COMMUNITY DEVELOPMENT AUTHORITY
October 25, 2012

The monthly meeting of the Community Development Authority was called to order by the Chairperson Peter O. Hendler at 9:00am in the Cedar Rail Court Executive Conference Room at 601 South Cedar Avenue, Marshfield, WI.

Affirmation of Proper Posting of Meeting: Posted October 19th, 2012.

ROLL CALL: PRESENT: John Conklin, Dave Marsh, Dave LaFontaine, Peter O Hendler, Tom Buttke, Marilyn Hardacre.
OTHERS PRESENT: Mike Lensmire, CPA CFE from CliftonLarsonAllen LLP, Mary James-Mork Executive Director, Julie Mess Finance and Operations Director, Janet Southworth Housing Manager, Kathy Scheuer Manager Agency Projects/Procurement.

Declaration of a quorum.

Public Comment: none

Audit presentation by Mike Lensmire, CPPA CFE from CliftonLarsonAllen LLP.

CDA 12-91 Motion by LaFontaine, seconded by Buttke to accept and place on file the audit, year ending 3-31-2012. 6 Ayes

MOTION CARRIED

CDA 12-92 Motion by LaFontaine, seconded by Marsh to accept the September 27th, 2012 Board meeting minutes. 6 Ayes

MOTION CARRIED

CDA 12-93 Motion by LaFontaine, seconded by Buttke to accept the October 23rd, 2012 Financial meeting minutes. 6 Ayes

MOTION CARRIED

CDA 12-94 Motion by Marsh, seconded by Conklin to accept and place on file the financial report. 6 Ayes

MOTION CARRIED

CDA 12-95 Motion by LaFontaine, seconded by Buttke to accept and place on file the Executive Director's report. 6 Ayes

MOTION CARRIED

Commissioners discussed the composition of Strategic Planning Group. Commissioner Chair Hendler made initial appointments of Dave LaFontaine, Tom Buttke and Dave Marsh to serve on this committee. Mary James-Mork, ED and Commissioner Chair Hendler will also participate. Further discussion regarding planning team composition will occur at the November board meeting.

CDA 12-96 Motion by Hardacre, seconded by Conklin to accept the Strategic Planning members as listed. 6 Ayes

MOTION CARRIED

Next Financial meeting is scheduled for November 27th and next Board meeting is scheduled for November 29th at 9:00am at Parkview.

Agenda Items: Strategic Planning Committee, Annual Policy Review Committee, Sunspace discussion with Tim Geldernick, Health and Dental Premiums.

Motion by Buttke, seconded by LaFontaine to adjourn. Meeting adjourned at 10:33am.

Respectfully submitted,

Mary James-Mork	Peter O. Hendler
Executive Director	Chairperson

COMMUNITY DEVELOPMENT AUTHORITY
Executive Director's Highlights
November 29, 2012

1. Economic Development-

The Marshfield Area Economic Development Board (EDB) met on November 7, with the charge of reviewing the recommendation of the interview committee for the consultant to lead the strategic/action plan The Committee has recommended Redevelopment Resources and SCS BT of Wausau. The EDB will bring this recommendation to the Common Council for approval on November 27, 2012.

2. Occupancy-

Elderly/Disabled Housing-

As of today's date, Parkview-has 13 vacancies, and Cedar Rail has 3. There are 4 applicants pending

Scattered Sites-All filled

Section 8-

The Section 8 Program has 62 leased vouchers; with 1 on hold while the voucher holder "ports" (moves) from Marshfield to the St. Cloud, Minneapolis. Area. We will continue to fund that voucher after the resident leases up there and the St. Cloud Housing Authority will then "absorb" (take over the HAP)

3. Meetings/Partnerships

- Economic Development Board
- Committee on Aging
- Wood County Falls Prevention Coalition
- Grants Office
- City Administration

4. Phone System-

Initial preparation for the new office phone system will take place on December 3. This work can be done without interruption to service, and will be followed by the switchover of each employee station. This update will assure a significant reduction of expense to the CDA.

5. Training

Finance and Operations Director, Procurement Manager, Housing Manager, Environmental Services Manager, Site Manager and Management Assistant will attend Project Management Training with MACCI. Site Manager and Housing Manager will attend an additional MACCI seminar entitled "Presentation Skills"'

6. Christmas Dinner-

Parkview will host the annual Christmas Dinner on December 11, and Cedar Rail will host on December 13. Residents from each building have selected vendor and menu for the event, as well as entertainment.

7. Grants Office-

Marshfield School District has approved their internal grant policy. City of Marshfield will recommend their policy to Common Council on November 27.