MINUTES OF HOUSING COMMISSION MEETING

DATE: 26 May 2009
TIME: 4:00 PM
PLACE: Housing and Community Development Department
       350 West 6th Street, Suite 312, Dubuque, IA 52001

Commissioner Kapler, following staff assurance of compliance with Iowa Open Meeting Law, called
the meeting to order at 4:04 pm.

Commissioners Present: William Helling (via telephone) Lynn Sutton
                        Dorothy Culbertson Jim Holz
                        David Kapler Dorothy Schwendinger, OSF

Commissioners Absent: Linda Frommelt Judie Root Char Eddy

Staff Present: David Harris Janet Walker Jessica Kieffer
              Lt. Pablo Ramirez Cpl. Mike Kane

Public Present: None

Review and Certification of Minutes of 24 March 2009 Commission Meeting
Commissioner Schwendinger requested that the minutes be amended to show her comments
regarding the Amendments to Administrative Plan regarding Hearings and Appeals. At the
March meeting, Commissioner Schwendinger had commented that she thought the
Commissioners should conduct the hearings as it was a learning experience and the only
opportunity the Commissioners have to be face to face with the clients. Her comments validate
why Commissioner Schwendinger voted against keeping the current policy on Appeals and
Hearings the same.
Commissioner Culbertson moved to approve the minutes as amended. Commissioner Holz
seconded. Roll call. All present in favor. Motion passed.

Public Input
None

Old Business
Administrative Plan Change – Calculating Excess Housing Assistance Payments (HAP) for
Unauthorized household member
Janet explained that at the suggestion of the Housing Commission at the March 2009 meeting,
the proposed calculation for excess HAP has been redrafted. It was previously proposed that it
be calculated based upon the assistance provided to the number of individuals in the household
for whom eligibility has been affirmatively established. It is now being proposed that the excess
HAP be calculated by the number of adult household members instead of the entire household.
Commissioner Holz motioned to approve the new calculation. Commissioner Schwendinger
seconded. All present in favor.
New Business
Municipal Governing Board
The Municipal Governing Board was created in response to a directive from HUD in 2002 which requires a designated Section 8 Program participant member of the Housing Commission to join with the City Council when certain actions are taken concerning the Section 8 Program. In practice, this board has convened only to approve annual operating budgets. In 2006 HUD changed the requirement, eliminating the need for a governing board. In its place a Resident Advisory Board (RAB) of Section 8 Program participants has been established and meets at least four times annually. Commissioner Kapler commented that he would like Commission members to attend the RAB meetings if they are available. Commissioner Holz moved to request that the City Council amend the ordinance and eliminate the use of the governing board as HUD no longer requires the board to convene. Commissioner Culbertson seconded. All present in favor. Motion approved.

Increase in $35, 000 Home Rehab Loan Cap
David explained that this is being withdrawn for action. It will be discussed at a future Commission meeting.

Washington Neighborhood Development Corporation
David explained that this is for informational purposes only. The Staff Oversight Committee drew up guidelines for the board of directors of Washington Neighborhood Development Corporation. Some of the prospective board members have been contacted and there has been a 100% acceptance rate for the offers to sit on the board. The next step is to hold the first meeting. David commented that the first year’s funding is provided. An office space has been offered at the cost of utilities only and other facilities will also be considered.

Information Sharing
Commissioner’s Corner
David shared that the Commissioner’s Corner was a new feature in NAHRO’s magazine and he would continue to share the articles with the Housing Commission.

Road to Success
Janet explained that the Road to Success would be held on June 10th at Prescott School. The Road to Success is an annual Job Readiness fair that is hosted by the City of Dubuque’s Family Self Sufficiency program and the Housing and CD Department. Those invited to participate in the RTS are Family Self Sufficiency participants, Getting Ahead In A Just-Gettin’-By World attendees and graduates, residents of the Maria House, Teresa Shelter, Manasseh House, Dubuque Rescue Mission, the Dubuque YWCA Domestic Violence Shelter and participants of some selected Iowa Workforce Development Programs. Participants complete various stations of job readiness (preparing for an interview, resume assistance, clothing, and mock interview) they will then have the option to attend a small employer fair that will be held on site specifically for the RTS participants. They will get the skills they need - build their confidence and then have the opportunity to directly apply all of this during the employer fair. Janet requested that if the Commissioners have any clean ready to wear clothing suitable for a job interview or to wear on
the job the clothing could be dropped off at the Housing Department.

Washington Neighborhood Initiative
David distributed a summary of the Washington Neighborhood Strategic Plan. He shared that the Washington Neighborhood was recognized by the Iowa Historic Preservation Alliance for their preservation initiatives.

Adjournment
There being no further business to come before the Commission, Commissioner Helling moved to adjourn the meeting at 4:39PM. All present in favor.

Minutes taken by:

Jessica Kieffer
Recording Secretary

Respectfully submitted by:

David Harris
Department Director