

COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING UNAPPROVED MINUTES

DATE: September 4, 2013
TIME: 5:30 p.m.
PLACE: Housing & Community Development Department
Historic Federal Building
350 W. 6th Street, Dubuque, Iowa 52001

Chairperson Shaw called the meeting to order at 5:42 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Theresa Caldwell Janice Craddieth
Ann Michalski (via phone) David Shaw Tom Wainwright

Commissioners Absent: Mary Bridget Corken Paula Maloy, SVM Ricardo Woods

Staff Present: Jane Glennon Erica Haugen Alvin Nash
Jerelyn O'Connor

Public Present: None

Certification of Minutes – August 14, 2013

Commissioner Craddieth motioned to approve the August 14, 2013 Commission meeting minutes. Commissioner Wainwright seconded. All others present in favor. Motion passed.

Correspondence / Public Input

None

Old Business

None

New Business

PUBLIC HEARING: FY 2013 Consolidated Annual Performance and Evaluation Report (CAPER)

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

Commissioners reviewed the Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and Homelessness Prevention and Rapid Re-Housing Programs (HPRP). Erica Haugen stated the document incorporates all requested changes from the August 14, 2013 Community Development Advisory Commission meeting. Commissioner Shaw called for comment. There being no public present to comment on the report, Commissioner Michalski motioned to close the public hearing. Commissioner Craddieth 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 2015 Annual Action Plan

To begin the FY 2015 budgeting process, Erica Haugen reviewed the Community Development Block Grant (CDBG) year-to-date actual outcomes including priorities and objectives. The Commission discussed the need for affordable rental housing and the need to update existing rental housing. Erica requested the Commission identify needs and priorities to meet the HUD requirements in as described in the Voluntary Compliance Agreement (VCA) using past accomplishments and outcome as a guide.

Purchase of Services Application Subcommittee

Erica distributed the Purchase of Services timeline. Applications are scheduled to be available September 13 and will be reviewed by a Subcommittee of three members of the Community Development Advisory Commission and City staff. Commissioners Craddieth, Shaw and Wainwright agreed to serve on the Subcommittee. Meetings will be held in October and possibly November.

Information Sharing

Alvin updated the Commission that the initial HUD VCA in response to the audit findings is being reviewed by City administrators and will be distributed to the Commission.

Adjournment

There being no further business to come before the Commission, Commissioner Caldwell moved to adjourn. Commissioner Craddieth seconded. Motion passed by voice vote. Meeting was adjourned at approximately 6:48 p.m.

Minutes taken by:



Jane Glennon
Rehabilitation Programs Secretary

Respectfully submitted by:



Erica Haugen
Community Development Specialist