

DEPARTMENT OF PLANNING AND COMMUNITY & ECONOMIC DEVELOPMENT
Community Development Division
215 Martin Luther King, Jr. Boulevard, Suite 300
266-6520

FAX: 261-9626

www.cityofmadison.com/cdd

Mission, Goals and Objectives

The **Community Development Division (CDD)** collaborates with residents, neighborhoods, and other community stakeholders to overcome barriers to opportunity in order to support a vibrant community, shared prosperity, and resident and community wellbeing. **Vision:** All Madison residents and neighborhoods have access to resources and opportunities necessary to help them realize their full potential.

James O'Keefe, Community Development Division Director 266-7851

Guides the Division in carrying out its mission, vision, and various initiatives. Provides periodic reports on community and neighborhood development issues to the Mayor, Common Council, and other decision-making bodies as requested. Serves on the Mayor's Management Team, the DPCED Management Team, and other teams and committees as required. Leads CDD Management Team.

Hardy Garrison, Systems and Finance Manager 261-9266

Develops and maintains internal project databases and account tracking systems. Assists in the preparation of and monitors Division budget, and provides status reports to CDD Management Team as required. Oversees fiscal compliance with local, state and federal reporting and audit requirements for varying funding sources. Serves as the City's local IDIS Manager for online reporting to HUD. Oversees drawdowns of federal grant funds via the online IDIS and eLOCCS systems. Assists CD Grants Supervisor with the development of HUD reports as necessary. Reviews and/or approves requisitions, purchase orders and employee expense claims. Drafts and/or reviews Resolutions and other Division documents as required. Approves monthly purchasing card statements. Serves as primary Division liaison to Information Technology and Finance Departments. Participates in CDD Management Team meetings as requested.

Katy Petershock, Neighborhood Program & Data Analyst 261-9241

Analyzes existing data and identifies potential new sources of data that can be helpful in guiding policies and decisions affecting the deployment of City resources in neighborhoods, including neighborhood centers or similar facilities primarily intended for public use. Provides primary staff support within CDD to identify, collect and analyze information that can help measure the effectiveness of CDD activities that seek to strengthen families and neighborhoods, increase family or household stability, help people (especially vulnerable populations) overcome barriers to opportunity, and improve racial and social equity in Madison. Works with other CDD staff to develop evaluative frameworks to help measure impacts of CDD activities. Coordinates research and planning efforts with external partners around topics that pertain to community development and human services.

Child Care

Mission, Goals and Objectives

Child Care Unit: Provides consultation, technical assistance and accreditation services to eligible child care programs. Monitors the ongoing administration of child care agencies. Recommends grants to increase the quality of child care and meet accreditation standards. Partners with community agencies and institutions in planning for early childhood care and education. Provides accreditation services to eligible programs to improve the quality of child care and early education for children (birth to 12 years) and families in Madison. Reviews the administrative and classroom practices of participating child care programs to ensure that Madison Child Care Accreditation Standards of quality are met and maintained. Monitors programs serving children and families funded through the City of Madison Child Care Tuition Assistance Program. Partners with community agencies and institutions in planning for early childhood care and school-age programs in Madison. Participates collaboratively in the Northside Early Childhood Zone.

Coral Manning, Early Care and Education Manager

267-4995

Coordinates the work of the Child Care Unit, including the Madison Accreditation and Madison Child Care Assistance Programs. Supervises Child Care Specialists and Child Care Assistance Coordinator. Works with community agencies to develop quality child care and education programming for children. Staffs the Early Childhood Care and Education Committee and the Northside Early Childhood Zone Child Care Action Team. Serves on CDD Management Team.

Child Care Specialists

Assess, support and accredit early childhood care and school-age programs, and family child care systems according to the Madison Child Care Accreditation Standards of high quality. Provide individualized training and technical assistance to agencies to improve the quality of care and education provided for children (birth through 12 years) and their families. Represent the Madison Child Care Program in local, school district, regional and state-wide collaborative efforts providing training and consultation to assist in developing quality services in the Madison community.

Deb Diaz, Child Care Specialist

261-5573

Becca Gray, Child Care Specialist

266-5931

Terri Strong, Child Care Specialist

267-2611

Lisa Strub, Child Care Specialist

261-4240

Angela Tortorice, Child Care Specialist

266-6542

Vacant, Child Care Specialist

266-5932

Becky Schesny, Program Assistant

266-6081

Provides administrative support to Child Care staff, including processing accreditation grants and reviewing child care assistance invoices. Directly assists Child Care Assistance Coordinator. Records minutes for the Early Childhood Care and Education Committee, Allied Area Task Force, and Education Committee, and maintains records for those committees in the Legistar system. Assists staff in researching and purchasing books, training resources, and training registration. Performs website administration tasks as necessary. Answers phones and provides general reception. Provides other general office support for the Division as required.

