



City of Madison

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

Thursday, October 12, 2017

4:30 PM

GR27, Central Police District Community Room
210 Martin Luther King, Jr. Blvd.

CALL TO ORDER / ROLL CALL

The meeting was called to order at 4:35 p.m. by Chairperson Dean Brasser.

Present: 4 - Sheri Carter; Daniel G. Guerra, Jr.; Dean Brasser and Claude A. Gilmore

Excused: 2 - Sara Eskrich and Sariah J. Daine

APPROVAL OF MINUTES

A motion was made by Guerra, Jr., seconded by Gilmore, to Approve the Minutes of the September 27, 2017, meeting. The motion passed by voice vote.

PUBLIC COMMENT

Torrie Kopp Mueller, representing the Homeless Services Consortium of Dane County (COC), spoke in support of item #4, approval of the PHA annual plan. They are excited about the "move up" strategy, which is very good because it helps people who will always need housing assistance, but not intensive services, and when they move up it opens a spot for someone with severe service needs. They also like the program that helps persons who have been in prison/jail return to a household.

Mueller then said the CDA should consider adding these things to the plan :

1. Start entering information regarding persons with HUD VASH (Veterans Affairs Supported Housing) vouchers into the HMIS (Homeless Management Information System) so that COC can get more points in their annual competition for HUD homeless benefit grants.
2. Partner with the COC to fill a certain number of Section 8 vouchers or housing vacancies each year with people from the Homeless Priority List (HPL).
3. Partner with COC to review and update screening criteria for Section 8 and public housing and to review and update eviction protocols.

Guerra asked if something in particular about the eviction protocols needs to be reviewed.

Mueller said people want a better idea of the process, and when it might be about to happen, so that they (COC) can provide services to avoid the eviction if possible.

DISCLOSURES AND RECUSALS

None.

1. [32700](#)

COMMUNICATIONS

Tom Conrad reported that Sally Jo Spaemi has submitted a grant application to DaneNet in coordination with Bayview to get \$10,000 for computer training and support for some residents at the Triangle. The program will include workshops for residents who have no knowledge of computers, and then provide them with refurbished personal computers donated by CUNA. This has led to the discovery that there is a new federally subsidized internet access program for which all of our public housing residents are eligible. It will provide \$10 or 20 per month per resident, depending on whether they use AT&T or Charter, respectively.

Conrad said that as part of their recent compliance review, representatives from the Milwaukee HUD office interviewed Dean and Claude, and have now issued a report that includes 16 findings or "things that need to be addressed." Our response to that report is due by the end of the month, and must include a plan to deal with each of the findings. They are divided into three main areas: governance, including relations with the Board and accounting; Section 8; and public housing. Most of the findings concern our policies and how well we understand them. One example is that the need to maintain banking accounts separate from those of the City. This has been an issue for a long time and our response will be that we will continue to work on it. An example of a smaller item is that they want updated estimates of utility costs for families on Section 8 or in public housing. They also want there to be an annual review with the Board of the administrative plan for Section 8, of the admissions and continued occupancy plan and an annual review of the bylaws. A full report will be provided at the November meeting.

Natalie Erdman reported that with Matt Wachter's move to the job of Director of Real Estate Services, there will be a new CDA staffing plan:

- Housing Operations will assume oversight of the 3rd-party managed properties (Burroughs, Monona Shores, Revival Ridge and the Reservoir) which are affordable but not public housing. Debra Rakowski and Lisa Daniels will do this, and bill back the CDA for their time.
- The Office of Real Estate Services will still manage the Village on Park. Erdman hopes we will be able to hire an intern to do some financial modeling for this.
- Work on permanent supportive housing and the affordable housing program will continue to be done by Matt, but now as part of his job in RES, as these are really City of Madison initiatives. This will no longer be a CDA responsibility.
- Budgets, finance, reporting and strategic management will be done by a new position of Operations Manager, in the Office of the Director. The position will hopefully be posted in November, with hiring in January.
- A current group 21 position will be reclassified. The new position will be primarily for affordable housing development work, and will also work with the Housing Strategy Committee.
- The Housing Operations Director position will be posted in November, hoping to hire in January.
- One vacant Funding Initiative Specialist position will not be refilled due to a lack of sufficient revenue

Natalie and the Board congratulated Matt on his new position and for the good work he has done.

Guerra asked about the value of the CDA discussing strategic planning and initiatives now, when there will be these new employees with different responsibilities in the future.

Erdman said she had spoken to Chairperson Brassler, and suggested that the CDA commit to a longer strategic planning meeting, perhaps 2-1/2 hours, on November 9. It would include discussion of the Bylaws, previous strategic work, current assets, an action plan for the Village on Park plan, next year's work plan, the plan for the following year, and the CDA's ongoing commitments to the community.

Those present agreed on the November 9 meeting date.

Sara Eskrich arrived at 4:59 p.m.

Present: 5 - Sara Eskrich; Sheri Carter; Daniel G. Guerra, Jr.; Dean Brassler and Claude A. Gilmore

Excused: 1 - Sariah J. Daine

PRESENTATION OF CONSENT AGENDA

A motion was made by Guerra, Jr., seconded by Eskrich, to to Adopt the Consent Agenda, including items 6, 7, and 8.. The motion passed by voice vote.

