

COMMUNITY DEVELOPMENT AUTHORITY

January 28th, 2016

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 3:30 p.m. in the Executive Conference Room at Cedar Rail Court, 601 South Cedar, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted January 14th, 2016 at 4:50 p.m.
Addendum posted January 20th, 2016 at 4:35 p.m.

ROLL CALL:

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

EXCUSED: Marilyn Hardacre

OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

CDA 16-B01-1 Motion by LaFontaine, second by Marsh to approve the December 17th, 2015 CDA Board Minutes. 6 Ayes

MOTION CARRIED

CDA 16-B01-2 Motion by Hendler, second by LaFontaine to approve the January 19th, 2016 CDA Finance/Strategic Planning meeting minutes. 6 Ayes

MOTION CARRIED

Finance/Strategic Planning Committee Report:

CDA 16-B01-3 Motion by Buttke, second by Marsh to accept and place on file the Finance and Strategic Planning Committees Report. 6 Ayes

MOTION CARRIED

Personnel Committee Update: No Update

Grievance Committee Update: No Update

Update on RAD Conversion Process:

Marc Retish, Ameresco Account Manager, presented the final RCPA to the Finance and Strategic Planning Committee and to Marshfield City Administration on January 26th. The life cycle analysis has provided useful information that can be used to make informed decisions during the RAD conversion process.

Executive Director's Report:

All portions of the HUD national quality survey have been completed at this time.

The addition of Trish McIlwain, Management Assistant, has improved efficiency and provided a high level of support in a number of office processes. It will no longer be necessary to utilize the casual staff person who assisted during the interim hiring period.

CDA staff has streamlined the Recertification process for 2016-2017 and is on track to complete the process in the required timeframe.

CDA 16-B01-4 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

New Business: The wireless bridge that provides communication between the Cedar Rail and Parkview facilities has failed and is not repairable due to the age of the equipment. A new wireless bridge, with a life expectancy of 3-5 years, can be installed by RMM Solutions. Motion by Hendler, second by Buttke to approve the installation of a new wireless bridge at an approximate cost of \$8,000.00. The staff at RMM Solutions is also working to develop a map of all IT equipment that the CDA currently owns.

Next Board Meeting Date and Time: Thursday, February 25, 2016 at 9:00 a.m. at Parkview Apartments.

Meeting declared adjourned by Chairperson Keogh at 4:36 p.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
February 25, 2016

1. Public Housing Occupancy- 95.6.0% Occupancy Rate as of the day of this report

Parkview – Eight (8) openings. (4 applicants pending)

Cedar Rail – One (1)

Scattered Sites – Filled

2. Section 8 Program- Fifty-three (53) vouchers leased with 3 issued. ***91 people were removed from the Section 8 waiting list from 1/1/2015 through 12/31/2015. Of those, 26 vouchers were issued vouchers, with 14 leasing up.

3. RAD Project-

Completed to date:

- Legal Opinion PILOT
- RPCA - does that complete document get uploaded or just portions? (I have a CD of the full report, though we're making a couple of adjustments to the numbers)
- Significant Amendment (SA) Posted- Open Meeting - March 17, 2016 at 2:00 pm.CR Common Room
- FHEO Completed/Forwarded
- Initial Year Funding Tool
- Affirmative Fair Housing Marketing Plan – In process NHC
- Tenant Selection Plan
- 501 (c) (4) Application Submitted by Legal Firm (Von Briesen & Roper)

***Finance Chair & Environmental Services Manager have completed a review of RPCA numbers and provided revisions that will be incorporated into the life-cycle planning document.

7. Recertification Update-

All milestones are being met by the recertification team with a new streamlined process for residents. Residents have been very cooperative, and all office staff, including new, have participated in one way or another to assist in meeting the deadlines. Housing Manager and Section 8 Manager have led the project and guided the team throughout.

8. Operations and Capital Funding 2016-

The CDA is currently completing the submission of documents for determination of the 2016 Operations Subsidy. Capital Funding has been determined and will total \$214,000 for 2016. These two resources will be calculated within the estimated first year funding tool for the RAD transition which at this time has a closing date set for July 2016.