Rommel Tijerino, Child Care Assistance Coordinator

267-4996

Coordinates Child Care Tuition Assistance program enrollment and participation. Maintains client waiting lists. Monitors and adjusts client assistance funding. Calculates and prepares billings for child care programs. Monitors budget account. Reports summary statistics to the Early Childhood Care and Education Committee. Revises program rates and income guidelines.

Community Resources

Mission, Goals and Objectives

Community Resources Unit: Provides (through administration of City purchase of services contracts) services and resources that assist Madison residents in accessing resources and opportunities necessary to help them realize their full potential. Engages with community partners in the planning, development and support of a wide network of neighborhoods and service providers to improve the quality of life for all Madison residents.

Yolanda Shelton-Morris, Community Resources Program Manager

266-6563

Coordinates the work of the Community Resources Unit. Coordinates the contracting of purchase of services from community-based nonprofit organizations that provide various social services to Madison residents. Supervises Community Development Specialists. Monitors programs and provides technical assistance to agencies in the areas of program planning/development, service delivery, financial/service record keeping, and funding resources. Assists in developing City initiatives and inter-agency collaborative efforts. Provides staff assistance to the Community Services Committee, CDD Conference Committee, and other committees as assigned. Participates in Neighborhood Resource Teams as assigned. Serves on CDD Management Team.

Nathan Beck, Madison Out-of-School Time (MOST) Coordinator

261-9282

Develops and promotes Madison Out-of-School Time (MOST), a citywide initiative that works to ensure all of Madison's children and youth have access to comprehensive, high-quality, and out-of-school programs. Serves as the principal spokesperson for MOST with external stakeholders. Responsible for the consistent achievement of MOST's mission and strategic plan. Serves as the liaison between service providers, elected officials and City and school district staff regarding the initiative. Develops and coordinates a collaborative system and functions for a variety of out-of-school programs, such as the establishment and implementation of shared program quality standards, professional development and shared data collection processes.

Deon Carruthers, Community Development Specialist **266-4916**

Administers Purchase of Service (POS) contracts with community-based non-profit organizations in the City of Madison that work to engage individuals and families in marginalized populations in their neighborhoods and community processes. Helps grassroots neighborhood organizations to understand and access various funding processes. Communicates neighborhood issues and needs to other departmental staff and citizen committees. Develops and administers neighborhood related grants. Provides technical assistance to agencies in areas of program development, By Youth For Youth, service delivery, financial & service recordkeeping, and funding sources. Provides staff assistance to CDD Conference Committee and other committees as assigned. Facilitates the By Youth For Youth Program. Participates in Neighborhood Resource Teams as assigned.

Mary O'Donnell, Community Development Specialist **261-9122**

Administers purchase of service (POS) contracts with community-based non-profit organizations in the City of Madison that provide various social services to youth. Develops and evaluates goals and benchmarks related to the provision of services to youth (12-18 years) in the City. Assists in developing City initiatives, programs and policies that affect youth and their families. Provides staff assistance to Youth Resource Network, By Youth For Youth, City of Madison Education Committee, and other committees as assigned. Participates in Neighborhood Resource Teams as assigned.

Nancy Saíz, Community Development Specialist **266-6433**

Administers Purchase of Service (POS) contracts with community-based non-profit organizations in the City of Madison that provide various social services to marginalized populations. Provides technical assistance to agencies in areas of program development, service delivery, financial & service recordkeeping, and funding sources. Serves on City's Equity Team, the Multicultural Affairs Committee, and the Board Training Committee. Participated in La Sup and various other community-based workgroups. Participates in Neighborhood Resource Teams as assigned.

Jennifer Stoiber, Community Development Technician **267-1152**

Provides administrative support to the Division Director and Community Resources staff. Coordinates clerical staff activities. Performs contract management services, website administration, and funding process coordination. Serves as liaison with other City departments as needed. Researches and completes special projects as assigned. Provides staff assistance to Community Services Committee, CDD Conference Committee, Committee on Aging, and other committees as assigned. Provides other general office support for the Division as required.

Hugh Wing, Community Development Specialist **266-6245**

Administers Purchase of Service (POS) contracts with community-based non-profit organizations in the City of Madison that work to provide youth employment training programs. Supports the City's Wanda Fullmore Youth Internship program. Supports the work of the Youth Employment Collaborative. Communicates with other City staff and departments on youth workforce needs and efforts. Provides technical assistance to agencies in areas of program development, service delivery, financial & service recordkeeping, and funding sources. Provides staff assistance to City committees as assigned. Participates in Neighborhood Resource Teams as assigned.

