COMMUNITY DEVELOPMENT AUTHORITY
July 26th, 2012

The monthly meeting of the Community Development Authority was called to order by the Chairperson Peter O. Hendler at 9:00am in the Parkview Community Room at 606 South Walnut Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Posted July 20th, 2012.

ROLL CALL: PRESENT: John Conklin, Dave Marsh, Peter O Hendler, Tom Buttke, Dave LaFontaine, Marilyn Hardacre.
ABSENT: Paula Jero
OTHERS PRESENT: Mary James-Mork Executive Director, Julie Mess Housing Operations Director, Jordon Ott Program Director, Janet Southworth Housing Manager, Kathy Scheuer Office/Procurement Coordinator.

Declaration of a quorum.

Public Comment: None

Jordon Ott Program Director for the Marshfield Grant Office gave a presentation overview.

CDA 12-71 Motion by Buttke, seconded by LaFontaine to accept the June 21st Board meeting minutes. 6 Ayes

MOTION CARRIED

CDA 12-72 Motion by LaFontaine, seconded by Marsh to accept the July 24th, 2012 Financial meeting minutes. 6 Ayes

MOTION CARRIED

Dave LaFontaine gave a Financial Committee Report recommending the staff attempt to obligate money within six months of receiving grant.
Purchase order policy was discussed with changes as listed. Financial Procedures were distributed with changes to be given to the Executive Director to compile, review and recommend to the Board at next meeting.

CDA 12-73 Motion by Buttke, seconded by LaFontaine to accept and place on file the Financial Committee Report. 6 Ayes

MOTION CARRIED

Mary James-Mork presented the Executive Director's Report with resident feedback provided.
CDA 12-74 Motion by LaFontaine, seconded by Conklin to accept and place on file the Executive Director's Report.

MOTION CARRIED

Parkview Resident meeting is scheduled for seconded Tuesday in August.

Next Financial meeting is scheduled for August 21st at 9:00am and Board meeting is scheduled for August 23rd, 2012 at 9:00am.

Board Agenda items: Review Mission Statement, Bylaws, Board Policies, and discuss End Statements.

Motion by LaFontaine, seconded by Dave Marsh to adjourn meeting. Meeting adjourned at 10:13am.

Respectfully submitted,

Mary James-Mork
Executive Director

Peter Hendler
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
August 23, 2012

1. **Economic Development-**

   The Marshfield Area Economic Development Board held an introductory meeting on August 2nd, 2012. Each board and staff member provided the group with a brief background and motivation for participation. Discussion followed regarding meeting format, orientation for members and resources available for board support. Jason Angell, Steve Barg and Mary James Mork will meet to identify components of an orientation plan to be presented to the board at the next meeting.

2. **Occupancy-**

   Elderly/Disabled Housing-
   As of today's date, Parkview-has 12 vacancies, and Cedar Rail has two with one resident pending. Parkview has 12 openings with paperwork accepted from two very interested candidates.

   Scattered Sites-
   All units are now filled. The Marcy Court duplex has been assigned. The Housing Manager is meeting with the family on August 15th for a final walk through of the duplex, and at that time the move in date will be finalized.

   Section 8-
   As of this date, we have 60 leased/active vouchers and 3 vouchers issued/pending. 2 of the 3 pending should be leased, effective September 1, 2012 Additional applications continue to be accepted and processed for eligibility

3. **Meetings/Partnerships**

   - Economic Development Review Team
   - EDB Orientation Planning
   - Committee on Aging
   - Wood County Falls Prevention Coalition
   - Grants Office
   - MEDA

-

5. **Marshfield Grants Office-**

   The Grants office successfully submitted a USDA grant application to support strategic planning efforts of the Marshfield Area EDB. The grant would also support board development with corresponding web-site, and create an efficient and effective model for rural communities to replicate the steps in developing and implementing an Economic Development Board.