

COMMUNITY DEVELOPMENT AUTHORITY

June 19<sup>th</sup>, 2014

The monthly meeting of the Community Development Authority was called to order by Chairperson Andy Keogh at 9:30 a.m. in the Parkview Apartments Community Room, 606 S. Walnut Avenue, Marshfield, Wisconsin.

Affirmation of Proper Posting of Meeting: Meeting posted June 17<sup>th</sup>, 2014 at 12:09 p.m.  
Addendum posted June 17, 2014 at 4:53 p.m.

ROLL CALL:

PRESENT: Andrew Keogh, Peter O. Hendler, Dave Marsh, Tom Buttke, John Conklin, Marilyn Hardacre, Dave LaFontaine

OTHERS PRESENT: Mary James-Mork - Executive Director, Julie Mess – Finance and Operations Director, Tim Geldernick - Environmental Services Manager, Carol Kerper - Executive Assistant

Declaration of a Quorum.

Identify any Potential Conflicts of Interest: None

Public Comment: Board member John Conklin stated that he has received inquiries from the public asking why it takes so much time to get an apartment leased at Parkview or Cedar Rail. Executive Director James-Mork shared that increased oversight by HUD requires that the staff follow consistent guidelines in terms of the management of waiting lists and eligibility processing for leasing of apartments, which requires considerable time to complete. She shared with Mr. Conklin that paperwork completion for leasing of federal subsidized housing is more complicated and detailed than leasing an apartment in the community, and added that in addition to the normal processes, we are also unable to move forward if the applicant does not provide complete documentation necessary, which is often the case.

CDA 14-B06-1 Motion by Buttke, second by Marsh to accept the May 22<sup>nd</sup>, 2014 Board meeting minutes. 7 Ayes

MOTION CARRIED

CDA 14-B06-2 Motion by Marsh, second by LaFontaine to accept the June 17<sup>th</sup>, 2014 Financial meeting minutes. 7 Ayes

MOTION CARRIED

CDA 14-B06-3 Motion by Keogh, second by Buttke to accept the Financial report as presented. 7 Ayes

MOTION CARRIED

CDA 14-B06-4 Motion by LaFontaine, seconded by Buttke to convene to Closed Session pursuant to Wisconsin Statutes, 19.85(1)(c), (f) to discuss information involving personnel management of CDA financial information and to discuss employment, promotion, compensation or performance evaluation data of specific public employees over which the Board has jurisdiction or exercises responsibility.

Roll Call Vote: Andrew Keogh, Peter O. Hendler, Dave Marsh, Tom Buttke, John Conklin, Marilyn Hardacre, Dave LaFontaine (Time: 9:22 a.m.) 7 Ayes

MOTION CARRIED

CDA 14-B06-5 Motion by Hendler, seconded by Marsh to move to Open Session. (Time: 9:48 a.m.) 7 Ayes

MOTION CARRIED

CDA 14-B06-6 Motion by Hardacre, second by LaFontaine to accept the May 28<sup>th</sup>, 2014 Personnel/Financial meeting minutes and the recommendation of the Personnel/Financial committee. 7 Ayes

MOTION CARRIED

John Southworth of Ansay & Associates provided an overview of current CDA insurance policies and documentation of prior and current insurance claims. Mr. Southworth also provided additional guidance on the submission of future incidents.

Strategic Planning Committee: No update

Grievance Committee: No update

Executive Director's Report:

CDA 14-B06-7 Motion by Hendler, second by Marsh to accept and place on file the Executive Director's Report. 7 Ayes

MOTION CARRIED

Discussion of (Past) Pipe Break Resulting in Parkview Apartments Water Damage: Given ongoing discussions with legal-council, this topic will be revisited at the July, 2014 Board meeting.

Next Meeting Date and Time: Thursday, July 17<sup>th</sup>, 2014 at 9:00 a.m. in the Community Room of Cedar Rail Court

July Agenda Items: Insurance Claim Parkview (Past)

Motion by LaFontaine to adjourn. Meeting adjourned at 10:26 a.m.

Respectfully submitted,

Mary James-Mork  
Executive Director

Andy Keogh  
Chairperson

**COMMUNITY DEVELOPMENT AUTHORITY**  
**Executive Director's Highlights**  
**July 19, 2014**

**1. Occupancy-**

Elderly/Disabled Housing- Parkview nine (9) openings, with three (3) on hold for modernization.  
Cedar Rail – Five (5) openings.  
Scattered Sites-Full.  
Section 8-The program has fifty-one (50) active, leased vouchers. Three port-ins pending.

**2. Meetings/Partnerships**

Economic Development Board  
Housing Sub-Committee EDB  
Committee on Aging  
RMM Solutions  
Hawkins Ash  
Library Committee

**3. Economic Development Board (EDB)**

Housing Study Committee met on June 30<sup>th</sup> to identify the point person for action steps for key points for the Housing Study Recommendations. Mary James-Mork will research on a rating system for all rental housing as well a small loan program to improve rental housing when appropriate. Other key recommendations will be led by Jason Angell, City Planning and Development and Steve Barg, City Administrator.

**4. RAD Project-**

RAD Training in Chicago provided an outline and resources for Public Housing Agencies to transition properties to Rental Assistance Demonstration projects. Board President, Andy Keogh and Executive Director James-Mork attended the conference sponsored by the National Housing Compliance & Consulting Services. While some initial issues have been addressed by early adapters to RAD, it was made clear that this process can take up to one year to complete.

**5. RMM Solutions-**

RMM Solutions will meet with the CDA management on July 16<sup>th</sup>, 2014 to review and discuss hosting the CDA phone system.

**9. Capital Projects-(CFP)**

Cedar Rail Roofing Project walk-through has been scheduled by Tim Geldernick, Environmental Services Manager. Upon successful completion, CDA will issue final reimbursement to Tri-County Contracting of New Berlin.

**10. Personnel and Finance Committee-**

Communication on the new model for restructuring has been presented to staff members affected by the changes, all remaining staff and residents of CDA programs. The management staff is currently working with Hawkins Ash, Associated Bank and the HUD Field Office to assure a smooth transition.