

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, June 26, 2018  
**TIME:** 4:00 p.m.  
**PLACE:** Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Suite 312; Dubuque, IA 52001

Vice Chairperson Dorothy Schwendinger called the meeting to order at 4:04 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Adam Babinat  
Nicole Borovic  
Janice Craddieth  
Anna Fernandes  
Shane Hoyer (4:30 p.m.)  
Dorothy Schwendinger  
Coralita Shumaker  
Gail Weitz

Commissioners Absent: Amy Eudaley

Staff Present: Alexis Steger  
Teresa Bassler  
Tonya England  
Kris Neyen  
Cate Richter

Public Present: Kathy Sutton

### **Certification of Minutes – May 22, 2018 Housing Commission Meeting**

Commissioner Janice Craddieth moved to approve the minutes for the May 22, 2018 Housing Commission Meeting. Commissioner Gail Weitz seconded. Roll call. Seven (7) in favor. Motion passed.

### **Correspondence/Public Input**

There was no correspondence nor public input.

Teresa Bassler, Assisted Housing Supervisor, introduced the Acting Housing Director, Alexis Steger. The Housing Commissioners introduced themselves.

### **Old Business**

#### a) Goal Setting Input

Commissioner Schwendinger stated she likes to start the goal setting with a needs assessment. Steger explained funding is available next fiscal year for a housing needs assessment, which the Housing & Community Development Department will utilize to make a collective impact on the community. The document Alvin Nash provided at the last meeting—which contained Departmental Successes 2017-2018, Major Challenges, Management in Progress 2018-2019 Projects and Issues, and Initiatives 2018-2019 Short-Term Issues and Projects—is what the Department feels it needs in order to make a large impact.

Commissioner Gail Weitz and Commissioner Craddieth inquired about the Housing Choice Voucher Waiting List. Bassler discussed the waiting lists for Assisted Housing and referenced Agenda Item “6e) Assisted Housing Waiting List Statistical Summary”. The Housing Choice Voucher Waiting List, which was based on the receipt date/time of the completed application, has been exhausted. On February 14, 2018, the Housing Choice Voucher Waiting List was reopened; it remained open until February 20, 2018. One

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thousand five hundred (1,500) applications were received during this time period according to Bassler. Based on the Administrative Plan, a random selection of one thousand (1,000) applicants was made from the applicants who applied for the program.

Cate Richter, Assisted Housing Coordinator, added that the Housing Choice Voucher Waiting List will be reopened when the number of applicants decreases to two hundred (200) applicants.

After discussion, the Housing Commissioners came to a consensus to hold a Work Session outside the regular meeting to complete the goal setting. Steger stated the information is due to City Council in August.

### New Business

- a) Federal Fiscal Year 2018/City of Dubuque Fiscal Year 2020 Phoenix Housing Continuum of Care Renewal Application

Bassler discussed the Phoenix Housing Continuum of Care (CoC) Renewal Application, which is a two-tier application process. She stated the first step is the submittal of an application to Iowa Balance of State for a ranking. After Iowa Balance of State ranks all agencies that submitted an application, an additional application is due to Iowa Balance of State. In the final tier, an additional application is submitted to Iowa Balance of State; who, in turns, combines all the agencies' applications and submits one application to the Housing & Urban Development (HUD) by the September 18, 2018 deadline.

Bassler also covered information regarding the points for ranking the first application submitted to Iowa Balance of State. Due to Project Concern closing, there was no sponsor agency; this caused a problem with the ability to spend all the funding due to difficulty with enrolling new participants into the program.

Commissioner Adam Babinat motioned to approve Federal Fiscal Year 2018/City of Dubuque Fiscal Year 2020 Phoenix Housing Continuum of Care Renewal Application. Commissioner Craddieth seconded. Role call. All present (7) in favor. Motion passed.

### Reports

- a) Crime/Nuisance Property Report

Scott Koch, Investigator, was not present.

Commissioner Craddieth asked if the crimes committed by program participants occur in the neighborhoods in which the participants reside and what types of crimes the participants are committing.

- b) CDBG Advisory Commission Report

Erica Haugen, Community Development Specialist, was not present.

- c) Rehab Report

Kris Neyen, Rehabilitation Programs Supervisor, discussed some of the properties on the Rehab Report. They closed on the purchase of 2243 Central Avenue and 2601 Jackson Street. The property located at 2320 Mineral Street was received via a petition of the property.

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Neyen stated she will provide the total funding from all sources that was spent on their projects at the next regular Housing Commission Meeting. Brochures for the program are in the process of being translated into Spanish and Marshallese.

d) Neighborhood Services

Jerelyn O'Connor, Neighborhood Development Specialist, was not present.

e) Assisted Housing Waiting List Statistical Summary

Bassler spoke about the Assisted Housing Waiting List Statistical Summary during the discussion for Goal Setting Input.

f) Housing Choice Voucher Participant Statistical Summary

Bassler stated the number of participants on the Housing Choice Voucher program have decreased. Applicants are being pulled from the Waiting List; therefore, the numbers may increase.

### **Information Sharing**

- a) Bassler stated a retirement celebration will be held for Alvin Nash, Department Director, on Friday, June 29, 2018 from 11 a.m. to 3 p.m. in the Housing Conference Room. The City Manager will be giving a presentation at 11:15 a.m.

### **Adjournment**

There being no further business to come before the Commission, Commissioner Babinat moved to adjourn the meeting. Commissioner Craddieth seconded. Motion passed by voice vote. Meeting adjourned at 4:42 p.m.

Minutes taken by:



Tonya England  
Recording Secretary

Respectfully Submitted:



Alexis Steger, Acting Department Director