

COMMUNITY DEVELOPMENT AUTHORITY

April 30, 2015

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, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted April 23, 2015 at 8:06 a.m.

ROLL CALL:

PRESENT: Andrew Keogh, Marilyn Hardacre, Dave LaFontaine, Dave Marsh, John Conklin

ABSENT: Peter O. Hendler, Tom Buttke

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

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

CDA-15-B04-1 Motion by LaFontaine, second by Marsh to approve the March 26th, 2015 CDA Board Minutes. 5 Ayes

MOTION CARRIED

CDA-15-B04-2 Motion by Marsh, second by Conklin to approve the April 21st, 2015 CDA Finance meeting minutes. Dave LaFontaine provided a correction re: changing the number from 6 Ayes to 3 Ayes. Correction made, motion carried. 5 Ayes

MOTION CARRIED

Strategic Planning Committee Update:

CDA-15-B04-3 Keogh moved and LaFontaine seconded a motion to provide authority for Executive Director to move forward with existing proposals for current consultant(s) support for the RAD transition. 5 Ayes

MOTION CARRIED

Personnel Committee Update: No update

Grievance Committee Update: No update

CDA-15-B04-4 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Director's Report. 5 Ayes

MOTION CARRIED

RAD Update: Requirements for the first 30 days of the RAD transition have been met. Conference calls, meetings and trainings with key personnel from HUD, National Housing Compliance and Von Briesen continue with the goal of ongoing compliance with established timelines.

New Business: None

Next Board Meeting Date and Time: Thursday, May 28th, 2015 at 9:00 a.m. in the Community Room of Parkview Apartments

Agenda Items for May: Welcome New Board Members
 Appreciation John Conklin- Resident Board Member

CDA-15-B04-5 Motion by Marsh, second by Hardacre to adjourn. Meeting declared adjourned by Chairperson Keogh at 9:57 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
May 28th, 2015

1. Occupancy-Over 92% Vacancy Rate

Parkview- Thirteen (13) vacancies, (3 units filled).
Cedar Rail – Three (3) vacancies, (3 units filled).
Scattered Sites - 0 vacancies.
Section 8-The program has fifty-one (51) active, leased vouchers, with (3) issued.
Approximately 6 tours per week.

2. RAD Project-

- After review by Finance Committee members, the CDA has completed the RFP for the Physical Conditions Assessment. ED and Business Manager are reviewing the proposed revisions to the PHA plan for submission as the next step.
- National Housing Compliance (NHC) Consultants have clarified billing and next steps in their guidance for the CDA's transition.
- Steps to 501(c) (4) complete: Draft of Mission Statement & Initial recommendations for Board of Directors to be reviewed by Strategic Planning Committee
- ED will be communicating with CDA tenants re: the upcoming RAD transition process during the month of June, 2015. Beyond the initial presentation to them in 2013 describing the opportunity, residents will be provided with regular updates and assurances regarding any impact upon the CDA and any potential changes for tenants in the year ahead.

3. Capital Funds Planning-

Environmental Services Manager continues to gather estimates for a variety of approved capital projects with the parameters established by the Finance Committee. Updates will be provided at the May 28th, 2015 board meeting.

4. REAC Inspection for 2015- Update

The maintenance and housekeeping staff members continue to prepare for the REAC inspection scheduled for June 10th, 2015. The inspector will spend the day with the Environmental Services Manager visiting all of the CDA properties, and will be assigned a workspace while on site.

5. 2015 Commissioners

New Resident Commissioner- We will be welcoming our new Resident Commissioner at the May 28th meeting. Jeanette Katzenberg is a resident of Cedar Rail Court. She is a retired teacher with extensive experience on committees, service as an active member of the school's WEA board, and a member of her church council. Jeanette is very interested in how programs affect citizens/residents of our community. She has a background of cooperative work with leadership, students and colleagues. She also has public speaking and planning experience.