Iliana (Lana) Wood, Community Development Specialist

261-9121

Administers Purchase of Service (POS) contracts with community-based non-profit organizations in the City of Madison that work to provide adult employment training programs. Supports the City's Construction Employment Initiative and Construction Workforce Diversity Alliance. Communicates with other City staff and departments on workforce and economic development efforts. Provides technical assistance to agencies in areas of program development, service delivery, financial & service recordkeeping, and funding sources. Provides staff assistance to City committees as assigned. Participates in Neighborhood Resource Teams as assigned.

Community Development Block Grant (CDBG)

FAX: 261-9661

cdbg@cityofmadison.com

Mission, Goals and Objectives

CDBG Unit: Promotes healthy neighborhoods and a diverse urban community through support for programs, projects and organizations that provide affordable housing, economic development and employment opportunities, and thriving neighborhoods. Works with community-based groups and organizations to develop policies, strategies, plans and projects designed to strengthen neighborhoods and expand opportunities for low- to moderate income households throughout the city. Works closely with other City divisions on neighborhood development and revitalization activities.

Linette Rhodes, Community Development Grants Supervisor

261-9240

Coordinates the work of the CDBG Unit. Oversees funding strategies, programs, projects, and processes that implement the division's goals and objectives related to affordable housing, economic development and employment opportunities, and neighborhoods development. Oversees the administration of the City's Affordable Housing Initiative and the use of a diverse array of local, State and federal funds for Community Development Division projects, including CDBG, HOME, ESG and WHEDA Low-Income Housing Tax Credits. Coordinates the development of HUD-required plans and reports. Serves on CDD Management Team.

Ben Doing, Program Assistant

267-0741

Provides administrative support to the CDBG Unit and the CD Grants Supervisor. Prepares Committee agenda & minutes in the Legistar system. Files or requests documents as necessary from State Records Center. Coordinates Division equipment and office supply orders. Processes purchase order payments. Prepares monthly purchasing card statements. Processes check deposits. Drafts and tracks mortgage satisfactions and prepares files for closure. Distributes and/or scans mail. Formats and edits documentation as requested. Updates Division website. Assists with training and travel arrangements. Provides other general office support for the Division as required.

Terri Goldbin, Housing Rehabilitation Specialist

266-4223

Administers loan and grants programs designed to support the purchase and/or rehabilitation of both owner-occupied and rental housing, and loan programs for payment of real estate taxes and special assessments. Programs include those focused on closing cost and down-payment assistance as well as mortgage cost reduction assistance, housing rehabilitation and payment of real estate taxes and special assessments. Administers both installment loans and deferred payment loans. Participates in Neighborhood Resource Teams as assigned.

Anne Kenny, Community Development Technician 267-7229

Performs a range of activities related to the management of the Division's data systems to ensure compliance with complex State and federal regulations. Completes environmental reviews in compliance with federal guidelines and regulations. In coordination with grants administrators, manages the Division's rental housing asset portfolio to ensure ongoing compliance with local, State and federal regulations. Coordinates Section 3 and MBE/WBE/DBE reporting. Oversees tasks delegated to the City's Department of Civil Rights that are associated with the Division's monitoring of and compliance with project-related federal Davis-Bacon Fair Labor standards.

Vacant, Community Development Specialist 266-1053

Manages a variety of programs and projects in the areas of business assistance for job creation, micro-enterprise development, neighborhood focal points and housing rehabilitation for homeowners. Serves as primary liaison with Department of Civil Rights. Participates in Neighborhood Resource Teams as assigned.

Torrie Kopp Mueller, Continuum of Care Coordinator 261-6254

Lead staff for the local Continuum of Care (CoC), overseeing community-wide management and coordination of local homeless providers and related organizations. Coordinates the annual CoC Homeless Assistance Grant Application processes. Coordinates systematic evaluations of federal, state and locally funded CoC activities, and coordinates with City staff responsible for evaluating City-administered grant programs. Provides guidance to City and County policymakers and elected officials regarding the objectives and strategies addressed in the *Community Plan to Prevent and End Homelessness in Dane County*.

Sarah Lim, Community Development Specialist 261-9148

Manages a variety of program contracts in the areas of homeless services (including street outreach, day and overnight shelter, permanent housing programs and eviction prevention) and access to resources funded by the City's GPR, Emergency Solutions Grant (ESG) and State EHH (ESG/HPP/HAP) grant. Coordinates closely with the local Continuum of Care (CoC), the Homeless Services Consortium of Dane County.

