

COMMUNITY DEVELOPMENT AUTHORITY

December 18<sup>th</sup>, 2014

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 4:00 p.m. in the Cedar Rail Court Executive Board Room, 601 S. Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted December 17, 2014 at 8:50 a.m.

ROLL CALL:

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

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 14-B12-1 Motion by Buttke, second by Marsh to accept the November 20<sup>th</sup>, 2014 CDA Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA-14-B12-2 Motion by Buttke, second by LaFontaine to accept the December 9<sup>th</sup>, 2014 CDA Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA-14-B12-3 Motion by Marsh, second by LaFontaine to accept the December 3<sup>rd</sup>, 2014 Strategic Planning/Finance meeting minutes. 7 Ayes

MOTION CARRIED

CDA-14-B12-4 Motion by Marsh, second by Buttke to accept the December 16<sup>th</sup>, 2014 Finance meeting minutes. 7 Ayes

MOTION CARRIED

CDA-14-B12-5 Motion by Hendler, second by Lafontaine to accept the Finance committee report as presented. 7 Ayes

MOTION CARRIED

Strategic Planning Committee Update: Commissioner LaFontaine stated that both strategic and long range planning efforts will be undertaken as they pertain to the future of the CDA.

LaFontaine will oversee long range planning efforts and Keogh will oversee strategic planning initiatives.

Personnel Committee Update: No update

Grievance Committee Update: No update

CDA-14-B12-6 Motion by Lafontaine, second by Marsh to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

Executive Director James-Mork stated that the passing of the Federal Budget Bill assures that applicants who applied before December 2013 for conversion to the RAD program will be approved. The MCDA is among those projects. Guidance/consultation will be sought regarding the impact of this transition and the models available before making a commitment to move forward with the change.

The new phone system is operational, with a few items to be changed. A more concise phone greeting is being developed to simplify reaching office staff when calling the CDA.

New Business: Commissioner LaFontaine informed board members that a draft proposal designed to position the Community Development Authority in partnering with the Economic Development Board for development of quality rating systems for rental housing in the City of Marshfield was reviewed by the Finance Committee at the December 16<sup>th</sup> meeting. A decision was reached to table the proposal until a later date so that Executive Director James-Mork may concentrate her efforts on gathering information for the RAD program conversion.

Next Board Meeting Date and Time: Thursday, January 22<sup>nd</sup>, 2015 at 9:00 a.m. in the Community Room of Parkview Apartments.

Agenda Items for January: RAD Update  
Employee Health Insurance Plan Update

Meeting declared adjourned by Chairperson Keogh at 4:18 p.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andrew Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**January 22, 2015**

**1. Occupancy-**

Parkview- Seven (7) four (4) units on hold for modernization  
Cedar Rail – Ten (10) openings  
Scattered Sites- Two (2) open  
Section 8-The program has forty-nine (49) active, leased vouchers.

**2. Economic Development Board (EDB)-**

EDB met on January 15<sup>th</sup>, 2015. Members discussed the Hospitality Study, the Downtown Master Plan and the 200 Block Redevelopment, along with an update on housing programs/projects. The next meeting date will be February 12, 2015.

**3. RAD Project-**

Executive Director has been in communication with National Housing Compliance (NHC) Consultants to further define the steps and timelines for implementation of a RAD transition. NHC staff members have provided information, insight and guidance re: the impact and resources necessary to assure a smooth transition. Board members will be provided an outline of the time-frame and milestones at the February Board of Commissioners meeting. Discussions will continue with the NHC as the transition documents are reviewed and communicated to the Strategic Planning Committee.

**4. RMM Solutions-**

RMM completed the Hosted Voice Project with the wiring and installation of the conference line in the CR conference room. This improvement will provide considerable improvement in staff and commission meetings, as well as vendor/consultant discussions.

**5. Capital Projects(CFP)-**

The Capital Funds 5 year Plan was completed and submitted to HUD by Carol Kerper, Business Manager on Friday, January 16<sup>th</sup>, 2015 after approval by the Executive Committee. That plan is available for review in the Administrative Office of the CDA.

**6. Recertification - Public Housing-**

The Public Housing recertification process continues forward successfully using a new streamlined process. New staff members are being guided in the process by Janet Southworth, former Housing Director who now serves in the role of Section 8 Coordinator for the CDA. The time allocated to this guidance is provided from the Public Housing Operations Budget.

**7. Leadership Marshfield-**

Executive Director met with a team from Leadership Marshfield on two occasions in January to discuss potential projects that could provide support for Public Housing Residents. Upon project selection, the next steps will be shared with the Board of Commissioners and staff.