

COMMUNITY DEVELOPMENT AUTHORITY

March 29th, 2016

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:30 a.m. in the Community Room at Cedar Rail Court, 601 South Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted March 22nd, 2016 at 3:21 p.m.
Addendum posted March 23rd, 2016 at 12:24 p.m.

ROLL CALL:

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

EXCUSED: Peter Hendler, Jeanette Katzenberg, Mary James-Mork – Executive Director

OTHERS PRESENT: Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: Parkview resident Dawn Norton expressed her concerns regarding petty theft of apartment door decorations and from resident mailboxes at Parkview. She requested that the board consider the installation of security cameras and is willing to assist in finding available grants to cover the costs of the purchase and installation of cameras. Norton also is concerned about the health of a resident neighbor and was assured by the board that the situation is being addressed.

CDA 16-B03-1 Motion by Buttke, second by LaFontaine to approve the February 25th, 2016 CDA Board Minutes. 5 Ayes

MOTION CARRIED

CDA 16-B03-2 Motion by Buttke, second by Hendler to approve the March 15th, 2016 CDA Finance meeting minutes. 5 Ayes

MOTION CARRIED

Resolution #498 – Approval of 2016 CDA Operating Budget:

Due to the current staffing shortage, Chairman Keogh will contact HUD to request an extension of the April 1, 2016 approval deadline for the operating budget.

Finance Committee Report:

Discussion took place on the implementation of safety measures for CDA staff who perform household inspections for the Section 8 program.

CDA 16-B03-3 Motion by LaFontaine, second by Marsh to accept and place on file the Finance Committee Report. 5 Ayes

MOTION CARRIED

Strategic Planning Committee Report: No Update

Personnel Committee Update: No Update

Grievance Committee Update: No Update

Update on RAD Conversion Process:
Update is provided in the Executive Director's Report.

Approval of RAD Significant Amendment:
Motion by LaFontaine, second by Marsh to approve the RAD Significant Amendment. 5 Ayes

MOTION CARRIED

Executive Director's Report:
CDA 16-B03-4 Motion by LaFontaine, second by Hardacre to accept and place on file the Executive Director's Report. 5 Ayes

MOTION CARRIED

New Business: Motion by LaFontaine, second by Buttke to approve the 2016 operating budget electronically due to the importance of a timely approval. The budget will be emailed to all board members, with each board member "replying all" via email with their approval.

Next Board Meeting Date and Time: Thursday, April 28, 2016 at 9:00 a.m. at Parkview Apartments.

Agenda Items for Next Month:
- Update on RAD Conversion Process
- Director and Officers Insurance for 501(c)(4), Cyber Insurance Quotes

Motion by Buttke, second by LaFontaine to adjourn. Meeting declared adjourned by Chairperson Keogh at 10:15 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
April 28, 2016

1. Public Housing Occupancy- 96.6% Occupancy Rate as of the day of this report

Parkview – Seven (7) openings. (4 applicants pending)

Cedar Rail – Full

Scattered Sites – Full

2. Section 8 Program- 50 leased vouchers and 7 issued

3. RAD Project-

Financial Plan Submitted, April 24, 2016

- Conversion Overview
- Legal Opinion PILOT (Payment in Lieu of Taxes)
- RAD Physical Conditions Assessment- All properties
- Transactional Screens – Environmental Review – All properties
- Significant Amendment (SA) with Approvals
- Initial Year Funding Tool
- Affirmative Fair Housing Marketing Plan
- Tenant Selection Plan
- 501 (c) (4) Filing & PILOT Legal Opinion
- Federal Housing Equal Opportunity Checklist
- Organizational Chart
- Financing Plan Certification
- PIC (Housing Data) Removal Certification

8. Operations and Capital Funding 2016-

The CDA has submitted all documents for the 2016 Operations Subsidy. Capital Funding package has also been submitted for 2016. Calculations will be added to the initial year funding tool to address the 5 month period until calendar year end after RAD closing date.

9. Executive Director- Schedule March & April 2016-

ED has been out of the office, yet in communication with staff from March 17th through April 15th due to emergency family medical issues. Several hours during that time were spent preparing for the successful submission of the RAD Financing Plan. Beginning on April 18th, ED has been spending ½ days in the office, with the exception of medical appointments. All time out of the office has been documented sick/vacation time on payroll reports.

10. Staff Appreciation –

CDA Board members and staff leaders are to be commended for their support during the physical absence of the Executive Director during this month. Carol Kerper, Business Manager, acted as Team Leader, with the cooperation and dedication of all other managers and office staff.

THANK YOU to Carol, Celena-Wanca-Netzow, Tim Geldernick, Janet Southworth, Joyce Langfeldt, and Trish McIlwain