

MINUTES FOR HOUSING COMMISSION MEETING

DATE: Tuesday, November 26, 2019
TIME: 4:00 p.m.
PLACE: Housing and Community Development Department
350 West 6th Street, Suite 312; Dubuque, IA 52001

Chairperson Amy Eudaley called the meeting to order at 4:03 p.m. following staff assurance of compliance with Iowa Open Meeting Law.

Commissioners Present: Rick Baumhover Suzanne Stroud
Brad Cavanagh David Wall
Amy Eudaley Gail Weitz
Coralita Shumaker Sam Wooden

Commissioners Absent: Michelle Becwar Janice Craddieth

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

Public Present: Amanda Hohmann Brett Shaw

Oath of Office – Suzanne Stroud

Suzanne Stroud read the Oath of Office. The Housing Commissioners, staff and visitors introduced themselves.

Certification of Minutes – October 22, 2019 Housing Commission Meeting

Commissioner Brad Cavanagh moved to approve the Minutes for the October 22, 2019 Housing Commission Meeting with the following revision:

Under New Business, Item D, Gaining Opportunities, change “Bassler stated that the Self-Sufficiency Coordinators were unable to attend due to attend due to scheduling. . .” to “Bassler stated that the Self-Sufficiency Coordinators were unable to attend due to scheduling. . .”

Commissioner Coralita Shumaker seconded. Roll call. Eight (8) in favor. Motion passed.

Certification of Minutes – November 1, 2019 Housing Commission Special Meeting

Commissioner Rick Baumhover moved to approve the Minutes for the November 1, 2019 Housing Commission Special Meeting. Commissioner Cavanagh seconded. Roll call. Eight (8) in favor. Motion passed.

Correspondence/Public Input

None

New Business

- a) Reset Public Hearing to Review Analysis of Impediments to Fair Housing

Alexis Steger, Department Director, explained they would like to present the Consolidated Plan and the Analysis of Impediments to Fair Housing to the City Council in January, which would provide the consultants extra time to work on the information. The Housing Commissioners discussed resetting the Public Hearing to Review Analysis of Impediments to Fair Housing to a different date.

MINUTES FOR HOUSING COMMISSION MEETING

Commissioner Shumaker moved to reset the Public Hearing to Review Analysis of Impediments to Fair Housing to the date of regular Housing Commission Meeting in December. Commissioner Gail Weitz seconded. Eight (8) in favor. Motion passed.

b) Section Eight Management Assessment Program (SEMAP) Report for FY2019

Teresa Bassler, Assisted Housing Supervisor, announced HUD provided the final rating for the Section Eight Management Assessment Program; the City of Dubuque was named "high performer". She discussed the new format that was received for the ratings. The indicators are as follows:

- Indicator #1** Selection from Waiting List (15 of 15) – This indicator ensures the applicants are properly selected from the Waiting List
 - Indicator #2** Reasonable Rent (15 of 20) – Staff make sure that the rent being charged for an assisted unit is comparable to units not receiving assistance.
 - Indicator #3** Determination of Adjusted Income (15 of 20) – There were a few errors made in rent calculations based on the income information that was submitted. Additional training for the new staff will help correct this.
 - Indicator #4** Utility Allowance Schedule (5 of 5)– Staff look at utility costs and adjust them accordingly.
 - Indicator #5** Housing Quality Standards (5 of 5) – This is quality control for inspectors to ensure they are up to date with quality standards and Code.
 - Indicator #6** HQS Enforcement (10 of 10) – This is the actual inspections that are completed. They must be completed in a timely fashion depending on severity of the violation.
 - Indicator #7** Expanding Housing Opportunities (5 of 5) – This makes sure the rental assistance is offered in all different areas of the community and more landlords are educated about the program.
 - Indicator #8** Payment Standards (5 of 5) – These are the standards set for the rents. In Dubuque, there are 2 types of payment standards—Standard Rent and Exceptional Rent
 - Indicator #9** Annual Reexams (10 of 10) – There is a requirement for all tenants to complete a reexamination at least annually.
 - Indicator #10** Tenant Rent Calculation (5 of 5) – HUD grades the housing authorities through the HUD system.
 - Indicator #11** Pre-contract Housing Quality Standard (5 of 5) – This makes sure that rental assistance is not paid for units that have not inspected yet.
 - Indicator #12** Biennial Inspections (10 of 10) – All voucher participants have biennial inspections. There were no late inspections. (The CoC SNAP & Mod Rehab programs have annual inspections.)
 - Indicator #13** Lease Ups (20 of 20) – The goal is to maintain 95% of budgeted amount for lease ups or lease up 95% of the allotted 1, 072 vouchers. The Department tries to always meet the budgeted amounts for lease ups.
 - Indicator #14** Family Self-Sufficiency (0 of 10) – This is for housing authorities that are required to have the Family Self-Sufficiency program. The Department offers this program voluntarily.
- Bonus Points** are more for deconcentration areas that are low poverty areas. They look at where people have moved. Normally they do not obtain points for this indicator

Steger added that the SEMAP report is a combination of HUD's reviews of information and the Department's review of information which is self-reported. If HUD finds that there are major areas of concern, the Department has to respond. There was a concern with lease ups to which the Department has responded to HUD. The Department is also looking to apply for grants to assist with leasing up additional units.

