

COMMUNITY DEVELOPMENT AUTHORITY

September 29th, 2016

The monthly meeting of the Community Development Authority was called to order by Vice Chairperson Marilyn Hardacre 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 September 21st, 2016 at 12:21 p.m.

ROLL CALL:

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

EXCUSED: Andrew Keogh and Peter Hendler

OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager, Mike Lensmire – CPA Principal with Clifton Larson Allen

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: Dawn Norton, Parkview resident, stated that residents have commented favorably about installation of the security camera system. She also said that residents wished to commend Jeff Fischer for being helpful and friendly to all residents.

Presentation of Annual Audit:

Findings of the 2016 fiscal year-end audit were presented and questions were answered. Final audit copies will be distributed to board members when received.

CDA 16-B09-1 Motion by LaFontaine, second by Katzenberg to accept and place on file the annual audit draft report. 4 Ayes

MOTION CARRIED

CDA 16-B09-2 Motion by LaFontaine, second by Buttke to approve the August 25th, 2016 CDA Board Minutes. 4 Ayes

MOTION CARRIED

CDA 16-B09-3 Motion by LaFontaine, second by Katzenberg to approve the September 20th, 2016 Finance and Strategic Planning Meeting Minutes. 4 Ayes

MOTION CARRIED

CDA 16-B09-4 Motion by LaFontaine, second by Buttke to accept and place on file the Finance Committee Report as presented. 4 Ayes

MOTION CARRIED

Strategic Planning Committee Report: No Update

Personnel Committee Update: No Update

Grievance Committee Update: No Update

Update on RAD Conversion Process:

RAD conversion update will be presented in Executive Director's report.

Executive Director's Report:

The current public housing occupancy rate is 98.5%. Public Housing Manager Wanca-Netzow was commended for her outstanding efforts to improve occupancy.

Housing Choice Voucher Program Manager is working diligently and doing an excellent job with issuing additional vouchers. The Board of Commissioners wished to acknowledge her exceptional work.

RAD Conversion Update: Requirements are being completed for a grant that specifically fits the scattered sites. HUD field office has stated that there is no cause for concern regarding possible delays in the closing process. RAD closing is possible at the end of 2016, but could be at a later date. Resident recertification will be required if the CDA has not received a closing date by November, 2016. National Housing Compliance has provided suggestions for streamlining the recertification process.

CDA 16-B09-5 Motion by LaFontaine, second by Katzenberg to accept the Executive Director's Report. 4 Ayes

MOTION CARRIED

Review of Security System Policy: A sequence of authority for CDA staff to view security camera footage will be added to policy. Copies of the final approved policy will be provided to current CDA residents and be inserted into new resident packets.

CDA 16-B09-6 Motion by LaFontaine, second by Buttke to submit the reviewed security camera system policy to the CDA's corporate attorney for review. 4 Ayes

MOTION CARRIED

New Business: None

Next Board Meeting Date and Time: Thursday, October 27<sup>th</sup>, 2016 at 9:00 a.m., Cedar Rail Court

Agenda Items for Next Month: RAD Conversion Update  
Security System Policy Final Approval  
Presentation on Homelessness and Poverty in City of Marshfield

CDA 16-B09-7 Motion by LaFontaine, second by Katzenberg to adjourn. 4 Ayes  
MOTION CARRIED

Meeting was declared adjourned by Vice Chairperson Hardacre at 10:21 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Marilyn Hardacre  
Vice Chairperson

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## Executive Director's Highlights November 17, 2016

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

Parkview – 2-opening  
Cedar Rail – 0 opening  
Scattered Sites - 2 openings

Waiting list -3 Applications pending

#### Section 8 Program-

Projection = 60 leased .3 vouchers on the street...61 projected by December 1.

Waiting List -25 applications pending – 13 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-

Grant announcements have yet to be made for the Initial Replacement Reserve Deposit for the Scattered Sites. The RAD Resource Desk has listed an estimated time for receipt of the contract of early May of 2017. The estimated closing date for RAD is listed as early July of 2017.

### 4. 501 (c) (4)

Narrative Description for the 501 (c)(4) Neighborhood Investments has been completed and submitted to Von Breisen & Roper.

### 5. Site Management-

Gordon Fischer has accepted the position of Site Manager, with his initial starting date of November 14, 2017. Orientation and initial training for Gordon will continue through December. Gordon's familiarity with the CDA along with his extensive experience in customer relations will contribute to a smooth transition into his new role.

### 6. Tenant Recertification –

The National Housing Compliance has provided guidance to the CDA in streamlining the Annual recertification of all tenants prior to the RAD transition. Staff leaders are in the process of establishing this new procedure for implementation in December of 2016.