

## MINUTES FOR HOUSING COMMISSION MEETING

**DATE:** Tuesday, May 22, 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 Amy Eudaley called the meeting to order at 4:05 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Adam Babinat (left at 5:14 p.m.) Anna Fernandes (via telephone)  
Nicole Borovic Dorothy Schwendinger  
Janice Craddieth Gail Weitz  
Amy Eudaley

Commissioners Absent: Shane Hoepfer Coralita Shumaker

Staff Present: Alvin Nash (left at 5:19 p.m.) Erica Haugen (left at 4:50 p.m.)  
Teresa Bassler Kris Neyen (left at 5:19 p.m.)  
Tonya England Cate Richter (left at 5:19 p.m.)  
Kim Glaser (left at 5:19 p.m.)

Public Present: Nick Ilie Ed Raber

### **Certification of Minutes – April 24, 2018 Housing Commission Meeting**

Commissioner Adam Babinat moved to approve the minutes for the April 24, 2018 Housing Commission Meeting with the following correction:

Under Old Business, Item A, all occurrences of “FY19” should be changed to “FY18”.

Commissioner Dorothy Schwendinger seconded. Roll call. Six (6) in favor. One (1) abstain. Motion passed.

### **Correspondence/Public Input**

*None*

### **Old Business**

*None*

### **New Business**

- a) Public Hearing to Receive Public Comment and Approve FY18 PHA Annual Plan

Commissioner Schwendinger motioned to open the Public Hearing. Commissioner Nicole Borovic seconded. All present in favor. Motion passed. *There was no public input.*

Erica Haugen, Community Development Specialist, stated the FY18 PHA Annual Plan documents the administration and use of funding provided by U.S. Department of Housing and Urban Development (HUD) for the rental assistance programs; it also identifies revised elements in the Administrative Plan that have occurred since the last PHA Annual Plan was reviewed.

Haugen reviewed the strategies under the Annual Plan Elements, a Waiting List Statistical Summary report that shows what the waiting list looks like.

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She stated changes made to the Administrative Plan brought to the Housing Commission and approved by HUD include Records Management and the policies with Moving with Continued Assistance and Restrictions on Moves, Portability, Determination of Insufficient Funding, and Violence Against Women Act (VAWA), and the waiting lists. Haugen highlighted different sections of the FY18 PHA Annual Plan: Household Composition & Termination Process (Pages 30-36), Voucher Home Ownership Program (Pages 36-44); Deconstruction Policy (Page 46); Nondiscriminating Policy (Page 47) and Statistical Reports (Page 55).

The Housing Commission recommended the following amendments:

- 1) On Page 14, Paragraph 3, the “Language was adopted to better conform with the Code of Federal Regulations in multiple sections. , the newly revised administrative plan was adopted.” should be changed to “Language was adopted to better conform with the Code of Federal Reulations in multiple section, the administrative plan was adopted.”
- 2) Page 16, first paragraph, next to last sentence, “The waiting list will be re-opened February 14, 2018.” should be changed to “The waiting list was reopened February 14, 2018.” Also, the last sentence should be changed from “The HCV Purge waiting list had 17 households as of December 31, 2018. . . “ to “The HCV Purge waiting list had 17 households as of December 31, 2017. . .”.
- 3) It was suggested that the number of new admissions annually versus the annual number of clients who port-out be added to the PHA Annual Plan.
- 4) There was a suggestion to include the demographics of people taking part in actual purchases of homes through the utilization of the Housing Department’s services.

Commissioner Janice Craddieth motioned to approve FY18 PHA Annual Plan with amendments. Commissioner Nicole Borovic seconded. All present in favor.

Commissioner Schwendinger motioned to close Public Hearing to Receive Public Comment and Approve FY18 PHA Annual Plan. Commissioner Craddieth seconded. All present in favor.

### b) Bed Bugs at Davis Place

Commissioner Schwendinger led the discussion on the bed bugs at Davis Place. It was suggested that the wording in the letter in the first sentence of the first paragraph in the letter that was drafted for the Commission to send to Davis Place be changed from “. . .is experiencing. . .” to “. . .had experienced. . .”.

Commissioner Schwendinger moved to send the letter to Davis Place with the suggested change. Commissioner Craddieth seconded. Roll call. Six (6) in favor. One (1) abstain. Motion passed.

### c) Proposal for Destruction of Property Funding for Landlords

Alvin Nash, Director of Housing & Community Development, stated there was a recommendation made to City Council for \$25,000 to be set aside in the budget for funding for the landlords for the destruction of property. City Council did not approve the funding.

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### d) Goal Setting Input

Nash spoke about the handout he provided called Departmental Successes 2017-2018. Each year the City Council asks each department to put together information regarding the respective department's successes, challenges, projects/issues in progress and short-term issues/projects. He asked the Housing Commissioners to provide challenges and/or ideas on which the Housing Department should focus by next Wednesday.

