COMMUNITY DEVELOPMENT AUTHORITY February 14th, 2012

The financial meeting of the Community Development Authority was called to order by the Chairperson, Dave LaFontaine at 9:00 am in the Cedar Rail Court Executive Conference Room, located at 601 S. Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Meeting Posted February 10th, 2012.

ROLL CALL: PRESENT: Dave LaFontaine, Dave Marsh, John Conklin.
OTHERS PRESENT: Mary James-Mork Executive Director, Julie Mess Housing Operations Director, Kathy Scheuer Office/Procurement Coordinator.

Declaration of a quorum. Public Comment: none

Commissioners recommended:

- 1. Reviewing rent for Weber & Marcy Court apartments regarding the local economy and fair market rent.
- 2. Review investments and check banks and credit unions for interest rates.

CDA 12-12 Motion by Dave Marsh seconded by John Conklin, to approve and recommend to the board the Financial Statement of Activities for Public Housing, Voucher, CFP and Grant Writer dated January 31st, 2012. 3 Ayes

MOTION CARRIED

CDA 12-13 Motion by Dave Marsh, seconded by John Conklin to accept and recommend to the board the Investment Policy. 3 Ayes

MOTION CARRIED

CDA 12-14 Motion by Dave Marsh, seconded by John Conklin to accept and recommend to the board the Fraud Risk Policy. 3 Ayes

MOTION CARRIED

CDA 12-15 Motion by Dave Marsh, seconded by John Conklin to accept and recommend to the board the Capitalization Policy. 3 Ayes

MOTION CARRIED

Insurance requirements were discussed.

CDA 12-16 Motion by Dave Marsh, seconded by John Conklin to accept and recommend to the board the Insurance requirements as listed.

Insurance requirements will be attached to Procurement Policy with the following requirements: Vendors will have an annual update for Certificates of Insurance. Vendors will be placed on annual listing as being qualified and approved contractors. Community Development Authority will accept the State of Wisconsin "Appendix A" Insurance Coverage Limits Requirements Effective 4-14-10 and Certificates of Insurance PRO-D-34 Effective

3-1-97, for all vendors working with the Community Development Authority. 3 Ayes MOTION CARRIED

Special Financial meeting scheduled for March 1st 9:00am and March 20th, 2012 at 9:00am.

Motion by Conklin, seconded by Marsh to adjourn meeting. Meeting adjourned at 11:15am.

Respectfully submitted,

Mary James-Mork Executive Director Dave LaFontaine Chairman