

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, January 24, 2017  
**TIME:** 4:00 p.m.  
**PLACE:** Housing and Community Development Department  
350 West 6<sup>th</sup> Street, Suite 312; Dubuque, IA 52001

Chairperson Rick Baumhover called the meeting to order at 4:00 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Rick Baumhover                      Coralita Shumaker  
Amy Eudaley    Dorothy Schwendinger  
Anna Fernandes    David Wall  
Wesley Heimke

Commissioners Absent: Jill Kedley                              Robert McDonell

Staff Present: Alvin Nash    Jerelyn O'Connor  
Teresa Bassler    Cate Richter  
Tonya England  
Erica Haugen

Public Present:    *None*

### **Certification of Minutes – November 22, 2016 Housing Commission Meeting**

Commissioner Dorothy Schwendinger moved to approve the minutes for the November 22, 2016 Housing Commission Meeting as submitted. Commissioner Amy Eudaley seconded. Roll call. All present in favor.

### **Correspondence/Public Input**

*There was no correspondence or public input.* Alvin Nash, Director for Housing & Community Development, announced that due to the retirement of Janet Walker Erica Haugen has been appointed the CDBG/HCV Supervisor, Teresa Bassler is the Assisted Housing Supervisor with new responsibilities, and Cate Richter was promoted to the Assisted Housing Coordinator.

### **Old Business**

- a.) Discussion on Voucher Bedroom Size for Families with Children  
Teresa Bassler stated that in October 2016 Commissioner Coralita Shumaker wanted to open the discussion on how bedroom sizes were calculated by Housing for children of opposite sex and under the age of 10. Bassler and Commissioner Shumaker met and Shumaker agreed with Housing's current policy regarding the sharing of bedrooms for children under 10 and children who are of the same gender.

*No action needed.*

- b.) Memorial for Ann Michalski  
Nash and the commissioners discussed suggestions for the memorial. He hopes to have recommendations by the next meeting.

### **New Business**

- a.) Amendment to City of Dubuque Administrative Plan Chapter 7 Verification and

## MINUTES FOR HOUSING COMMISSION MEETING

### Chapter 11 Reexaminations

*Commissioner Schwendinger suggested future policy changes note what the meaning is for the different colored font.*

Bassler reviewed the changes previously approved by HUD. In Chapter 7 on Page 7-7, the definition is provided for third party documentation. Also, there is a proposed change regarding the amount of documentation that must be provided. The number of paycheck stubs required was changed from the last 6 weeks of pay to 2 current, consecutive paycheck stubs within a 60-day period.

On Page 7-8, wording was added to explain third party documentation supplied by the client may be rejected. Information may be sent to the third party to verify information.

Bassler explained on Page 7-10, as part of the streamlining process, the family may self-declare assets as long as the value is under \$5,000. If they declare the value is under \$5,000, Housing does not verify any further. When a family member is added to the household, Housing will verify the assets of the new member. At the next reexamination, the self-declaration form may be used; if the assets are over \$5,000, Housing will verify the assets with the third party. Examples of assets include money in bank, CDs, and life insurance policies with cash values.

The proposed change in Chapter 11, Page 11-7 is when a new family member is added to the household, only information for new family member's assets and income will be verified. In the past, Housing would re-verify the income and assets of the entire family when a new member was added to the household between the reexamination periods.

It is proposed on Page 11-10 that interim reexaminations not be completed for increases in income and that Housing will only process an increase at the client's annual review. (Housing will still process decreases in the client's annual income at any point in time it is reported.)

Bassler spoke about the Resident Advisory Board's meeting on January 18, 2017; the Board felt Housing was moving in the right direction especially with the change in the policies for increase in income.

Commissioner Schwendinger moved approve the amendment to the City of Dubuque Administrative Plan Chapter 7, Verification and Chapter 11, Reexaminations. Commissioner Wesley Heimke seconded. All present in favor. Motion passed.

### **Reports**

#### a.) Crime/Nuisance Property Report

Scott Koch, Investigator, was not present. Nash stated that they are in the process of working on a more narrative report.

Commissioner Schwendinger suggested having a third party to analyze data pertaining to crime rates and the Section 8 program; she also suggested that the *Telegraph Herald* be contacted about writing an article about the results.

