

COMMUNITY DEVELOPMENT AUTHORITY

September 24th, 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 September 10, 2015 at 10:44 a.m.

ROLL CALL:

PRESENT: Andrew Keogh, Marilyn Hardacre, Dave LaFontaine, Tom Buttke

ABSENT: Dave Marsh, Peter O. Hendler, Jeannette Katzenberg

OTHERS PRESENT: Mary James-Mork – Executive Director, Carol Kerper – Business Manager, Tim Geldernick – Environmental Services Manager, Joy Palmer – CPA, Engagement Director at CliftonLarson Allen

Declaration of a quorum.

Identify any Potential Conflicts of Interest: None

Invitation for Public Comment: None

Presentation of Annual Audit by CliftonLarsonAllen:

Preliminary findings of the 2015 fiscal year-end audit were presented and questions were answered. Final copies of the audit will be distributed to board members when received.

CDA 15-B09-1 Motion by Buttke, second by LaFontaine to approve the August 27<sup>th</sup>, 2015 CDA Board meeting minutes. 4 Ayes

MOTION CARRIED

CDA 15-B09-2 Motion by LaFontaine, second by Buttke to approve the September 15<sup>th</sup>, 2015 CDA Finance and Strategic Planning meeting minutes. 4 Ayes

MOTION CARRIED

Finance and Strategic Planning Committees Update:

CDA staff was commended for doing an excellent job of monitoring finances.

LaFontaine stated that the Finance Committee would like to have more funds allocated for staff training in the coming fiscal year, particularly with the upcoming transition to a new operating structure. Buttke questioned why there has been a significant increase in expenses for cable television services. Specifics of the cost increase will be provided at next month's committee meeting.

CDA 15-B09-3 Motion by Buttke, second by LaFontaine to accept and place on file the Finance and Strategic Planning Committees Report. 4 Ayes

MOTION CARRIED

Personnel Committee Update: No update

Grievance Committee Update: No update

Executive Director's Report:

CDA 15-B09-4 Motion by LaFontaine, second by Buttke to accept and place on file the Executive Director's Report. 4 Ayes

MOTION CARRIED

REAC Inspection Report Results:

An on-line inspection report will not be made available for small PHAs. The CDA received a score of 93% from the recent inspection. Environmental Services Manager Geldernick informed the Board of what findings had an effect on the inspection score.

New Business: None

Next Board Meeting Date and Time: Thursday, October 29th, 2015 at 9:00 a.m. at Parkview Apartments.

Agenda Items For Next Month:

RAD Update

Final Annual Audit Status

Meeting declared adjourned by Chairperson Keogh at 10:04 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andrew Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**October 22nd, 2015**

**1. Occupancy- 97.6 %** Vacancy Rate as of the day of this report

Parkview- Four (4) vacancies, (2 pre-assigned)  
Cedar Rail – No (0) vacancies,  
Scattered Sites –One (1) vacancy

Section 8- Fifty-two (52) leased vouchers, with two (2) vouchers issued.

**2. RAD Project-**

- Ameresco (Marc Retish) will be presenting the results of the Physical Conditions Assessment to the Finance and Strategic Planning Committee on Monday, November 9<sup>th</sup> at 11:30 am
- National Housing Compliance (NHC) Consulting staff lead is now Jan Beall, who replaced Julie Fawcett. Jan is currently assisting us on a variety of areas and has been a part of the original team from NHC.
- Brittany Finlayson of Von Briesen awaits approval of the resolutions for Articles of Incorporation and By-Laws so that she can submit for 501(c) (4) designation. Consent resolution will be presented for approval at the October 22nd board meeting.
- Reggie Samuel and members of the Milwaukee Field Office joined the CDA in the second conference call on progress with RAD transition. Mr. Samuel noted on the call that he is pleased with our progress and stated that the CDA is moving forward aggressively to meet goals.
- Exec. Director is working with the Milwaukee Field Office and National Housing Compliance to complete a Significant PHA Plan Amendment required for the final RAD transition. Business Manager and ED are also working on additional documentation required for submission. (Plat Map, Declaration of Trust including the Scattered sites).
- Materials have arrived relating to the required Environmental Review for the RAD transition. The NHC, our transitional Manager Reggie Samuel of D.C. and Field office are providing guidance on this process.

**3. HUD Requests-**

- Other requests from HUD apart from RAD include completion of an Executive Compensation Study, and required 2015 HUDQC study questionnaire, with project specific information.

**4. Personnel/Finance-**

- Executive Director presented an adjusted budget to Finance/Personnel at this month's meeting updating the committees on recent personnel changes. As requested, a wage-range history for current staff leaders was shared along with recommendations for a revised interim budget preceding the transition to RAD. Section 8 Manager hours have been increased due to additional administrative fees available for that program.