

## MINUTES OF HOUSING COMMISSION MEETING

DATE: 26 May 2009  
TIME: 4:00 PM  
PLACE: Housing and Community Development Department  
350 West 6<sup>th</sup> 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 10<sup>th</sup> 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.

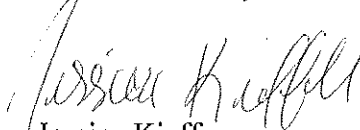
**Washington Neighborhood Initiative**

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