# COMMUNITY DEVELOPMENT AUTHORITY September 19<sup>th</sup>, 2013

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

Affirmation of Proper Posting of Meeting: Posted September 13, 2013

ROLL CALL: PRESENT Peter Hendler, Dave Marsh, Marilyn Hardacre, Dave LaFontaine, Tom Buttke, John Conklin, Andrew Keogh

EXCUSED: None

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:

CDA 13-88 Motion by Keogh, seconded by LaFontaine to accept the August 29<sup>th</sup>, 2013 Board meeting minutes. 7 Ayes

#### MOTION CARRIED

CDA 13-89 Motion by Marsh, seconded by Conklin to accept the September 18<sup>th</sup>, 2013 Financial meeting minutes. 7 Ayes

Dave LaFontaine asked Janet Southworth, Housing Manager, to update the Board and others present on the challenges of the Housing Choice Voucher program and how partnerships have been improving with local landlords.

### MOTION CARRIED

CDA 13-90 Motion by Marsh, seconded by Keogh to accept the Financial report as presented. 7 Ayes

### **MOTION CARRIED**

Strategic Planning Committee – No update Personnel Committee update- No Update Grievance Committee update- No Update

CDA 13-91 Motion by LaFontaine, seconded by Hardacre to accept and place on file the Executive Director's Report. 7 Ayes

Capital Project Update: Discussion on the required forms for HUD in regard to Responsible Entity and the future projects by the CDA.

CDA 13-92 Motion by Buttke, seconded by Marsh to have the Executive Director and staff pursue HUD requirements on a Responsible Entity and update the Board on this. 7 Ayes

# MOTION CARRIED

Next Meeting Date and Time:	Board meeting o	n October	$17^{th}, 2$	2013 a	t 9:00 a	am at	Cedar	Rail
Executive Conference Room.								

Agenda items:

Motion by LaFontaine, seconded by Hardacre to adjourn. Meeting adjourned at 9:50 a.m.

Respectfully submitted,

Mary James-Mork Executive Director Peter O. Hendler Chairperson

#### COMMUNITY DEVELOPMENT AUTHORITY

# Executive Director's Highlights October 17<sup>th</sup>, 2013

### 1. Occupancy-

<u>Elderly/Disabled Housing- Parkview has twelve (12) openings, with four (4) of the twelve on hold for Modernization.</u>

Cedar Rail has four (3) openings. Tours and orientations continue in both buildings.

Scattered Sites-One (1) unit open

<u>Section 8-</u>The program has fifty-two (53) active, leased vouchers. One (1) new voucher has been issued.

### 2. Meetings/Partnerships

Economic Development Board Committee on Aging

**Grants Office** 

**ADRC** 

 $Healthy\ Life-Styles\ Committee-Center\ for\ Community\ Outreach$ 

Marshfield Library Project

## 3. Economic Development Board (EDB)

Economic Development Board met on October 10, 2013 to review final budget requests for the 2014 fiscal year. Sub committees will provide a written summary for the full board at the November meeting.

#### 4. Gorman & Company- Madison (Oregon)

Ted Matkom is currently working with Finance Staff and Baker Tilly (technical assistance for RAD with Gorman) to gather additional information in order to submit an application to HUD. NAHRO communication has featured articles recently on the risks and benefits of RAD, which will be shared at this month's finance committee meeting.

## 5. Project Update

CDA has received the special assessment on the Spruce Street Project. Finance committee will review the assessment at this month's meeting in order to determine payment schedule.

#### 6. Resident Updates-

All residents who had been affected by the electrical charge for Parkview have been fully reimbursed. Finance Director will present a summary of payments to the Finance Committee.

#### 7. Personnel Committee-

Personnel committee met on Friday, October 11<sup>th</sup> to review staffing recommendations for the CDA Executive Assistant, as well as contingency planning in the event of further funding decreases. Finance committee will review salary recommendations for position offering.

# 8. SEMAP-

Finance Director has communicated with HUD staff regarding scoring, to determine whether the CDA is entitled to additional points given that HUD listed a numerical score for "The Family Self-Sufficiency Project. HUD office is researching whether the adjustment can be made and determining whether we need to continue to submit documents for an exception. No word as of this report, due to the close of the HUD regional offices for the government shut-down.