

COMMUNITY DEVELOPMENT AUTHORITY

August 27th, 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 Parkview Apartments, 606 South Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted August 13, 2015 at 8:02 a.m.

ROLL CALL:

PRESENT: Andrew Keogh, Marilyn Hardacre, Dave LaFontaine, Dave Marsh, Tom Buttke, Peter O. Hendler, Jeannette Katzenberg

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

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

CDA 15-B08-1 Motion by LaFontaine, second by Marsh to approve the July 30<sup>th</sup>, 2015 CDA Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA 15-B08-2 Motion by Buttke, second by LaFontaine to approve the August 18<sup>th</sup>, 2015 CDA Finance and Strategic Planning meeting minutes. 7 Ayes

MOTION CARRIED

Finance Committee Update:

LaFontaine stated that the continued efforts of the Executive Director and the CDA staff have resulted in positive cash flow for the month of July and for the fiscal year-to-date in Public Housing. The Housing Choice Voucher program is also showing a positive cash flow due to the efforts of the HCV Program Manager.

CDA 15-B08-3 Motion by Marsh, second by LaFontaine to accept and place on file the Finance Committee Report. 7 Ayes

MOTION CARRIED

Strategic Planning Committee Update:

Executive Director's Report will include details of the Strategic Planning Meeting as it pertains to the RAD conversion.

Personnel Committee Update: No update

Grievance Committee Update: No update

Executive Director's Report:

CDA 15-B08-4 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

REAC Inspection Report Results:

Inspection results are not yet available.

New Business: HUD Milwaukee Field Office staff will be in Marshfield to perform a CDA site review on Tuesday, September 15<sup>th</sup> from 10:00 a.m. to 1:00 p.m. Discussion took place on the compilation of questions to be asked of HUD staff pertaining to Public Housing and Section 8 Voucher programs.

Next Board Meeting Date and Time: Thursday, September 24th, 2015 at 9:00 a.m. at Cedar Rail Court.

Meeting declared adjourned by Chairperson Keogh at 9:12 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andrew Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**September 24th, 2015**

**1. Occupancy-** 95.6 % Vacancy Rate as of the day of this report

Parkview- Seven (7) vacancies, (2 pre-assigned)

Cedar Rail – Two (2) vacancies

Scattered Sites - 0 vacancies

Section 8- 50 leased vouchers, with 5 vouchers issued

**2. RAD Project-**

- The Physical Conditions Inspection (Ameresco) results on Parkview will be available on September 30<sup>th</sup>. Cedar Rail and Scattered Sites will be available in 3-4 weeks.
- National Housing Compliance (NHC) Consulting Staff continue to have brief conference calls with the CDA staff to assure that we are on target with milestones.
- Brittany Finlayson of Von Briesen By-Laws for CDA/NI will be reviewed by the Strategic Planning Committee at the October meeting.
- CDA Executive Director and Business Manager joined Reggie Samuel and members of the Milwaukee Field Office for an introductory conference call on September 10, 2015.

**3. HUD Review-**

- John Finger, Director of the Milwaukee HUD Field Office, along with Scott C. Koegler, Portfolio Management Specialist visited the CDA on September 15<sup>th</sup> for a site review of areas of operation. The review and visit were positive and cooperative, allowing both the CDA and the Field Office to align information and data as the CDA continues to transition to the RAD model.
- Board members presented various challenges faces by the CDA as the organization works to maintain quality and progress during times of reduced funding and increasing regulations. HUD staff recognized the challenges faced by the CDA and others in the housing industry, encouraged staff and board to continue working toward changes in policy that would lighten the burden.

**4. WAHA Regional HUD Training–**

- CDA staff leaders attended the September 17<sup>th</sup> Regional meeting and training in Wausau. All agreed that the majority of the information was good reinforcement. Two of the sessions offered new information related to increasing guidance relating to privacy, as well as examples of future project development.

**5. Audit- Clifton-Larson-Allen-**

- Joy Palmer from Clifton Larson Allen will present the 2014-2015 Financial Audit at the September 24<sup>th</sup> meeting.