The Housing Commissioners will provide initiatives and successes for the Housing Commission at the next meeting on June 26, 2018. The Fall Goal Setting Session will be added to the Agenda for the regular Housing Commission Meeting held in August 2018.

### e) Amendment to Phoenix Housing Special Needs Assistance Administrative Plan Section 4 Eligibility and Denial of Assistance and Section 15 Termination

Teresa Bassler, Assisted Housing Supervisor, provided the background for the Phoenix Housing Special Needs Assistance, which falls under the Continuum of Care (CoC) grant. The Housing Department has to apply for this grant annually. CoC has moved towards the Housing First model; therefore, the Housing Department is recommending amendments to the Plan in order to remove barriers that would prevent applicants from getting into permanent housing.

In Section 4, Item D, the wording is being removed regarding the applicant must be current on repayment agreements for other rental assistance programs as many applicants do not have income initially. Also, the verbiage regarding criminal backgrounds checks for juveniles has been removed for the department will no longer conduct juvenile background checks. Bassler stated in Section 4, Item F, the verbiage was updated.

Section 15 was completely rewritten and given a new title—Termination of Housing Assistance. The only reasons the applicant will be terminated from the program is for lease violation obligations or program rules according to Bassler.

The Housing Commission recommended the following amendments for Section 4:

- 1) Section 4, Item A, Number 2, knowledgeable is misspelled.
- 2) Section 4, Item "D" should be Item "C".
- 3) In Section 4 under Item A, Number 2 and under Item F, Number 1b, the type of professional should be made consistent—knowledgeable or licensed.
- 4) Section 4, Item F, Number 1aii, ". . .retrains an auditable history of all entries. . ." should be changed to ". . .retained an audited history of all entries. . .".

Commissioner Schwendinger motioned to approve the Amendment to Phoenix Housing Special Needs Assistance Administrative Plan Section 4 Eligibility and Denial of Assistance with amendments. Seconded by Commissioner Craddieth. All present in favor. Motion passed.

The Housing Commission recommended the following amendments for Section 15:

- 1) Section 15, Number 3b, "When available the City of Dubuque Housing Commission will hear. . ." should be changed to "When available, representatives from the City of Dubuque Housing Commission. . ."

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- 2) A suggestion was made to change the verbiage in the Sublease Agreement under Agreement, Item 3, from "Rent is due and payable in advance not later than 5:00 p.m. on the FIRST day of month. . ." to a different day of the month due to deposits from Social Security Administration being made around the third of each month. Cate Richter stated she has made a suggestion to ECDC to change the date.

Commissioner Schwendinger motioned to approve the Amendment to Phoenix Housing Special Needs Assistance Administrative Plan Section 15 Termination with amendments. Seconded by Commissioner Craddieth. All present in favor. Motion passed.

### Reports

- a) Crime/Nuisance Property Report

Scott Koch, Investigator, answered questions from the prior Housing Commission Meeting.

The graph provided with his report shows a trend. The April and March arrest numbers have gone up due to the warm weather. The average arrests have been around 4.5% for the past several years.

There was a comparison regarding all rental households when he first starting completing the report; the Commission said that they liked the graphs better than the comparison with multiple columns.

Each circumstance involving arrests of members of households receiving assistance is unique; if it gets to a point of termination, the staff discusses and determines if termination should be proposed.

He explained there may be, roughly, nineteen (19) voucher arrests each month and it could take six (6) to eighteen (18) months for each arrest to go through the court system. Koch indicated he tracks violent or drug related arrests but would not be able to track all arrests.

- b) CDBG Advisory Commission Report

Erica Haugen was no longer present at meeting.

- c) Rehab Report

Kris Neyen, Rehabilitation Programs Supervisor, referenced her printed Rehab Report, which was included in the Commissioners' packets, as she stated she needed to leave for a 5:30 p.m. appointment.

- d) Neighborhood Services

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

- e) Assisted Housing Waiting List Statistical Summary

Commissioner Schwendinger asked if the Commission could accept the written reports and adjourn since the meeting is running late.

- f) Housing Choice Voucher Participant Statistical Summary

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Commissioner Schwendinger asked if the Commission could accept the written reports and adjourn since the meeting is running late.

### Information Sharing

- a) Nash announced that he will be retiring effective June 30, 2018. The interim Director of Housing & Community Development will be Alexis Steger.

Commissioner Schwendinger thanked Nash for all his hard work.

- b) Nash asked Commissioner Schwendinger if she would like to serve as a Hearing Officer for one appeal of termination due to staff being involved with the termination; Commissioner Schwendinger accepted.

### Adjournment


There being no further business to come before the Commission, Commissioner Borovic moved to adjourn the meeting. Commissioner Weitz seconded. Motion passed by voice vote. Meeting adjourned at 5:27 p.m.

Minutes taken by:



Tonya England  
Recording Secretary

Respectfully Submitted:



Teresa Bassler, Assisted Housing Supervisor  
Alvin Nash, Department Director