2. [48270](#)

Housing Operations Monthly Report-2017

PHAS: Tom Conrad reported that in order to resolve our vacancy issues, most of the 28 mothballed units at Truax will be put back into service, most by January. 17 units are now vacant and are being assessed; 11 units are currently occupied by homeless families, who will be moved out.

Section 8: The number of participants and the average amount of assistance continue to drop. The assistance amounts will increase in 2018 due to adjustments in the payment standards and increased utility allowances. Hopefully we will be spending more and assisting more people. The federal funding levels will not be known until May, 2018.

3. [49125](#)

2018 Executive Operating Budget for Housing Operations

Erdman described the City budgeting process and noted that we are now in the middle of that process, so requests for changes can still be made.

Conrad referred to a 2-page summary of the operating budget. He pointed out several highlights:

- We have 766 public housing units.
- There are 109 units in multi-family housing (Parkside and Karabis)
- The vacant units (Truax) will be repurposed
- 8 units in the West AMP will be liquidated during 2018
- Some scattered site single-family homes may be sold to current residents

Guerra asked if the profits from the multi-family units and sales of assets could be used for redevelopment of our housing facilities. Conrad said yes, to a certain extent, though there is some WHEDA authority over this.

Discussion of Item # 3 was temporarily suspended so that the Board could discuss and vote on Item # 4.

4. [49083](#)

CDA Resolution 4244 - Authorizing the submission of the required 2018 PHA

Annual Plan and Capital Fund Plan

Conrad said that the suggestions Torrie Mueller had made concerning homelessness and Section 8 in the PHA Plan have been considered but were not included in the 2018 plan. These are big picture items, outside of the CDA's core mission, and should be discussed at the strategy meeting in November.

He also said the Housing Authority does not use the Homeless Priority List because it is very difficult to get documentation to prove homeless status and eligibility.

Guerra said we should adopt the plan as is, without making any of the suggested changes.

Erdman asked if the plan could be amended?

Conrad said that it can be amended, and is reviewed on an annual basis. HUD does not want us to do things that haven't been vetted through a public participation process. This annual plan has been vetted by our RAB (Resident Advisory Board), there was also a public hearing, and the plan has been posted for all residents to review and input has been collected. The plan must be submitted by the end of October, so approval action by the CDA is needed.

A motion was made by Gilmore, seconded by Eskrich, to Approve CDA Resolution 4244. The motion passed by voice vote.

Sheri Carter left the meeting at 5:37 p.m. A quorum was still present.

Present: 4 - Sara Eskrich; Daniel G. Guerra, Jr.; Dean Brassler and Claude A. Gilmore

Excused: 2 - Sheri Carter and Sariah J. Daine

The Discussion returned to Item #3:

Deb Rakowski said that HUD had asked for AMP-based reports, and the current report is the first example of that. She also noted that the Common Council combines public housing and multi-family housing into one service, so the figures in their budget presentation are different.

5. [48758](#)

Executive Operating and Capital Budget for CDA Redevelopment

Erdman briefly described the 2018 capital budget, which provides for the final phase of roofing work for the Villager, provides for using funds from Allied Drive for the Village Homes as a revolving fund, and provides some funding for public housing redevelopment and predevelopment work.

For the operating budget, Erdman provided a one-page summary of the 2017 year-to-date actuals and the 2018 budget for the three funds which have activity: Allied Drive, General Fund (including all salaries) and the Villager. The Allied Drive fund generally produces cash, and the sale of two lots there could provide about \$72,000. For the General Fund, we need to find ways to generate approx. \$175,000 of additional revenue. The Villager, due to money borrowed this year for the roof and back alley, will lose about \$75,000.

Board members are asked to contact her if they have questions.

6. [48756](#) Amending CDA Resolution #4216 - Authorizing the CDA to enter into a Purchase and Sale Agreement with Habitat for Humanity at 2427 Allied Drive in Madison WI

A motion was made by Guerra, Jr., seconded by Eskrich, to Approve. The motion passed by voice vote.
7. [48411](#) CDA Resolution 4235 - Authorizing the Secretary of the CDA to execute a lease termination agreement with the Support Broker Consultants, Inc. regarding its office space at The Village on Park

A motion was made by Guerra, Jr., seconded by Eskrich, to Approve. The motion passed by voice vote.
8. [49169](#) Amending CDA Resolution # 4215 (Legistar File # 46059), Authorizing the CDA to enter into a Purchase and Sale Agreement with CommonBond Communities and/or its assigns for sale of the property located at 7941 Tree Lane in Madison, WI.

A motion was made by Guerra, Jr., seconded by Eskrich, to Approve. The motion passed by voice vote.
9. [36526](#) BUSINESS BY THE COMMISSIONERS

Tom Conrad announced that the December 14 CDA meeting will be at the East Madison Community Center, just after the Housing Holiday Potluck/Staff Retreat and all CDA Board members are invited to the potluck.

ADJOURNMENT

A motion was made by Eskrich, seconded by Guerra, Jr., to Adjourn. The motion passed by voice vote, and the meeting Adjourned at 5:54 p.m..