#### b.) CDBG Advisory Commission Report

## MINUTES FOR HOUSING COMMISSION MEETING

Haugen explained that the CDBG Advisory Commission met on November 22, 2016. The Commission has reviewed information provided on 3<sup>rd</sup> grade reading proficiency in Dubuque. Children in economically challenged areas are not reading as well. The Commission is exploring ways to use Block Grant to support third grade reading initiatives. A budget hearing will be held in February for the Block Grant funds for 2018.

### c.) Rehab Report

Kris Neyen, Rehabilitation Programs Supervisor, was not present. Haugen discussed the Rehab Report. The City owned properties remained the same; bids are being received for 2407 Queen Street. Three CHI properties are for sale; 1656 Jackson has been sold. The OATH Program is designed to provide police officers, firefighters, and other sworn civil servants with financial incentives to purchase properties in select areas of town.

### d.) Neighborhood Services

Jerelyn O'Connor, Neighborhood Development Specialist, discussed the Dubuque Community Police Relations Committee--which was originally set up in the 1990s as a community advisory panel to hear complaints regarding discrimination against the Police Department through a Memorandum of Agreement between the City and the NAACP. Under the re-negotiated Memorandum of Agreement, the panel will also hear discrimination complaints against other City departments. She provided a handout about the panel.

The Downtown Neighborhood Association is meeting tonight. O'Connor provided a copy of the Agenda. The group shares information on the community and provides a platform for the neighbors to meet and communicate.

### e.) Assisted Housing Waiting List Statistical Summary

Bassler explained Housing has a statistical report that is completed for the 4 waiting lists, which are as follows:

- Housing Choice Voucher Waiting List
- Housing Choice Voucher Purge Waiting List
- Mod Rehab Waiting List
- Project Based Vouchers Waiting List

The Housing Choice Voucher (HCV) Waiting List is currently closed; as of January 1, 2017, there were 660 families on the HCV Waiting List. Fifty (50) families were taken off the list this month.

HCV Purge Waiting List is for individuals who were taken off of the waiting list from 2008 to 2009; the way they were taken off of the list was questioned by HUD; therefore with the VCA requirements, these individuals were offered a chance to reapply. After the current HCV Waiting List is depleted, the families on the HCV Purge Waiting List will be contacted and Housing will be in the process of opening a new HCV waiting list.

When the new waiting list is opened, it will be with a lottery system. One thousand (1,000) names will be randomly pulled from the list. The people on the waiting list will be

## MINUTES FOR HOUSING COMMISSION MEETING

pulled from the waiting list based on a lottery system, as well.

The Mod Rehab Waiting List is for units that have assistance tied to the them. Whenever there is an opening, the landlord selects the tenant who will live there. Housing maintains a list to help the landlord with contact information.

The Project Based Voucher Waiting List is for The Rose of Dubuque (The Rose); this assistance is also tied to the unit. The tenants are provided with a voucher while they reside at The Rose. Housing provides a list of contact information to the landlord and the landlord selects who will reside in the unit.

### f.) Housing Choice Voucher Participant Statistical Summary

Bassler stated that the Housing Choice Voucher Participant Statistical Summary is a report that provides an idea of the household size, race, ethnicity and income level for the participants of the Housing Choice Voucher Program.

### Information Sharing

- a.) Commissioner Baumhover thanked everyone who attended the retirement for Janet Walker.
- b.) The Housing and Community Development Department's budget presentation to the City Council will be held on Thursday, February 16, 2017 in the City Council Chambers. There will be a dinner prior to the meeting. A reminder will be sent 1 week prior to the date of the meeting.
- c.) The Housing Commission Meeting for the month of December will be scheduled on December 19, 2017 at 4 p.m. due to the 4th Tuesday falling on December 26, 2016—which is a holiday for the City.

### Adjournment

There being no further business to come before the Commission, Commissioner Eudaley moved to adjourn the meeting. Commissioner Schwendinger seconded. Motion passed by voice vote. Meeting adjourned at 4:55 p.m.

Minutes taken by:



Tonya England  
Recording Secretary

Respectfully Submitted:



Alvin Nash  
Department Director