MINUTES FOR HOUSING COMMISSION MEETING

No vote was necessary.

c) Reschedule December 2019 Housing Commission Meeting

The Housing Commissioners discussed changing the date of the December Housing Commission Meeting, which falls on a holiday for the City of Dubuque.

Commissioner David Wall moved to reschedule the December 2019 Housing Commission Meeting from December 24, 2019 to December 17, 2019. Commissioner Weitz seconded. Eight (8) in favor. Motion passed.

Reports

a) Community Development Advisory Commission Report

Alexis Steger, Department Director, stated the Community Development Advisory Commission discussed resetting the date for the Public Hearing for the 5-Year Consolidated Plan to their December meeting; also, they will be reviewing the Analysis of Impediments to Fair Housing at the next meeting.

b) Rehab Report

Kris Neyen, Rehabilitation Supervisor, stated she has planned an Open House for December 10, 2019 at 10 a.m. for 2320 Mineral Street. An Individual has expressed interest in purchasing 396 West Locust Street; the incentive for this property has increased. The counter tops have been picked up for 2407 Queen Street. 2243 Central Avenue is scheduled to be completed in January 2020. Neyen has been contacted by someone interested in purchasing 1552 Jackson Street. Also, Neyen met with the Point Neighborhood Association.

c) Neighborhood Services

There was no discussion.

d) Assisted Housing Waiting List Statistical Summary

Teresa Bassler, Assisted Housing Supervisor, explained the Housing Choice Voucher Waiting List continues to be opened on the second Tuesday of the month. The random selection for the Housing Choice Voucher Waiting List is adjusted according to need. All of the applicants randomly selected to be placed on the Housing Choice Voucher Waiting List in February 2018 have all been pulled; staff are working to finalize by issuing vouchers or removing them from the waiting list.

e) Housing Choice Voucher Participant Statistical Summary

Bassler reported there has not been much change from last month. There is a push to utilize the budget to lease up because the number of leased up vouchers is down. Average number of vouchers is from 800 to 850 vouchers.

f) Denial/Termination Meeting Results

Cate Richter, Assisted Housing Coordinator, stated two (2) applicants were proposed for denial; they were not allowed to go onto the program. There was also one (1) applicant considered for denial but the committee decided additional information was needed.

Steger explained the Denial/Termination Meeting Results report shows the decisions determined by a committee. The first list (Applicant Proposed Denials Report) shows

MINUTES FOR HOUSING COMMISSION MEETING

applicants who applied for housing assistance and are being proposed for denial into the program. The second list (Participant Proposed Terminations Report) shows participants currently on the program that are being proposed for termination from the program. The report is brought to the Housing Commission for review to make sure the committee reviewing the information does not have any type of bias. Appeals may be made by the applicant and participants with the Housing & Community Development Department or with the circuit court.

g) Equitable Poverty Prevention Plan Update

Steger apologized for she did not have the update due to her missing the last conference call because she was at a training. She will add information to the next Agenda regarding the Poverty Prevention Plan.

Commissioner Cavanagh shared that he received a general update at another meeting; the consultants are meeting with multiple stakeholders (i.e. Fountain of Youth, Crescent, Dream Center) in the community to gather information; the work is slated to be completed by the end of 2020.

h) Continuum of Care Special Needs Assistance Program

Amanda Hohmann, Regional Homeless Coordinator with East Central Development Corporation, explained the Continuum of Care Special Needs Assistance Program (formerly Shelter Plus Care) is a permanent supportive housing program for individuals who are chronically homeless who have a history of homelessness and have a physically disabling condition related to physical health, mental health, substance abuse, and/or HIV/AIDS.

Hohmann also discussed the Housing First Model. This model works first on assisting individuals who have been identified with obtaining housing. The focus is then placed on the barriers that have prevented the individuals from maintaining stable housing and on connecting the individuals with resources to support other needs they have. She also stated that one (1) of her clients will be transitioning to the Housing Choice Voucher program.

Information Sharing

- a) Commissioner Cavanagh spoke about his pending resignation (December 31, 2019) due to being elected to serve on City Council.

Adjournment

There being no further business to come before the Commission, Commissioner Sam Wooden moved to adjourn the meeting. Commissioner Cavanagh seconded. Motion passed by voice vote. Meeting adjourned at 5:00 p.m.

Minutes taken by:


Tonya England
Recording Secretary

Respectfully Submitted:


Alexis Steger, Department Director