

COMMUNITY DEVELOPMENT AUTHORITY

July 30th, 2015

The monthly meeting of the Community Development Authority was called to order by Chairperson Andrew Keogh at 9:02 a.m. in the Community Room at Cedar Rail Court, 601 South Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted July 15, 2015 at 12:49 p.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-B07-1 Motion by LaFontaine, second by Marsh to approve the June 25th, 2015 CDA Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA 15-B07-2 Motion by Buttke, second by LaFontaine to approve the July 21, 2015 CDA Finance and Strategic Planning meeting minutes. 7 Ayes

MOTION CARRIED

Finance Committee Update:

Keogh suggested that a list of questions be compiled for the HUD Milwaukee Field Office pertaining to funding of the Section 8 Voucher Program and other areas.

Janet Southworth will present information at the August meeting on the finance tool that is used by HUD for determining monthly subsidizing of the Section 8 vouchers.

CDA 15-B07-3 Motion by LaFontaine, second by Marsh 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-B07-4 Motion by LaFontaine, second by Hardacre to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

CDA 15-B07-5 Motion by Hendler, second by LaFontaine to approve signing of the Ameresco contract by the CDA Board Chair and Executive Director. 7 Ayes

MOTION CARRIED

REAC Inspection Report Results:

Inspection results are expected to be available at the end of August.

New Business: None

Next Board Meeting Date and Time: Thursday, August 27th, 2015 at 9:00 a.m. at Parkview Apartments.

Agenda Items for August: REAC Inspection Results
Results of Annual Finance Audit

CDA 15-B07-6 Motion by Buttke, second by LaFontaine to adjourn. Meeting declared adjourned by Chairperson Keogh at 9:34 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
August 27, 2015

1. Occupancy- 92.8% Vacancy Rate, with Pre-assigned units filled, absent any transitions, the rate reaches 96.6%.

Parkview- Eleven (11) vacancies, (5 pre-assigned)

Cedar Rail – Four (4) vacancies, (3 pre-assigned).

Scattered Sites - 0 vacancies.

Section 8- Due to one death, one resident leaving without notice, and two ports absorbed, the program has forty-seven (47) active leased vouchers, yet that is balanced by the seven (7) issued.

2. RAD Project-

- The Physical Conditions Inspection Team (Ameresco) was on site at the CDA from August 10- August 13, 2015. Combined utility and buildings data has been entered, with analysis as the next step. Tim Geldernick accompanied the Team while on site, and along with Carol Kerper continues to provide data and information as needed to complete the assessment.
- National Housing Compliance (NHC) Consulting Staff has provided drafts of updated tenant selection policies to reflect the requirements for PRBA transition. Executive Director and NHC staff will be conferencing regularly as other items are completed for the timelines set.
- Brittany Finlayson of Von Briesen is completing the first draft of the By-Laws for CDA/NI for review. ED continues conversations with other Von Briesen staff discussing the role of the 501 (c) (4) to the CDA to determine boundaries and alignment.
- CDA has been assigned a new Transitional Manager replacing Paula Sampson, who has taken another position. Communication continues with HUD and a new Manager (Reggie Samuel) as we complete project deadlines.

3. Capital Funds Planning-

Capital Funds for 2013 have been fully obligated, meeting the deadline for submission.

2016 Capital Fund distribution will be determined in the coming months. The CDA will continue to seek these funds while in the RAD transition stage.

4. REAC Inspection for 2015- Update

CDA is expecting a final copy of the REAC Inspection and Score before the end of this month. If that arrived prior to the board meeting, we will have copies available for you.