

COMMUNITY DEVELOPMENT AUTHORITY

April 28th, 2016

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:03 a.m. in the Community Room at Parkview Apartments, 606 South Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted April 25th, 2016 at 12:44 p.m.

ROLL CALL:

PRESENT: Andrew Keogh, Dave LaFontaine, Tom Buttke, Marilyn Hardacre, Peter Hendler, Jeanette Katzenberg, and Dave Marsh

EXCUSED: Tim Geldernick – Environmental Services Manager

OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Business Manager

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: Parkview resident, Hulda Dix, expressed her concerns about the health of a resident neighbor and inquired about what is being done to resolve the situation. Mrs. Dix was assured by the board that her concerns are reasonable, that the CDA is doing everything possible to acquire assistance for the resident in need, and that the situation is moving forward to resolution.

CDA 16-B04-1 Motion by Buttke, second by LaFontaine to approve the March 29th, 2016 CDA Board Minutes. 7 Ayes

MOTION CARRIED

There was not a quorum present at the March Finance Committee meeting.

CDA 16-B04-2 Motion by LaFontaine, second by Marsh to consider and approve the March, 2016 financial reports. 7 Ayes

MOTION CARRIED

March, 2016 financial reports were reviewed and discussed.

CDA 16-B04-3 Motion by LaFontaine, second by Marsh to approve the March, 2016 CDA Financial reports. 7 Ayes

MOTION CARRIED

Finance Committee Report: Update presented during financials report review.

Strategic Planning Committee Report: No Update

Personnel Committee Update: No Update

Grievance Committee Update: No Update

Update on RAD Conversion Process:

The Executive Director's Report summarizes the various steps that have been met for RAD transition. Each step was briefly explained.

Executive Director's Report:

CDA 16-B04-4 Motion by LaFontaine, second by Katzenberg to accept and place on file the Executive Director's Report and to commend the CDA staff for improving operations of the CDA during the last years, increasing investment fund balances, and sustaining daily CDA operations during the last month. Executive Director thanked Carol Kerper, Business Manager for her leadership and was then commended for providing the guidance and training necessary to effectively maintain daily operations in her absence. 7 Ayes

MOTION CARRIED

Review of Quote for Cyber Insurance: Insurance quote has not been received and will be reviewed at the May meeting.

New Business: Buttke stated that he has expressed the CDA's desire for increased communication with the City of Marshfield regarding the City Hall Development Project.

Next Board Meeting Date and Time: Wednesday, May 25, 2016 at 9:00 a.m. at Cedar Rail Court.

Agenda Items for Next Month (Annual Meeting):

- Election of Board of Commissioners Officers
- Committee Assignments by Chairperson
- Update on RAD Conversion Process
- Director and Officers Insurance for 501(c)(4), Cyber Insurance Quotes

Motion by Hendler, second by LaFontaine to adjourn. Meeting declared adjourned by Chairperson Keogh at 10:07 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

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Executive Director's Highlights May 26, 2016

1. Public Housing Occupancy-98.5 % Occupancy Rate as of the day of this report

Cedar Rail – Full
Parkview – Three (3)
Scattered Sites – Full

Section 8 Program- Fifty one (51) leased. Of seven (7) vouchers issued, four (4) inspections are underway, and one port is in progress. Current goal is 57/58 leased vouchers by 7/1/2016.

2. RAD Project-

Resource desk uploads for submission have been reviewed and approved by Finance Transaction Manager. Updated data for Physical Conditions Assessment (PCA) is being completed by Ameresco. Target for beginning RAD closing is Mid July, 2016.

3. Security System Update-

The CDA is undergoing an assessment and review for updating security on all properties. Estimates and sources for this expenditure will be presented to the Finance Committee for review and discussion, with the goal of aligning completion of this upgrade with the RAD transition.

4. Staff Training-Multifamily Housing-

On June 6, and 7th, 2016, the National Housing Compliance Staff will provide training in Multifamily Housing to all staff. Sessions will be held in the MACCI conference room, and interested CDA Commission members are welcomed to attend.

5. Annual Commission Meeting-

The CDA annual meeting will be held on June 23, 2016. 2016-2017 Commission members will be announced, and assignments to committees will be made at that time.