

COMMUNITY DEVELOPMENT AUTHORITY

May 28, 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 of Parkview Apartments, 606 South Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted May 26, 2015 at 4:07 p.m.

ROLL CALL:

PRESENT: Andrew Keogh, Marilyn Hardacre, Dave LaFontaine, Dave Marsh, Jeanette Katzenberg, Tom Buttke

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

Nomination was entertained by the office of Chairperson.

CDA 15-B05-1 Motion by Buttke to open nomination for the office of Chairperson and to nominate Andy Keogh as Chairperson. 6 Ayes

MOTION CARRIED

CDA 15-B05-2 Motion by Buttke, second by Marsh to close nomination for the office by acclamation and cast unanimous vote for Andy Keogh for Chairperson. 6 Ayes

MOTION CARRIED

Nomination was entertained by the office of Vice Chairperson.

CDA 15-B05-3 Motion by Marsh to open nomination for the office of Vice Chairperson and to nominate Marilyn Hardacre for Vice Chairperson. 6 Ayes

MOTION CARRIED

CDA 15-B05-4 Motion by Buttke, second by LaFontaine to close nomination for the office by acclamation and cast unanimous vote for Marilyn Hardacre for Vice Chairperson. 6 Ayes

MOTION CARRIED

Nomination was entertained by the office of Secretary.

CDA 15-B05-5 Motion by Lafontaine to open nomination for the office of Secretary and to nominate Dave Marsh for Secretary. 6 Ayes

MOTION CARRIED

CDA 15-B05-6 Motion by Buttke, second by Hardacre to close nomination for the office by acclamation and cast unanimous vote for Dave Marsh for Secretary. 6 Ayes

MOTION CARRIED

Nomination was entertained by the office of Treasurer.

CDA 15-B05-7 Motion by Marsh to open nomination for the office of Treasurer and to nominate Dave LaFontaine for Treasurer. 6 Ayes

MOTION CARRIED

CDA 15-B05-8 Motion by Buttke, second by Marsh to close nomination for the office by acclamation and cast unanimous vote for Dave LaFontaine for Treasurer. 6 Ayes

MOTION CARRIED

New resident board member, Jeanette Katzenberg was introduced and welcomed to the CDA Board of Commissioners.

Committee Assignments by Chairperson Andy Keogh:

Finance: Dave LaFontaine (Chair), Dave Marsh, Peter O. Hendler

Personnel: Marilyn Hardacre (Chair), Dave Marsh, Tom Buttke

Grievance: Marilyn Hardacre, Tom Buttke, Jeanette Katzenberg

Strategic Planning: Andy Keogh (Chair), Dave LaFontaine, Tom Buttke, Dave Marsh, Peter O. Hendler

Policy Review: Tom Buttke, Marilyn Hardacre, Jeanette Katzenberg

CDA-15-B05-9 Motion by LaFontaine, second by Marsh to approve the April 30th, 2015 CDA Board Minutes. 6 Ayes

MOTION CARRIED

CDA-15-B05-10 Motion by Buttke, second by Marsh to approve the May 11th, 2015 CDA Strategic Planning/Finance meeting minutes. 6 Ayes

MOTION CARRIED

CDA-15-B05-11 Motion by LaFontaine, second by Marsh to approve the May 19th, 2015 CDA Finance meeting minutes. 6 Ayes

MOTION CARRIED

Finance Planning Committee Update:

Monthly finance reports for April and May will be available upon completion of the 2014 – 2015 fiscal year financial reports. The revised CDA Financial Procedures document had one change requested by Marsh: page 4, section V, item 2 (Payroll), will be reworded to reflect the new payroll deposit system revisions.

CDA-15-B05-12 Motion by LaFontaine, second by Marsh to accept the Finance committee report as presented. 6 Ayes

MOTION CARRIED

Strategic Planning Committee Update:

The process of obtaining 501(c)(4) continues with the assistance of Von Briesen. A mission statement will be developed as a requirement of the RAD conversion.

CDA-15-B05-13 Motion by LaFontaine, second by Buttke to accept the Strategic Planning committee report as presented. 6 Ayes

MOTION CARRIED

Grievance Committee Update: No update

Personnel Committee Update: No update

CDA-15-B05-14 Motion by LaFontaine, second by Hardacre to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

CDA-15-B05-15 Motion by Marsh, second by LaFontaine to approve and place on file the SEMAP submission for fiscal year ending 3/31/2015. 6 Ayes

MOTION CARRIED

New Business: None

Next Board Meeting Date and Time: Thursday, June 25th, 2015 at 9:00 a.m. in the Community Room of Parkview Apartments

Agenda Items for June: Progress of Capital Fund Projects
REAC Inspection Results
Results/Update of HUD Staff Visit to Marshfield
Physical Conditions Assessment Update

CDA-15-B05-16 Motion by Buttke to adjourn. Meeting declared adjourned by Chairperson Keogh at 9:49 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andrew Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
June 26, 2015

1. Occupancy-94.7% Vacancy Rate

Parkview- Eleven (11) vacancies - Three pre-assigned
Cedar Rail – Full – Last room pre-assigned
Scattered Sites - 0 vacancies
Section 8-The program has fifty-three (53) active leased vouchers, with (1) issued.

2. RAD Project-

- Proposals for the Physical Conditions Assessment will be reviewed during the week of June 22nd, 2015.
- Service Agreement with National Housing Compliance (NHC) Consultants has been signed. NHC staff is now working with the CDA on Affirmative Fair Housing Marketing Plan for Multi-Family Housing
- Draft of Mission Statement & Initial recommendations for Board of Directors was reviewed by Strategic Planning and Finance Committee on June 11, 2015. Report will be provided at the June 26th Commission meeting.
- ED is working with Housing Manager to select a date for a presentation on progress with RAD transition to all residents of CR, Parkview and Scattered Sites.

3. Capital Funds Planning-

Environmental Services Manager (ESM) is working with Business Manager and ED to determine the impact of additional projects on the budget as the CDA plans the transition to the RAD program. The goal of discussions is to assure that any Capital Funds are directed at the appropriate times to ensure sufficient funds throughout the RAD transition.

4. REAC Inspection for 2015- Update-

The REAC Inspection took place on June 10th, 2015. ESM will provide a report to the Commission at the June 26th meeting. The inspector was very complimentary regarding the condition and grounds of our properties. With the work that was completed in preparation of the inspection, coupled with an increase in occupancy, we anticipate an increase in scoring from previous years.

5. HUD Field Office-

John Finger and Larry Wood of the Milwaukee Field Office will be visiting the CDA on June 30th, 2015. They plan to arrive at 10:00 am and spend 2-3 hours with CDA Leaders and Board of Commissioners. The RAD transition will be the primary topic of discussion.