

COMMUNITY DEVELOPMENT AUTHORITY

October 23, 2014

The monthly meeting of the Community Development Authority was called to order by Vice-Chairperson, Marilyn Hardacre at 9:04 a.m. in the Cedar Rail Court Community Room, 601 S. Cedar Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted October 16, 2014 at 11:15 a.m.

ROLL CALL:

PRESENT: 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

ABSENT: Andrew Keogh

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: Commissioner and Parkview resident John Conklin stated that residents at Parkview Apartments are experiencing problems with a resident who has mental disabilities. He further stated that he is concerned that this kind of occurrence could put the CDA and its Commissioners at risk for legal action. Executive Director James-Mork assured the Commission that the incidents have been documented and are being addressed with the resident's family and support agencies. It is crucial that procedures and guidelines set forth by HUD are being followed while resolving these concerns. Hendler stated that he is confident that the issues are being handled in the proper manner. LaFontaine stated that the CDA has Officers and Directors liability insurance to provide legal protection, should the need arise.

CDA 14-B10-1 Motion by LaFontaine, second by Buttke to accept the September 18th, 2014 Board meeting minutes. 6 Ayes

MOTION CARRIED

It was confirmed that the Board meeting agendas have been posted at Parkview Apartments and Cedar Rail Court at an earlier timeframe so that residents may better plan to attend the meetings.

CDA-14-B10-2 Motion by Hendler, second by Marsh to accept the October 21st, 2014 Finance meeting minutes. 6 Ayes

MOTION CARRIED

CDA-14-B10-3 Motion by LaFontaine, second by Buttke to accept the Financial report as presented. 6 Ayes

MOTION CARRIED

Strategic Planning Committee Update: No update

Personnel Committee Update: No update

Grievance Committee Update: No update

CDA-14-B10-4 Motion by Hendler, second by LaFontaine to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

Executive Director James-Mork distributed a budget draft designed to provide a comparison of the current budget with a budget that reflects the CDA reorganization. Positive results will continue to be seen as the year continues.

RMM Solutions is currently performing a number of system tests to determine the feasibility of the new phone system implementation.

Geldernick provided an update on maintenance projects that have been completed or are in process.

New Business: Executive Director James-Mork suggested that an annual gathering be held for the CDA Board and staff. This will be looked at further.

Next Board Meeting Date and Time: Thursday, November 20th, 2014 at 9:00 a.m. in the Community Room of Parkview Apartments.

Agenda Items for November: Request received for additional information on Economic Development Board activity to be included in future Executive Director Reports.

Motion by LaFontaine, second by Buttke to adjourn. Meeting adjourned at 9:49 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Marilyn Hardacre
Vice Chairperson

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Executive Director's Highlights
November 18th, 2014

1. Occupancy-

Elderly/Disabled Housing- Parkview thirteen (13) openings, with four (4) on hold for modernization. Three (3) residents passed, and two (2) moved on to assisted living. Cedar Rail – Thirteen (13) openings. Five (5) residents passed and two (2) moved on to assisted living.

Scattered Sites- One (1) open

Section 8-The program has fifty-two (52) active, leased vouchers.

2. Economic Development Board (EDB)-

EDB met on November 7, 2014. Jason Angell provided updates from meetings on the Downtown Master Plan, the 200 Block Redevelopment, the recently completed TIF Strategic Plan. The Housing Sub- Committee is scheduled to meet on November 14th at Forward Financial.

3. RAD Project-

The CDA has received contingent approval on the 2012 RAD application, meaning that if HUD were to receive authority to convert assistance to RAD for additional units, we are being informed that the CDA application meets the eligibility requirements set forth in the RAD notice.

4. RMM Solutions-

RMM Solutions has completed the testing process and is set to proceed on the installation of the hosted phone system. Updates will be provided to the board as provided by RMM.

5. Capital Projects-(CFP)

ED, Environmental Services Manager, and Business Manager continue to meet regularly to finalize, the draft of a PHA plan for 2015 (5-year Capital Funding Plan).

6. Recertification - Public Housing

The management staff met on Tuesday, November 11th to review the checklist of assignments and timelines for completing required annual recertification. Janet Southworth has accepted responsibility for coordinating and guiding the process using updated methods create after meetings with the Executive Director identified a number of ways to make this process more efficient and educational for the residents. The time dedicated to this work will fall under the umbrella of Public Housing.

7. 2015 Health Benefits-

On November 13th, 2014, The Executive Director and Business Manager met with Julie Koplitz, Security Health Plan, and Bill Heiting, CDA liaison/agent for Health Benefits. 2014. Increases to the existing CDA plan were presented, along with a variety of other options, one of which is renewal through the Health Care Reform Benefit. Options will be shared with the CDA Finance Committee, with a recommendation forthcoming to the Board of Directors.