Kazoua Lor, Community Development Technician 266-6034

Manages and maintains the Division's portfolio of installment and deferred payment loan assets. Performs a diverse array of work associated with financial elements of the Division's lending programs. In coordination with other Division staff, undertakes annual desk and site monitoring of rental housing projects to ensure ongoing compliance with local, State and federal regulations.

Julie Spears, Community Development Specialist 267-1983

Serves as lead staff for the City's annual Affordable Housing Fund Request for Proposals process for affordable rental housing developments using Low-Income Housing Tax Credits. Provides oversight to this program, and manages contract negotiation and project implementation. Assists CD Grants Supervisor with affordable housing development program coordination using local, state and federal resources. Oversees special projects and initiatives, including complex development proposals requiring coordination with numerous other City agencies/units. Assists with development and implementation of strategies and processes to implement the City's affordable housing goals. Participates in Neighborhood Resource Teams as assigned.

Ethan Tabakin, Community Development Specialist 266-4719

Manages a variety of programs and projects in the area of affordable housing, including both rental housing and owner-occupied housing. Monitors the progress of City-assisted projects toward achieving specified goals and provides technical support to nonprofit organizations and private developers. Prepares data for and composes the annual Housing Snapshot Report. Oversees the management of long-term compliance requirements associated with the Division's portfolio of affordable rental housing. Serves as Environmental Officer for the Division. Approves requests for environmental reviews and assessments as necessary. Participates in Neighborhood Resource Teams as assigned.

Vacant, Community Development Specialist 267-0742

Manages a variety of programs and projects in the areas of rental housing development and neighborhood centers.

Vacant, Community Development Specialist 261-9240

Manages a variety of programs and projects in the areas of homebuyer assistance, rental housing development, owner-occupied housing development and homelessness. Administers the City's state Housing Cost Reduction Initiative (HCRI) grant. Serves on City's Equity Team. Participates in Neighborhood Resource Teams as assigned.

Vacant, Housing Rehabilitation Specialist 266-6557

Administers loan and grants programs designed to support the rehabilitation of both owner-occupied and rental housing. Programs include both installment loans and deferred payment loans. Completes on-site consultation and inspection as appropriate. Participates in Neighborhood Resource Teams as assigned.

Madison Senior Center
330 West Mifflin Street
266-6581

FAX: 267-8684

seniorcenter@cityofmadison.com
www.madisonseniorcenter.org

Mission, Goals and Objectives

Madison Senior Center: Nationally accredited facility for Madison's older adults, built specifically for older people in 1983. Involves older adults in their community and the center, as leaders, teachers and learners. Provides a balanced, diverse and coordinated program, including intergenerational and volunteer activities. Promotes "successful aging" as a model for growing older, by encouraging cognitive and physical stimulation, by supporting engagement in the community, and by assisting people to avoid disease and disability.

Sally Jo Spaeni, Senior Center and Senior Services Director 267-8652

Responsible for administering the programs, operations and functions of the Senior Center, including program and fiscal planning, staff supervision, public relations, fundraising and facility maintenance. Provides staff support to Committee on Aging. Serves as Executive Director of the Madison Senior Center Foundation, Inc. Administers and monitors senior adult social service grants for essential older adult City services. Serves on CDD Management Team.

Laurie Bibo, Program Aide	267-8673
Develops, plans and implements special programs including Intergenerational Programs.	
Karen Cator, Office Manager	266-6290
Provides administrative support for the Senior Center, which includes purchasing and payroll. Schedules use and rental of facility by City, public and older adult groups.	
Gary Flesher, Front Desk Reception	267-8651
Oversees front desk volunteers. Provides administrative support for the Senior Center.	
Laura Hunt, Program Coordinator	267-8650
Develops, implements and evaluates Senior Center programs, activities and services. Provides information about the Center via various public media.	
Jeff Thompson, Custodian	266-6581
Provides custodial and cleaning tasks at the Senior Center. Arranges room setup as required to meet needs of facility users.	
John Weichelt, Volunteer Coordinator	267-2344
Recruits, trains, evaluates and supervises the Senior Center volunteer program, which includes youth, various groups, older adults and other community members for service in and out of the Senior Center. Plans and oversees fundraising special events.	
Attendants	266-6581
Provide evening and weekend security and support for facility events.	
<ul style="list-style-type: none"> • Richard Butler • Cameron Shepherd • Tom Wilczewski 	