

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, January 23, 2018  
**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      Shane Hoepfer  
Nicole Borovic      Dorothy Schwendinger (*by telephone until 4:40 pm*)  
Amy Eudaley      Coralita Shumaker  
Anna Fernandes

Commissioners Absent: Robert McDonell

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

Public Present: Amanda Hohmann

### **Oath of Office – Returning Housing Commission Member Amy Eudaley**

The Oath of Office was read by Amy Eudaley.

### **Certification of Minutes – November 28, 2017 Housing Commission Meeting**

Commissioner Coralita Shumaker moved to approve the minutes for the November 28, 2017 Housing Commission Meeting. Commissioner Anna Fenandes seconded. Roll call. Six (6) in favor. One (1) abstain. Motion passed.

### **Correspondence/Public Input**

*None*

### **Old Business**

- a) Memorial for Ann Michalski

Jerelyn O'Connor, Neighborhood Development Specialist, spoke about the Friends of Ann Michalski Group that has been developed to raise funding for the dedication of a conference room in memory of Ann Michael. Their goal is to raise \$1,500 by May 2018.

### **New Business**

- a) Appointment of a Liaison to Community Development Advisory Commission

Commissioner Baumhover announced the position of Liaison to the Community Development Advisory Commission will be vacant due to his resigning from the Housing Commission after today's meeting because he will be moving to Texas. Erica Haugen, CDBG/HCV Supervisor, explained the duties of the Community Development Advisory Commission. The Housing Commissioners discussed appointing a liaison.

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Commissioner Shumaker moved to appoint Shane Hoeper as the Liaison to Community Development Advisory Commission. Commissioner Nicole Borovic seconded. Roll call. All present in favor.

### b) Appointment of a Liaison to Housing Trust Fund Advisory Committee

The Commission discussed appointing a liaison to the Housing Trust Fund Advisory Committee, which became vacant due to Brett Shaw's resignation last month.

Commissioner Dorothy Schwendinger moved to appoint Amy Eudaley as the Liaison to the Housing Trust Fund Advisory Committee. Commissioner Shumaker seconded. Roll call. All present in favor.

## Reports

### a.) Crime/Nuisance Property Report

Scott Koch, Investigator, was not present. Erica Haugen, CDBG/HCV Supervisor, spoke about the revised version of the chart for the Crime/Nuisance Property Report and how she calculated the numbers—which were estimates. Haugen stated that the numbers do not include households in the Moderate Rehabilitation program nor have been analyzed for a margin of error or statistical significance.

### b.) CDBG Advisory Commission Report

Haugen stated the CDBG Advisory Commission called a public hearing last week for the review of the Proposed Annual Action Plan for the Community Development Block Grant funds. The Plan has been revised by the Budget Director since the public hearing; therefore, another public hearing will be scheduled.

On February 12, 2018 at 6:00 p.m., City Council will be holding the FY2019 budget hearing for the Housing & Community Development Department.

### c.) Rehab Report

Kris Neyen, Rehabilitation Programs Supervisor, explained 396 West Locust Street is estimated to be completed in May 2018. Neyen expects to receive an offer for 1241 Jackson although it is not completed. An offer was received today for 1328 Jackson Street. They closed on loans for financing three (3) waterline breaks.

### d.) Neighborhood Services

O'Connor, Neighborhood Development Specialist, stated that residents from the downtown Jackson Park and Washington Street areas started meeting monthly with City staff from multiple departments due to shots being fired around three (3) years ago. The meetings were opened to all neighborhood associations in Fall 2017; the first meeting of all the neighborhood associations was held in December.

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

Teresa Bassler, Assisted Housing Supervisor, discussed the opening of the Waiting List for the Housing Choice Voucher rental assistance program—from February 14, 2018 at 8 a.m.

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to February 20, 2018 at 5 p.m. Bassler stated that the current waiting list decreased by one (1) applicant from December 2017 to January 2018--133 applicants to 132 applicants.

The department has stopped pulling from the Housing Choice Voucher Waiting List for the budget has not been received. Prospective clients porting from a different housing authority to our jurisdiction will be billed versus absorbed.

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

Bassler continued her discussion with the Housing Choice Voucher Participant Statistical Summary. She indicated the numbers are slowly rising due to households moving to higher rent areas.

### g.) Continuum of Care Special Needs Assistance Program

Amanda Hohmann, Employment and Training Specialist with East Central Development Corp., presented information on the Continuum of Care Special Needs Assistance Program. The program lost one (1) participant due to a lease violation; also, one (1) child was lost in the family composition due to the child going to reside with a family member.

Hohmann announced there is a waiting list for the program. Bassler added that the department was recently notified a grant will be received for the program. Hohmann provided a copy of a fact sheet for the Housing First Model.

### Information Sharing

Haugen handed out a memo from Alvin Nash and herself regarding the new Boards and Commissions Applications and Demographics Page. Attached to the memo was an optional survey titled "Demographic Information".

Bassler read an email from Commissioner Robert McDonell, which stated he was resigning effective January 22, 2018, because he was no longer a resident of Dubuque.

Bassler reminded the Commissioners the Housing & Community Development Department will present their FY2019 budget to City Council on Monday, February 12, 2018 at 6:00 p.m.; a dinner will be held at 5:30 p.m. prior to the meeting. Please contact Tonya England if you are interested in attending the dinner and have not sent an RSVP.

Kimberly Glaser, Lead Hazard Control/Healthy Homes Program Manager, said the Lead Hazard Control/Healthy Homes Program is slated to end in November 2018. The program was awarded 108 contracts; 83 projects have been completed. There are opportunities for twenty-one (21) additional units to go through the Lead Hazard Control program. Glaser asked Commissioners to encourage anyone they know who may benefit to apply for the program--which is available for any homeowner or person renting a unit. The unit has to have been built prior to 1978 and have a child under six (6) years old who resides or visits the unit.

### Adjournment

There being no further business to come before the Commission, Commissioner Eudaley moved to adjourn the meeting. Commissioner Shumaker, seconded. Motion passed by voice vote. Meeting adjourned at 4:45 p.m.

Minutes taken by:

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*T. England*

Tonya England  
Recording Secretary

Respectfully Submitted:



Alvin Nash, Department Director