

**DEPARTMENT OF PLANNING AND COMMUNITY & ECONOMIC DEVELOPMENT**  
**Community Development Division**  
**215 Martin Luther King, Jr. Boulevard, Suite 300**  
**(608) 266-6520**

FAX: (608) 261-9626

[www.cityofmadison.com/cdd](http://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 (608) 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 Administrator (608) 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. Serves alongside CD Grants Supervisor as a primary City contact with Grantor personnel at HUD-Milwaukee Field Office and the Wisconsin Department of Administration's Division of Energy, Housing and Community Resources (DEHCR). Oversees drawdowns of federal grant funds via the online IDIS, eLOCCS and ASAP systems; and the submission of City reimbursement request invoices for State grant funds from DEHCR. 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. Reviews and 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 Petershack, Data & Policy Initiatives Coordinator (608) 261-9241

Provides data, analytic, and project management support to other Division staff. Supports and coordinates a cohesive and efficient approach to Division efforts requiring data utilization, project management skills and meaningful collaboration across a wide array of projects and processes undertaken by CDD. Helps guide the deployment of City resources in addressing the needs of currently and historically marginalized populations in areas affecting housing and homeless services, child care, older adult services, employment and career exploration, positive youth development and family stability. Provides general support to contracted non-profit agencies as appropriate. Works with other CDD staff to develop evaluative frameworks to help measure impacts of CDD activities. Provides staff assistance to City committees as assigned.

## 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.

Monty Marsh, Early Care and Education Manager

(608) 267-4995

Coordinates the work of the Child Care Unit, including the Madison Accreditation and Madison Child Care Assistance Programs. Supervises Child Care Specialists, Infant & Early Childhood Mental Health Consultant and Child Care Scholarship 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. 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 Unit 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

(608) 261-5573

Becca Gray, Child Care Specialist

(608) 266-5931

Elisa Martinez, Bilingual Child Care Specialist

(608) 266-6264

Terri Strong, Child Care Specialist

(608) 267-2611

Lisa Strub, Child Care Specialist

(608) 261-4240

Angela Tortorice, Child Care Specialist

(608) 266-6542

Amy Alt, Infant & Early Childhood Mental Health Consultant (608) 266-5932

Supports child care workforce in addressing the behavioral needs of children (birth to 12) in regulated care settings. Works directly with teaching staff to provide reflective practices around interactions and classroom environment. Provides training around social emotional supports to the child care workforce and collaborating agencies. Assists Child Care Specialists with accreditation procedures and reflective practice support. Provides outreach to community programs, stakeholders, and invested agencies that need assistance with or are interested in promoting the healthy development of young children.

Becky Schesny, Program Assistant (608) 266-6081

Provides administrative support to Child Care staff, including processing accreditation grants and reviewing child care assistance invoices. Directly assists Child Care Scholarship 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 Scholarship Coordinator (608) 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 & Madison Senior Center**

### **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.

**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.

Yolanda Shelton-Morris, Community Resources Program Manager (608) 266-6563

Oversees, manages, and coordinates the work of the Community Resources Unit and the Madison Senior Center. Coordinates the contracting of purchase of services from community-based nonprofit organizations that provide various social services to Madison residents. 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. 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, Committee on Aging, and other committees as assigned. Serves as Executive Director of the Madison Senior Center Foundation, Inc. Participates in Neighborhood Resource Teams as assigned. Serves on CDD Management Team.

Nathan Beck, Madison Out-of-School Time (MOST) Coordinator (608) 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.

Dominic Davis, Community Development Specialist (608) 266-1053

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.

Mary O'Donnell, Community Development Specialist (608) 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 children and 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 (608) 266-6433

Administers Purchase of Service (POS) contracts with community-based non-profit organizations in the City of Madison that provide various crisis intervention and prevention services to marginalized populations. Provides technical assistance to funded agencies as appropriate. Serves on City's Equity Team, the Multicultural Affairs Committee, and the Board Training Committee. Participates in La Sup and various other community-based workgroups. Participates in Neighborhood Resource Teams as assigned.

Vacant, Community Resources Assistant (608) 267-1152

Provides administrative support, advanced-level secretarial and programmatic work in the Community Resources Unit. 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.

Garrett Tusler, Community Development Specialist (608) 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 funded agencies as appropriate. Participates in Neighborhood Resource Teams as assigned.

