

COMMUNITY DEVELOPMENT AUTHORITY

September 18, 2014

The monthly meeting of the Community Development Authority was called to order by Chairperson Andy Keogh at 9:26 a.m. in the Parkview Apartments Community Room, 606 S. Walnut Avenue, Marshfield, Wisconsin.

Affirmation of proper posting of meeting: Meeting posted September 16, 2014 at 10:40 a.m.

ROLL CALL:

PRESENT: Andrew Keogh, 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: Marilyn Hardacre

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: Joan Conklin, Parkview resident, stated that CDA residents would like to take part in the discussion of topics that are talked over by CDA Commissioners during the monthly meetings, and not just during public comment. Joan further stated that residents would like to have more detail about what will be discussed during each monthly meeting so that residents can better plan to attend the meetings. In response, the board members explained the format for public meetings, and agreed to discuss whether more detail within the agenda in the future would be possible.

CDA 14-B09-1 Motion by LaFontaine, second by Marsh to accept the July 17th, 2014 Board meeting minutes. 6 Ayes

MOTION CARRIED

CDA-14-B09-2 Motion by Buttke, second by LaFontaine to accept the July 17, 2014 Finance meeting minutes. 6 Ayes

MOTION CARRIED

CDA-14-B09-3 Motion by LaFontaine, second by Marsh to accept the August 26, 2014 Finance meeting minutes with an amendment that the approval of the RMM phone system implementation be withdrawn for a separate motion. 6 Ayes

MOTION CARRIED

CDA-14-B09-4 Motion by LaFontaine, second by Marsh to approve the implementation of an office phone system by RMM Solutions. 6 Ayes

MOTION CARRIED

CDA-14-B09-5 Motion by LaFontaine, second by Buttke to approve the September 16, 2014 Finance meeting minutes. 6 Ayes.

MOTION CARRIED

CDA-14-B09-6 Motion by Marsh, 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-B09-7 Motion by LaFontaine, second by Marsh to accept and place on file the Executive Director's Report. 6 Ayes

MOTION CARRIED

Motion by Hendler, second by Buttke to accept and place on file the audit presentation for fiscal year ending March 31, 2014. Discussion took place. Hendler called the question. Keogh seconded. 6 Ayes

MOTION CARRIED

NewBusiness: None

Next Board Meeting Date and Time: Thursday, October 23rd, 2014 at 9:00 a.m. in the Community Room of Cedar Rail Court. Board meetings will be held on the 3rd Thursday of the month (November 20th and December 18th) at 9:00 a.m. for the remainder of the calendar year. Beginning in 2015, Board meetings will take place on the 4th Thursday of the month at 9:00 a.m. Finance Committee meetings will continue to be held on the third Tuesday of each month.

Agenda Items for October: Review of Budget Draft
Phone System Implementation Update
End of Year Maintenance Project Closing Summary

Meeting adjourned at 10:08 a.m.

Respectfully submitted,

Mary James-Mork
Executive Director

Andy Keogh
Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
October 23rd, 2014

1. Occupancy-

Elderly/Disabled Housing- Parkview thirteen (9) openings, with four (4) on hold for modernization.

Cedar Rail – Ten (10) openings.

Scattered Sites-Full

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

2. Meetings/Partnerships

Economic Development Board

Committee on Aging

RMM Solutions

Hawkins Ash

3. Economic Development Board (EDB)

EDB met on October 9, 2014. Convention and Visitors Bureau (CVB) Director, Matt McLean presented data regarding the economic impacts and tax collections for tourism & sports related activities. EDB members continued discussion about property maintenance standards then convened to closed session.

4. RAD Project-

Exec. Director contacted Baker Tilly and Gorman to obtain the status of the RAD submission for 2013. Baker Tilly stated that it is likely that a determination will be made early in 2015, as legislation is pending to increase the number of units that can be transitioned to the Section 8 Project Based Program through RAD. The goal is to increase the national level from 60,000 units to over 120,000.

5. RMM Solutions-

RMM Solutions met with the CDA management on September 30th, 2014 to review the onboarding process for the hosted phone system. The first step will be testing, and based upon findings, the group will reconvene and establish a timeline for completion.

9. Capital Projects-(CFP)

ED, Environmental Services Manager, and Business Manager are meeting regularly to discuss the PHA plan for 2015 (5 year Capital Funding Plan). With the completion of the discussion and recommendations to the finance committee the agency will submit the detailed formal plan to HUD. Prior to submission, the Board of Commissioners will review and approve by resolution.

10. Recertification - Public Housing

The management staff is scheduled to meet to firm up the final checklist of assignments and timelines for completing required annual recertification. This is an intense and time consuming process, particularly with limited trained staff. Exec. Director has spoken to the HUD field office to inform them that the CDA may be limiting office hours during recertification, though staff will be directly interacting with residents throughout the process.