



Community Development Authority

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TO: Community Development Authority Board

FROM: Natalie Erdman, Executive Director
Community Development Authority

SUBJECT: Community Development Authority (“CDA”) Committee Structure

At the November 2017 Board Retreat, the CDA Board reviewed its By-Laws and discussed the CDA’s committee structure. The CDA Board asked staff to complete a more detailed review of the committee structure.

Current Subcommittees

The By-Laws provide for the following standing subcommittees of the CDA.

- the *Housing Operations Subcommittee* which shall pertain to matters related to public housing management and administration of the Section 8 voucher program,
- the *Community Development Subcommittee* which shall pertain to the matters related to housing rehabilitation and development and redevelopment activities,
- the *Finance Subcommittee* which shall pertain to the financial condition of the CDA and the properties it owns and operates, and
- the *Executive Advisory Subcommittee* which shall pertain to organizational and leadership activities of the CDA and other items referred to it by the CDA.

The Housing Operations Subcommittee shall consist of seven members, including one commissioner of the CDA, two persons who are either former or current tenants of CDA-owned and managed housing, or recipients of Section 8, two additional citizen members, either or both of whom may be a commissioner of the CDA, one case manager, and one landlord representative. The Community Development Subcommittee shall consist of three

commissioners of the CDA. The Finance Subcommittee shall consist of three members, at least two of whom are CDA commissioners. The Executive Advisory Subcommittee shall consist of the Chair and Vice Chair of the CDA.

In addition, the CDA has established a Resident Advisory Board (“RAB”). HUD requires the formation of a RAB for the review the Housing Authority’s Annual Plan. The RAB is comprised of program participants including public housing residents, participants in the Housing Choice Voucher Program, and residents receiving rental assistance from Project Based Vouchers. One member of the RAB is also a CDA commissioner.

Finally, the CDA may establish other subcommittees as required from time-to-time. Appointments to additional subcommittees shall be made by the Chair of the CDA and shall have such term of office as the CDA fixes.

Recommendation

After reviewing the committee structure, staff notes the following:

- Any committee structure should provide a quality platform for program participant engagement and input. The RAB provides that opportunity to engage with program participants and obtain input on CDA activities. Through meaningful engagement, the RAB can provide input and feedback on more than the Housing Authority’s annual plan.
- The CDA Board indicated a desire to have a finance subcommittee that would provide thorough and detailed review of the CDA’s financial statements and then make recommendation to the CDA Board.
- The existing committee structure requires significant CDA staff and commissioner time.
- In the past, subcommittee work was often repeated at the board meetings and subcommittee quorum was difficult to achieve given the small size of the subcommittees.
- The CDA can establish subcommittees from time to time to provide a more detailed review of developments and projects.

Staff recommend the following:

- The RAB meet quarterly with notice to CDA commissioners,
- The Finance Committee meet quarterly to review the financials of the CDA and meet as need to review the annual audit and operating and capital budgets,

- The Community Development subcommittee be eliminated,
- The Housing Operations Subcommittee be eliminated, and
- The Executive Advisory Committee meet at the request of the CDA Board on an as needed basis.