

COMMUNITY DEVELOPMENT AUTHORITY

January 22nd, 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 of Parkview Apartments, 606 S. Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted January 15, 2015 at 9:58 a.m.
Addendum posted January 19, 2015 at 1:59 p.m.

ROLL CALL:

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

ABSENT: Peter O. Hendler

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: Commissioner and Parkview Apartment resident John Conklin questioned why residents are saying that they have been asked to move their vehicles for snowplowing at an earlier time than was previously designated.

Director James-Mork stressed that residents are encouraged to make staff aware of these types of concerns by filling out a suggestion form or by contacting staff directly. Tim Geldernick, Environmental Services Manager, will consult with Mr. Conklin on this issue.

Parkview resident Doreen Fuller questioned what hours are being designated for housekeeping personnel to staff the Parkview office and assist with the resident store. She was informed that housekeeping assists in the office on occasion in the absence of office staff in addition to using the office to enter work orders. Ms. Fuller was asked to address these questions to CDA staff in the future using the existing systems in place for communication.

CDA 15-B01-1 Motion by LaFontaine, second by Buttke to approve the December 18th, 2014 CDA Board meeting minutes. 6 Ayes

MOTION CARRIED

CDA-15-B01-2 Motion by Marsh, second by Conklin to approve the January 20th, 2015 CDA Finance meeting minutes. 6 Ayes

MOTION CARRIED

CDA-15-B01-3 Motion by Buttke, second by Marsh to approve the January 16th, 2015 Executive Committee meeting minutes. 6 Ayes

MOTION CARRIED

CDA-15-B01-4 Motion by LaFontaine, second by Conklin to accept the Finance committee report as presented. 6 Ayes

MOTION CARRIED

Strategic Planning Committee Update: No update

Personnel Committee Update: No update

Grievance Committee Update: No update

CDA-15-B01-5 Motion by LaFontaine, second by Buttke to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

RAD Update: Update information was covered in the Finance committee report. Information received from National Housing Compliance pertaining to the RAD program indicates that the CDA should receive formal notification of application acceptance in February and a notification of further RAD program requirements in March.

Employee Health Insurance Plan Update: The transition to the new group insurance plan is complete. A representative with Security Health Plan held an informational session with employees.

New Business: None

Next Board Meeting Date and Time: Thursday, February 19th, 2015 at 9:00 a.m. in the Community Room of Cedar Rail Court.

Agenda Items for February: HUD Communication as it Pertains to RAD
Capital Project Update

Agenda Items for March: Finance Committee Review of Employee Health Insurance Costs

CDA-15-B01-6 Motion by Buttke, second by Hardacre to adjourn. Meeting declared adjourned by Chairperson Keogh at 9:56 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
February 19, 2015

1. Occupancy-

Parkview- Eight (8), two (2) departures to assisted living, four (4) units on hold for modernization
Cedar Rail – Seven (7), one (1) departure to assisted living
Scattered Sites- Two (2) open, two (2) tours scheduled
Section 8-The program has fifty-one (51) active, leased vouchers, and two (2) vouchers issued.

2. Economic Development Board (EDB)-

EDB met on February 12th, 2015. Discussion items included the Hospitality Study, the Downtown Master Plan, and progress on Housing Initiatives underway. The next meeting date will be March 5th, 2015.

3. RAD Project-

Executive Director has been in communication with National Housing Compliance (NHC) Consultants to learn that if the model for a RAD transition places the CDA as the owner, it is advised to pursue 501(c) (4) early in the transition. ED has been working with legal staff from Von Briesen to outline the steps and process for this designation, and will share that information with the Strategic Planning Committee for recommendation to the full Board. ED will provide an outline of the time-frame and milestones at the February Board of Commissioners meeting.

4. RMM Solutions-

Hosted voiced system is working well, with the majority of issues the result of user error. ED will share an example of the CDA monthly System Health Report from RMM at the February 19, 2015 meeting.

5. Building/Grounds-

Cedar Rail experienced water issues on the first floor beginning on February 12th. Tim Geldernick Identified the source of the problem and worked with Suda Plumbing to rectify and to assure that the Issue will not reoccur.

6. Recertification - Public Housing-

Janet continues to guide the recertification for Public Housing process with considerable progress. Work will be completed in time to allow a 30 day notice for tenants before fiscal year end. A special thank you to Don Zais, Ken Krahn, and team for their time and work in assisting the CDA staff and residents with the recertification process.

7. Tax Credits-

Don Zais and a team of volunteers also worked to assist tenants in processing Tax Credits for 2014. This service to our residents provides convenience and expert guidance to assure that anyone interested will have the opportunity for assistance.