

### **Review and Certification of Minutes of 4 December 2012 Commission Meeting**

Commissioner Root moved to approve the minutes. Commissioner Baumhover seconded. Commissioner Woods abstained. All others present in favor. Motion passed.

### **Correspondence/Public Input**

None

### **Old Business**

None

### **New Business**

#### **Public Hearing to receive public comment and approve PHA Annual Plan**

Commissioner Baumhover motioned to open the public hearing and Commissioner Root seconded. Roll was called. Jim asked if any of the public had any comments on the PHA plan. Joe Ferrentino mentioned that he needs a written invitation from our office to comment on agenda items. No other public had comments. Janet Walker stated that there was a notice published in the newspaper inviting the public to attend the meeting and make comments.

#### **Public Hearing to receive public comment**

1. The mission statement of the PHA Annual Plan was discussed and revised. Commissioners Amy Eudaley and Ricardo Woods suggested specific changes that

would make the mission statement make more sense and create a better flow. It now states: "To improve the lives of people living in poverty in order to help make a sustainable community with opportunities for all by engaging people across class barriers. Utilizing approaches to improve family and housing stability by building community partnerships and creating a community where all have the opportunity to succeed and contribute."

2. Jim Holz asked if the staff needed to report on anything during the public hearing. Janet Walker pointed out the goals and objectives in the PHA Plan.
  - a. Attachment A of the PHA Plan and the Circles progress was mentioned and read through, VAWA (Violence Against Women Act) was covered, and what we do for the limited English speaking persons was mentioned.
  - b. At the time the PHA Plan was created we had 550 people on the waiting list and the demographics were pointed out on the chart on Attachment A. The preference points changes were included in the PHA Plan and briefly mentioned. The Resident Advisory Board meeting comments were attached to the PHA Plan and it lists the member that were present and the comments they made. They did not have any comments on the current PHA Plan but did have input in the future discussions on the Administrative Policy.

A motion was entertained to close the public hearing by Chairperson Holz. Commissioner Root motioned, Commissioner Woods seconded. Roll was called.

#### **Approval of changes to PHA Plan**

Commissioner Root motioned to approve the changes made to the mission statement that Commissioners Eudaley and Woods discussed. Commissioner Eudaley seconded. All present in favor. Motion approved.

#### **Reports from Guiding Coalition Circles Initiative**

1. Janet Walker stated that this item was one the agenda for informational purposes only at this point in time. Chairperson Jim asked if there were any questions on this item. Director Nash stated that there were some concerns surrounding a full time coordinator for the Circles program and right now it is divided between two people. The circles program needs or could use its own committee. Alvin asked if the Housing Commission members would approve a committee and give a recommendation. Chairperson Holz explained that it could be set up as a committee that would be under the Housing Commission and that they would report to the Housing Commission on their meetings, etc. Alvin agreed with that approach. Janet Walker mentioned that this has been in discussion and we wanted the Housing Commission to be more aware of what is happening.

Chairperson Holz entertained a motion to create a Circles committee that would report to the Housing Commission that would be made up of at least one Housing Commissioner and other appointees as the council sees fit. Director Nash added that he would like to see at least two people from the Guiding Coalition. Chairperson Holz suggested a 5 person committee and director Nash agreed. Commissioner Root motioned to approve a

committee and Commissioner Baumhover seconded. All present in favor. Motion approved.

### **Proposed Administrative Policy Change for Phoenix Housing Program**

Each Commissioner received a copy of the changes in the policy.

1. Amanda Guthmiller started with Section 4: Eligibility and denial of assistance. A timeline of 3 years was added to the policy for how long an applicant can be denied for committing fraud. Ineligibility due to criminal background was added to the policy and a list of convictions was listed. Other changes were read aloud, commented on, and recommendations were made.

Chairperson Holz entertained a motion to make the changes to the Administrative Policy for Phoenix Housing Program. Commissioner Root motioned to approve the changes.

Commissioner Baumhover seconded. All present in favor. Motion approved.

2. Amanda Guthmiller proceeded with Section 15: Termination. The policy now states that all participants for whom Phoenix Housing intends to terminate assistance will be provided a written notification informing them of the reason for the proposed termination and the appeal procedures. Other changes were read aloud, commented on, and recommendations were made.

Chairperson Holz entertained a motion to make the final changes to the Administrative Policy for Phoenix Housing Program. Commissioner Eudaley motioned to approve the changes.

Commissioner Woods seconded. All present in favor. Motion approved.

### **Information Sharing**

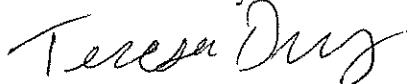
#### **Complaints Received**

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

### **Adjournment**

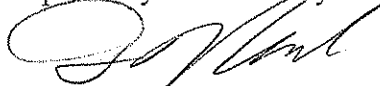
There being no further business to come before the Commission, the meeting adjourned at 5:01 pm.

Minutes taken by:



Teresa Drury  
Recording Secretary

Respectfully submitted by:



Alvin Nash  
Department Director

