

# COMMUNITY DEVELOPMENT ADVISORY COMMISSION MEETING UNAPPROVED MINUTES

**DATE:** Wednesday, July 15, 2015  
**TIME:** 5:30 p.m.  
**PLACE:** Housing and Community Development Department  
350 W. 6<sup>th</sup> Street, Suite 312, Dubuque IA 52001

Commissioner Theresa Caldwell called the meeting to order at approximately 5:30 p.m., following staff assurance of compliance with Iowa Open Meeting Law.

**Commissioners Present:** Janice Craddieth                      Tom Wainwright  
   Theresa Caldwell                      Michelle Hinke  
   Sister Paula Maloy                      Rev. Lindsay James

**Commissioners Absent:** Ricardo Woods                      Rob Blok

**Staff Present:**                      Brenda Henry                      Erica Haugen                      Jerelyn O'Connor  
   Kris Neyen                      Kim Glaser

**Public Present:**                      **Barbara Scholl**

## OATH OF OFFICE

Rob Blok II – ~~Due to Rob's non-attendance, his~~ Oath was postponed to the August 19, 2015 meeting.

Rev. Lindsay James – Rev. James ~~read her Oath to the Commission, signed it and forwarded it to Commissioner Caldwell for her signature~~ took the Oath of Office.

## Certification of Minutes:

Commissioner Maloy moved to approve the June 17, 2015 Commission meeting minutes. Commissioner Hinke seconded. Roll call. All present in favor. Motion passed.

## Correspondence / Public Input

Barbara Scholl discussed her difficulties regarding finding information on the City's website. She requested that the City be more diligent with the Hot Links that are offered as well as making sure that the minutes to all meetings are updated regularly.

## Old Business

None

## New Business

1. Election of Officers - In accordance with the bylaws, election of officers was conducted at the first meeting of the fiscal year. Commissioner Craddieth nominated Commissioner Hinke to serve as the Chair of the Commission.

Commissioner Caldwell seconded. Roll call. All present in favor. Motion passed.

Commissioner Craddieth nominated Commissioner Caldwell to serve as the Vice Chair. Commissioner Hinke seconded. Roll call. All present in favor. Motion passed.

Commissioner Maloy did ~~share that~~ stated when her term expires in February she does not intend to reapply for the Commission.

2. ~~FY2015-FY2016~~ Annual Action Plan Amendment 1 (Non-Substantial Amendment) – The amendment is to reallocate funds from the Purchase of Services Grant (POSG) ~~OS~~ allocation to the programs awarded funding during the POSG grant process. It will move \$10,076 to fund the homeless shelter services at Almost Home and \$11,744 to fund the Dubuque Community Y Domestic Violence Program. Commissioner Wainwright moved to approve the ~~FY2015-FY2016~~ Annual Action Plan Amendment 1. Commissioner Craddieth seconded. Roll call. All present in favor. Motion passed.

## Reports

**Housing Commission Report** – The issue of attendance was addressed. The Commission ~~is requesting~~ Chari requested that the Housing Commission appoint someone other than the current Commission member due to attendance issues. ~~It will need to be approved by the City Council.~~ Changes to current commissioners requires City Council approval.

Staff Erica Haugen shared a summary of the Housing Commission Meeting minutes. The rental licensing fees and inspection fees have been increased and are currently in effect. The City is ~~trying to~~ working identify and license all rental properties. Erica Staff Haugen explained the charts provided explaining the Voucher Participant Income Data.

**Neighborhood Development** – Staff Jerelyn O'Connor talked about the meetings that were held to try to get more community members to participate in budget meetings. She shared the Point Neighborhood newsletter that was provided to her. ~~Jerelyn Staff~~ O'Connor talked about the National Night Out event coming up on August 4. She distributed a flier on that event as well.

**Housing & Community Development Reports** – Staff Kris Neyen included a map which explains the boundaries for her new OATH program. This program is designed for sworn police officers, firefighters and sheriff's office employees. The POSG contracts are in the process of being signed. This year ~~Erica Staff Haugen~~ is meeting with each of the recipient's to talk about the reporting process seeking a better outcome of information from the reports. The Washington Tool Library has started a GoFundMe campaign. ~~They are looking to~~ with the goal of increasing donations to support more volunteers, increase hours of operation, and tool inventory. increase volunteers, hours of operation and the tools they have available.

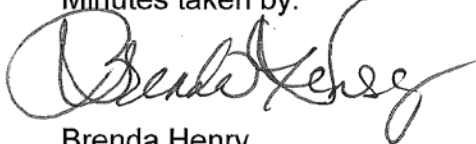
**Information Sharing**

**Boards and Commissions Picnic** - ~~There was a reminder that the~~The City Picnic for the Boards and Commissions members will be held on July 22, 2015.

**Adjournment**


There being no further business to come before the Commission, Commissioner Craddieth moved to adjourn. Commissioner Wainwright seconded. Meeting was adjourned at approximately 6:25 p.m.

Minutes taken by:



Brenda Henry  
Rehabilitation Programs Secretary

Respectfully submitted by:



Erica Haugen  
Community Development Specialist