

COMMUNITY DEVELOPMENT AUTHORITY  
*Finance and Strategic Planning Committees*  
May 17<sup>th</sup>, 2016

The Finance and Strategic Planning meeting of the Community Development Authority was called to order by Finance Committee Chairperson Dave LaFontaine at 1:30 p.m. in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting posted May 12, 2016 at 5:46 p.m.

ROLL CALL:

PRESENT: Andy Keogh, Dave LaFontaine, Peter Hendler,

EXCUSED: Dave Marsh, Tom Buttke

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

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: None

Review of Monthly Tenant Fund and Investment Summary Financials for April, 2016:

CDA 16-F05-1 Motion by Hendler, second by Keogh to accept and recommend the April, 2016 Tenant Fund and Investment Summary financial reports for board approval. 3 Ayes

MOTION CARRIED

Review of Quote for Cyber Insurance:

Quote provided by Ansay and Associates for cyber insurance was reviewed and discussed. LaFontaine questioned what the timeframe for resolution of an incident could be, should one occur. John Southworth will be invited to attend a future Finance Committee meeting to answer questions on this topic. The IT firm that the CDA currently uses has been provided with a copy of the insurance quote for review and commentary.

CDA 16-F05-2 Motion by Hendler, second by Keogh to accept and recommend the purchase of a cyber-insurance policy pending review of the insurance plan by RMM Technologies. 3 Ayes

MOTION CARRIED

Status of Current Capital Projects:

2014 capital funds have been obligated. Current capital project of installation of new exterior doors at Parkview and Cedar Rail has been completed.

Update on RAD Conversion Process:

Approval of all submission via the RAD Resource Desk has been received. Ameresco is currently entering cost revisions based on CDA review of estimates and adjustment. National Housing Compliance will be providing CDA staff with training on Multifamily Housing on June 6 and 7, 2016. Closing documents for the RAD transition will be forthcoming.

New Business:

Potential candidates for open CDA Board of Commissioners position were discussed.

Letter of commendation for CDA staff was reviewed.

All PHAs built before 1978 are required to document lead based paint testing. If past documentation is not available, it will be necessary to implement a State approved testing and submit current documentation. A proposal for lead based paint inspection for the Parkview facility has been received, and the CDA will move forward in meeting this requirement.

Next meeting date will be Tuesday, June 21<sup>st</sup>, 2016 at 1:30 p.m. in the Cedar Rail Executive Conference room.

Meeting declared adjourned at 3:11 p.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Dave LaFontaine  
Chairperson