



City of Madison

City of Madison
Madison, WI 53703
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Meeting Minutes - Approved COMMUNITY DEVELOPMENT AUTHORITY

Thursday, February 8, 2018

4:30 PM

210 Martin Luther King, Jr. Blvd.
Room GR-27 (City-County Building)

CALL TO ORDER / ROLL CALL

The meeting was called to order at 4:37 p.m.

Present: 5 - Sara Eskrich; Sheri Carter; Daniel G. Guerra, Jr.; Sariah J. Daine and Dean Brasser

Absent: 1 - Claude A. Gilmore

Staff: Natalie Erdman, Tom Conrad, Jim Nichols, Lisa Daniels, Deborah Rakowski, Kris Koval, Katherine Stauffer

APPROVAL OF MINUTES

A motion was made by Guerra, Jr., seconded by Eskrich, to Approve the Minutes of the January 11, 2018, and February 6, 2018, Minutes. The motion passed by voice vote.

PUBLIC COMMENT

None.

DISCLOSURES AND RECUSALS

Sara Eskrich is a member of the Bayview Foundation Board.

1. [32700](#) COMMUNICATIONS

Erdman said the Comprehensive Plan is nearing completion. Planning staff intend to submit it to the Common Council on April 7, and it will be referred to the CDA. Natalie will give a preview to the CDA at the March 8 meeting regarding the plan's priorities, priority goals and strategies. Planning staff will present it to the CDA at the April 12 meeting.

PRESENTATION OF CONSENT AGENDA

A motion was made by Guerra, Jr., seconded by Carter, to Adopt the Consent Agenda, including items # 3, 4 and 7. The motion passed by voice vote.

2. [49981](#) Housing Operations Monthly Report - 2018

Daine asked about additional staff for Section 8 to increase the number of vouchers.
-Ton Conrad said they are hiring a part-time person to help with this.
- Erdman said we currently have 1699 vouchers-the number has increased quickly.

Daine asked if there was a problem getting occupancy up at the West site .
- Conrad said there have been some recent staff shortages there , and there were an unusual number of move-outs last fall, but he expects occupancy to be up to 98% in two to three months. Also, the mothballed units at Truax have been repainted and repaired, and will be leased up during the next several months.

3. [50421](#) SEMAP Submission Review

A motion was made by Guerra, Jr., seconded by Carter, to Accept. The motion passed by voice vote.

4. [50379](#) CDA Resolution 4256 - Authorizing the submission of documents and certifications related to the Low-Rent Public Housing Program Subsidy request, and the approval of CDA's Housing Operation 2018 budget.

A motion was made by Guerra, Jr., seconded by Carter, to Approve. The motion passed by voice vote.

5. [50422](#) 2017 Financial Report

Tom Conrad presented the 4th-quarter report for 2017. At year's end, the net operating profit for the five AMPs was \$380.331.85.

- Erdman said we are operating more efficiently. These numbers are well within industry standards.

- Conrad said the program is very healthy. We are doing a better job of budget control.

- HUD recommends a 6-month operating reserve. We now have 7 months worth of reserve.

Guerra asked if this would be enough if HUD funding decreased significantly.

The first quarter report for 2018 will be presented in May.

6. [50423](#) Project Based Voucher Report and Discussion

In relation to the previous month's approval of an extension of the Project-Based Voucher (PBV) program, and Board questions as to whether and how much we should expand the number of vouchers involved:

- Conrad has spoken to HUD, who told him it might be possible to increase the number of PBVs without doing a new RFP. Since January, we have absorbed 74 vouchers from other jurisdictions, and in May will be adding 20 voucher for homeless families at Tree Lane. There is no longer such a dramatic need to add vouchers. Our current total is 1699.

- He recommended that we should reserve any new PBVs for a new project or an existing project that adds new services, and should not add any to the existing partners' projects at this time.

Eskrich asked if our voucher amount (rate) was high enough.

- Conrad said we have a voucher success rate of better than 90%, which is good. However, the lower amount gives people less housing choice and results in more voucher holders living in areas designated as poverty-stricken.

7. [50420](#) CDA Resolution # 4257 - Authorizing the assignment of the lease between the CDA and Sang Em Le (VIP Nails Salon), to Liquid Glam, LLC for a property at 2308 S. Park Street at The Village on Park

A motion was made by Guerra, Jr., seconded by Carter, to Approve. The motion passed by voice vote.

8. [50424](#) Memo on Committee Structure

Erdman presented her memo, describing the sub-committee structure of the CDA. Her comments and recommendations:

- We have had many subcommittees but few Board members, which is inefficient.
- The Resident Advisory Board (RAB) can help improve engagement with our program participants, and do it better than through the old Housing Operations Subcommittee, which should be eliminated. A Board member should be on the RAB--Sariah Daine is currently doing this. The RAB should meet quarterly, and all CDA members should be notified of the meetings.
- We should immediately create the Finance Subcommittee, which will meet quarterly. It can do an in-depth analysis of the financials and budget, and then report to the Board.
- We should eliminate the Community Development Subcommittee.
- The Executive Advisory Committee should meet on an as-needed basis.
- Ad hoc committees should be formed to deal with major developments.

- Brasser noted that the Executive Committee should meet at the request of the Board or the Executive Director (change to text of Erdman memo).
- Erdman said she would talk to the Attorney about doing a Bylaws amendment.
- Daine said the RAB so far has only gone over the annual plan, and they need a better explanation of what is expected of them.
 - Conrad said that HUD requires the RAB to approve the annual plan, but has no other requirements for an RAB. We will have to make up our own plan for this.
 - Guerra said we have a variety of different customers, and we also need information that comes directly from them, not just from a committee.

9. [35133](#) CDA EXECUTIVE DIRECTOR'S REPORT

From Natalie Erdman:

- We have an offer for another lot at Mosaic Ridge.
- Triangle: Sara Eskrich and Sariah Daine were at the first Steering Committee meeting on February 7. Both said the meeting and committee were not well-organized, and needs more structure, order, and a better description of what is expected.

10. [36526](#) BUSINESS BY THE COMMISSIONERS

Brasser mentioned our need for a 7th member.

- Erdman suggested looking for a person from the property management area.
- Guerra suggested we have someone from the development business.

11. [35867](#) SCHEDULED MEETINGS

ADJOURNMENT

A motion was made by Guerra, Jr., seconded by Daine, to Adjourn. The motion passed by voice vote.

The meeting adjourned at 5:53 p.m.