

COMMUNITY DEVELOPMENT AUTHORITY

August 25th, 2016

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:00 a.m. in the Community Room at Cedar Rail Court, 601 South Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted August 23rd, 2016 at 1:06 p.m.

ROLL CALL:

PRESENT: Andrew Keogh, Dave LaFontaine, Tom Buttke, and Marilyn Hardacre

EXCUSED: Peter Hendler and Jeanette Katzenberg

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: None

CDA 16-B08-1 Motion by LaFontaine, second by Buttke to approve the July 28th, 2016 CDA Board Minutes. 4 Ayes

MOTION CARRIED

CDA 16-B08-2 Motion by LaFontaine, second by Hardacre to approve the August 16th, 2016 Finance and Strategic Planning Meeting Minutes. 4 Ayes

MOTION CARRIED

CDA 16-B08-3 Motion by Buttke, second by LaFontaine to accept and place on file the Finance Committee Report as presented. 4 Ayes

MOTION CARRIED

Strategic Planning Committee Report: No Update

Personnel Committee Update: No Update

Grievance Committee Update: No Update

Update on RAD Conversion Process:

Grant applications will be submitted as opportunities become available.

Executive Director's Report:

The current public housing occupancy rate is 97 – 98%.

CDA 16-B08-4 Motion by LaFontaine, second by Buttke to accept the Executive Director's Report. 4 Ayes

MOTION CARRIED

New Business: Wording in the tenant lease document as it pertains to utilities provided by the CDA has been reviewed. No change in wording is needed.

Next Board Meeting Date and Time: Thursday, September 29th, 2016 at 9:00 a.m., Parkview Apartments

Agenda Items for Next Month: Review Security System Policy
Presentation on Homelessness and Poverty in City of Marshfield
Presentation of Annual Audit – Clifton Larsen Allen

CDA 16-B08-5 Motion by LaFontaine, second by Buttke to adjourn. 4 Ayes

MOTION CARRIED

Meeting was declared adjourned by Chairperson Keogh at 10:01 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

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Executive Director's Highlights September 22, 2016

1. Public Housing Occupancy-98.5 % Occupancy Rate as of the day of this report. (One notice this week, one possible termination.)

Parkview – 0-opening

Cedar Rail – 1 opening

Scattered Sites - 2 openings

Section 8 Program-

54 active, leased vouchers... one move out

3 issued vouchers, 3 orientations scheduled this weeks.

2. Security System Update-

Parkview Security System has been completed. ITSM will move on to the Scattered Sites Security Project, which has been approved for completion this fall. Cedar Rail System will be completed in the spring, with equipment purchased at a discount before calendar year end 2016. This discount will save over \$4,000 for the Cedar Rail system.

Draft #1 of the CDA Security System Policy will be shared with the Commission at today's meeting.

3. RAD Financing Update-

ED continues to work with Michael Bowen of Revitalization Services in applying for upcoming grants for the Initial Deposit of Replacement Reserves (IDRR). The next grant round will be The Wisconsin Department of Administration for a maximum of \$500,000, and will focus on the IDRR for the scattered sites.

ED has spoken to the HUD Field office and National Housing Compliance consultants to learn of the challenges faced by HUD in processing closings for RAD transitions across the country. apparently the number of applicants has increased once again, which may have an impact upon calendar year end closings. If that's the case, the CDA will need to enter into another period of recertification beginning in December of 2016.

4. 501 (c) (4)

ED and Business Manager are submitting final documentation required for completing the non-profit application that has been filed by Von Breison. & Roper.