

COMMUNITY DEVELOPMENT AUTHORITY

November 17th, 2016

The monthly meeting of the Community Development Authority was called to order by Commission Chair Andrew Keogh at 9:00 a.m. in the Community Room at Parkview Apartments, 606 South Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted November 16th, 2016 at 8:42 a.m.

ROLL CALL:

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

EXCUSED: Jeanette Katzenberg

OTHERS PRESENT: Mary James-Mork – Executive Director, Tim Geldernick – Environmental Services Manager, Trish McIlwain – Management Assistant

GUEST: Paula Jero – Executive Director with United Way of Marshfield

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

Presentation on Homelessness and Poverty in the City of Marshfield by Paula Jero, Marshfield Area United Way: Information was presented on homelessness trends, increase in the working poor, benefit collection, and over income limits when applying for assistance. Marshfield homeless youth numbers have increased. Paula shared and discussed the ALICE in Wood County report with everyone who was present.

CDA 16-B11-1 Motion by LaFontaine, second by Hendler to approve the September 29th, 2016 CDA Board Minutes. 5 Ayes

MOTION CARRIED

CDA 16-B11-2 Motion by Buttke, second by LaFontaine to approve the October 18th, 2016 CDA Finance and Strategic Planning Meeting Minutes. 5 Ayes

MOTION CARRIED

CDA 16-B11-3 Motion by Hendler, second by LaFontaine to approve the November 15th, 2016 CDA Finance and Strategic Planning Meeting Minutes. 5 Ayes

MOTION CARRIED

Finance Committee Report:

CDA 16-B11-4 Met on Tuesday, November 15th, 2016. Motion by LaFontaine, second by Hardacre to accept the Finance Committee Report. 5 Ayes

MOTION CARRIED

Strategic Planning Committee Report: No Report

Personnel Committee Update:

Briefly discussed interim staffing plan for Site Management.

Grievance Committee Update: No Report

Update on RAD Conversion Process:

RAD conversion update will be presented in Executive Director's report. Recertification will take place this coming year.

Executive Director's Report:

CDA 16-B11-5 Motion by Buttke, second by Buttke to accept the Executive Director's Report. 5 Ayes

MOTION CARRIED

CDA 16-B11-6 Motion by Hendler, second by LaFontaine to accept the 2017 Security Health Plan Premiums. 5 Ayes

MOTION CARRIED

CDA 16-B11-7 Motion by LaFontaine, second by Buttke to accept the Employee Handbook Revisions. 5 Ayes

MOTION CARRIED

New Business: None

Next Board Meeting Date and Time: Thursday, December 29th, 2016 at 9:00 a.m., Cedar Rail Court

Agenda Items for Next Month: RAD Conversion Update
Update on the Voucher Program

CDA 16-B11-8 Motion by LaFontaine, second by Hendler to adjourn. 5 Ayes

MOTION CARRIED

Meeting was declared adjourned by Commission Chairperson, Andrew Keogh at 10:12 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Commission Chairperson

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Executive Director's Highlights December 29, 2016

1. Public Housing Occupancy-98.0% Occupancy Rate as of the day of this report.

Parkview – 3-opening
Cedar Rail – 1 opening
Scattered Sites - 1 openings

Waiting list -3 Applications pending

Section 8 Program-

Projection = 61 leased- 2 vouchers on the street..

Waiting List -24 applications pending – 12 local applicants

2. Security System Update-

Scattered Sites- Installation completed. Training dates are being determined, and policies have been distributed to tenants in Parkview and the Scattered Sites

3. RAD Financing Update-

Revitalization Services LLC will be assisting the MCDA in an application for Federal Home Loan for Funds available in the spring of 1017

5. Site Management-

Gordon Fischer has been actively involved in all aspects of the site manager position, and is now working with former Housing Manager on data entry and areas of tenant and program compliance. His past experience at the Marshfield Clinic and Saint Joseph's Hospital has been invaluable.

6. Tenant Recertification –

Recertification has begun with guidance from National Housing Compliance with a streamlined process that will enable tenants to submit information quickly and easily given our transition to RAD in 2017-2018 Fiscal Year.