COMMUNITY DEVELOPMENT AUTHORITY
June 20th, 2013

The monthly meeting of the Community Development Authority was called to order by the Chairperson Peter O. Hendler at 9:04am in the Cedar Rail Community Room, 601 S. Cedar Avenue, Marshfield, Wisconsin.

Affirmation of Proper Posting of Meeting: Posted June 14, 2013

ROLL CALL: PRESENT: Dave Marsh, Dave LaFontaine, Peter O. Hendler, Tom Buttke, Andrew Keogh, John Conklin EXCUSED: Marilyn Hardacre
OTHERS PRESENT: Mary James-Mork Executive Director, Julie Mess Finance and Operations Director, Janet Southworth Housing Manager

Declaration of a quorum.
Identify any Potential Conflicts of Interest: none
Public Comment: John Conkin requested that CDA communicate to the City about areas of repair around Parkview street project that could potentially present problems to resident drivers. CDA Environmental Services Manager will follow up.

CDA 13-69 Motion by Buttke, seconded by LaFontaine to accept the May 30th, 2013 Board meeting minutes. 6 Ayes

MOTION CARRIED

CDA 13-70 Motion by LaFontaine, seconded by Keogh to accept the June 17th, 2013 Financial meeting minutes. 6 Ayes

MOTION CARRIED

CDA 13-71 Motion by LaFontaine, seconded by Keogh to accept the Financial report as presented. 6 Ayes

MOTION CARRIED

9:16 am Jeff Schira, ADRC staff arrived

CDA 13-72 Motion by LaFontaine, seconded by Marsh to accept and place on file the Executive Directors Report. 6 Ayes

MOTION CARRIED

Next Meeting Date and Time: Board meeting was scheduled for July 25th, 2013 at 9:00am. That date and place has been changed due to a site visit from HUD staff**. Board will meet on Thursday, July 18th at 9:00 am at Cedar Rail.**

Agenda Items: Mary James-Mork to schedule meeting with Strategic Planning Committee to dialog about upcoming opportunities.

Jeff Schira updated commission on the newspaper article and the potential for an open house.

Motion by Buttke, seconded by LaFontaine to adjourn meeting. Meeting adjourned at10:00am.

Respectfully submitted,

Mary James-Mork
Executive Director

Peter O Hendler
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
July 18, 2013

1. **Occupancy-**
   Elderly/Disabled Housing- Parkview will have (4) openings, 4 rooms are on hold for modernization. Cedar Rail has (4) openings, with one of the four rented beginning August 1, 2013. Tours and orientations continue in both buildings.
   Scattered Sites-One unit open-with one family pending for August.
   Section 8-The Section 8 Program currently has 56 active leased vouchers with 2 anticipated for issuance in the next month.

2. **Meetings/Partnerships**
   Economic Development Board
   Committee on Aging
   Grants Office
   City Administration
   MEDA

3. **Economic Development Board (EDB)**
   Sub committees of Organization, Project and Marketing have been formed to further explore the action plan recommendations. Members of the EDB will be joining the CDA Board for an overview of CDA Powers and Financial Options on July 30th and on August 13th, 2013.

4. **Insurance Coverage 2013- 2014-**
   Ansay and Associates have delivered CDA's new policy with Auto Owners which reflects a significant savings in the annual premium. Directors and Officers policy renewal has been reviewed by Ansay and renewed. (D&0) continues to be covered by Philadelphia Insurance Companies.

5. **Gorman & Company- Madison (Oregon)**
   Following our last meeting with Gorman, Ted Maqam toured the Parkview Facility with Environmental Services Manager, and Finance Director sent on the information requested.
   CDA awaits word on the status of the review.

6. **Site Visit HUD Staff-**
   On July 25th 2013, Caleb Kopczyk, Larry Wood, and Sally Czarnecki of the Milwaukee HUD Office will be joining the CDA Staff and Board to discuss: the Admissions and Continued Occupancy Policy and Administration Plan; Marketing and Waiting Lists; Public Housing Utilization, & tenant file review. We have scheduled a brief meeting with residents on the same day.

7. **Staffing Changes-**
   Congratulations to Kathy Scheuer on her retirement from the CDA. Board, staff and residents hosted a celebration in Kathy's honor on June 26th at Cedar Rail. Also, best wishes to Cindy Brown who has accepted a new position in Marshfield. We are very pleased and happy for her as well. ED is working with management staff to identify options and opportunities for the CDA given the Position changes, and will be presenting those options to the Personnel and Finance Committee in the days ahead.

8. **REAC Inspections**-HUD
   We would like to thank Tim Geldernick for managing all preparations and communication for the 2013 REAC inspection on July 9th, 2013. The CDA was complimented on the condition and care of the facilities, and while learning of a couple of new areas of attention, the day was successful in both feedback and relationship building with the HUD staff. REAC Score will be shared with Commission Members.