

COMMUNITY DEVELOPMENT AUTHORITY

May 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 May 19th, 2016 at 3:09 p.m.

ROLL CALL:

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

ABSENT: Peter Hendler, Mary James-Mork – Executive Director, Carol Kerper – Business Manager, and Tim Geldernick – Environmental Services Manager

OTHERS PRESENT: Trish McIlwain – Management Assistant

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: No public were present.

Nomination was entertained by the office of Chairperson.

CDA 16-B05-1 Motion by LaFontaine to open nomination for the office of Chairperson and to nominate Andy Keogh as Chairperson. 6 Ayes

MOTION CARRIED

CDA 16-B05-2 Motion by LaFontaine, second by Hardacre to close nomination for the office by acclamation and cast unanimous vote for Andy Keogh for Chairperson. 6 Ayes

MOTION CARRIED

Nomination was entertained by the office of Vice Chairperson.

CDA 16-B05-3 Motion by Buttke to open nomination for the office of Vice Chairperson and to nominate Marilyn Hardacre for Vice Chairperson. 6 Ayes

MOTION CARRIED

CDA 16-B05-4 Motion by Buttke, second by Marsh to close nomination for the office by acclamation and cast unanimous vote for Marilyn Hardacre for Vice Chairperson. 6 Ayes

MOTION CARRIED

Nomination was entertained by the office of Secretary.

CDA 16-B05-5 Motion by Buttke to open nomination for the office of Secretary and to nominate Jeanette Katzenberg for Secretary. 6 Ayes

MOTION CARRIED

CDA 16-B05-6 Motion by Buttke, second by Marsh to close nomination for the office by acclamation and cast unanimous vote for Jeanette Katzenberg for Secretary. 6 Ayes
MOTION CARRIED

Nomination was entertained by the office of Treasurer.

CDA 16-B05-7 Motion by Marsh to open nomination for the office of Treasurer and to nominate Dave LaFontaine for Treasurer. 6 Ayes
MOTION CARRIED

CDA 16-B05-8 Motion by Buttke, second by Marsh to close nomination for the office by acclamation and cast unanimous vote for Dave LaFontaine for Treasurer. 6 Ayes
MOTION CARRIED

Committee Assignments by Chairperson Andy Keogh:

Finance: Dave LaFontaine (Chair), Tom Buttke, Peter O. Hendler
Personnel: Marilyn Hardacre (Chair), Tom Buttke
Grievance: Marilyn Hardacre, Tom Buttke, Jeanette Katzenberg
Strategic Planning: Andy Keogh (Chair), Dave LaFontaine, Tom Buttke, Peter O. Hendler

CDA 16-B05-9 Motion by LaFontaine, second by Marsh to approve the positions as they are with the exception of Tom Buttke will be replacing Dave Marsh for Finance. 6 Ayes
MOTION CARRIED

CDA 16-B05-10 Motion by LaFontaine, second by Marsh to approve the April 28th, 2016 CDA Board Minutes. 6 Ayes
MOTION CARRIED

CDA 16-B05-11 Motion by LaFontaine, second by Marsh to approve the May 17th, 2016 CDA Strategic Planning/Finance meeting minutes. 6 Ayes
MOTION CARRIED

Finance Committee Update:

Monthly finance reports were not available and will be reviewed at the next meeting.

CDA 16-B05-12 Motion by Buttke, second by Katzenberg to accept the Finance committee report as presented. 6 Ayes
MOTION CARRIED

Strategic Planning Committee Update:

No update

Grievance Committee Update:

No update

Personnel Committee Update:

No update

Closed Session Update:

Hold over to the next meeting.

Executive Director's Report Update:

The Commission reviewed the Executive Report. The Commission commended the staff on the excellent occupancy report.

CDA 16-B05-13 Motion by Buttke, second by Marsh to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

New Business: None

Next Board Meeting Date and Time: Thursday, June 30th, 2016 at 9:00 a.m. at Parkview Apartments.

Motion by Buttke, second by Hardacre to adjourn. Meeting declared adjourned by Chairperson Keogh at 9:26 a.m.

Respectfully submitted,

Trish McIlwain
Management Assistant

Andrew Keogh
Chairperson

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Executive Director's Highlights June 30th, 2016

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

Parkview: Two (2) openings
Cedar Rail: Filled
Scattered Sites: Three (3) Openings

Section 8 Program- Fifty seven (57) leased vouchers, meeting the goal of 57/58 leased vouchers by 7/1/2016

2. Security System Update-

The CDA reviewed recommendations for updated building security on all properties. Estimates and sources for this expenditure were presented to the Finance Committee. Committee will continue to look at the budget and options and determine direction at the next Finance meeting.

3. Staff Training-Multifamily Housing-

On June 20th, and 21st, 2016, the National Housing Compliance Staff provided an overview and initial training in Multifamily Housing to CDA staff. Areas reviewed include, but are not limited to the following:

- General Overview of RAD – RAD Final Rule
- Programmatic Comparisons of Public Housing and PBRA Program
- Financial Comparisons
- Transitioning From Public Housing To RAD
- Actions Pre and Post RAD
- HUD 50059/Lease Execution at Initial Certification
- Rent Phase-In Process
- Choice Mobility Vouchers
- Multifamily HUD Online Systems
- Vouchering Procedures
- OCAF Adjustments and Utility Allowance Analysis
- Eligibility
- Fair Housing and 504 Requirements
- Tenant Selection Criteria
- Income and Rent Calculations
- Verification Procedures
- Leasing Requirements
- Recertification Procedures
- Terminations
- Management and Occupancy Reviews (MORs)