Hugh Wing, Community Development Specialist (608) 266-6245

Administers Purchase of Service (POS) contracts with community-based non-profit organizations in the City of Madison that work to provide youth, young adult, and adult employment training programs. Supports the City's Construction Employment Initiative and Construction Workforce Diversity Alliance. 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 funded agencies as appropriate. Provides staff assistance to City committees as assigned. Participates in Neighborhood Resource Teams as assigned.

**Madison Senior Center  
330 West Mifflin Street  
(608) 266-6581**

FAX: (608) 267-8684

[seniorcenter@cityofmadison.com](mailto:seniorcenter@cityofmadison.com)  
[www.madisonseniorcenter.org](http://www.madisonseniorcenter.org)

Richard Butler, Custodian (608) 266-6581

Provides custodial and cleaning tasks at the Senior Center. Arranges room setup as required to meet needs of facility users.

Vacant, Facility Operations Supervisor (608) 266-8652

Provides supervisory and administrative work in planning, organizing, directing, and controlling the overall operations, programs, service delivery, and facility utilization of the Madison Senior Center.

Gary Flesher, Facility Operations Assistant (608) 267-8651

Oversees front desk volunteers. Provides administrative support for the Senior Center.

Laura Hunt, Older Adult Program & Outreach Coordinator (608) 267-8650

Develops, implements and evaluates Senior Center programs, activities and services. Provides information about the Center via various public media.

Vacant, Older Adult Program & Outreach Coordinator (608) 267-2344

Develops, implements and evaluates Senior Center programs, activities and services. Provides information about the Center via various public media.

Attendants

(608) 266-6581

Provide evening and weekend security and support for facility events.

- Kelly Bender
- Tom Wilczewski
- Suzanne Smith

**Community Development Block Grant (CDBG)**

FAX: (608) 261-9661

[cdbg@cityofmadison.com](mailto: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

(608) 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 support for strong and healthy City neighborhoods. 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 City's Equity Team and CDD Management Team.

Maria Davila-Martinez, Community Development Specialist

(608) 267-1992

Serves as lead staff for the City's biennial Housing Forward Request for Proposals process for homebuyer education, owner-occupied housing development and housing rehabilitation for homeowners. Administers a variety of Purchase of Service (POS) and development contracts with community-based non-profit organizations in the City of Madison that provide services in these same areas. Monitors the progress of City-assisted programs toward achieving specified goals, and provides technical assistance to funded agencies as appropriate. Serves on Home Buyers Round Table of Dane County. Provides staff assistance to City committees as assigned. Participates in Neighborhood Resource Teams as assigned.

Ben Doing, Program Assistant

(608) 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 staff assistance to Community Development Block Grant Committee, City-County Homeless Issues Committee, and other committees as assigned. Provides other general office support for the Division as required..

Matt Frater, AICP, Community Development Specialist (608) 266-4209

Administers a variety of Purchase of Service (POS) contracts with community-based non-profit organizations that provide fair housing services and tenant services. Manages Division-funded projects with both non-profit and for-profit private developers for the development of rental housing and owner-occupied housing in the City of Madison. Monitors the progress of City-assisted programs and projects toward achieving specified goals, and provides technical assistance to funded agencies as appropriate. 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. Provides staff assistance to City committees as assigned. Participates in Neighborhood Resource Teams as assigned.

Terri Goldbin, Housing Rehabilitation Specialist (608) 266-4223

Administers a variety of Purchase of Service (POS) contracts with community-based non-profit organizations in the City of Madison (as well as City-administered loan and grant programs) that provide affordable housing services, including closing cost and down-payment assistance, mortgage cost reduction assistance, housing rehabilitation, and payment of real estate taxes and special assessments. Monitors the progress of City-assisted programs toward achieving specified goals, and provides technical assistance to funded agencies as appropriate. Provides staff assistance to City committees as assigned. Participates in Neighborhood Resource Teams as assigned.

Anne Kenny, Community Development Technician (608) 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 other Division staff, 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.

Torrie Kopp Mueller, Continuum of Care Coordinator (608) 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*. Provides staff assistance to City committees as assigned. Serves on City's Equity Team.

Sarah Lim, Community Development Specialist (608) 261-9148

Administers a variety of Purchase of Service (POS) contracts with community-based non-profit organizations in the City of Madison that provide homeless services (including street outreach, day and overnight shelter, permanent housing programs and eviction prevention) and housing resources funded by the City's GPR, Emergency Solutions Grant (ESG) and State EHH (ESG/HPP/HAP) grant. Monitors the progress of City-assisted programs toward achieving specified goals, and provides technical assistance to funded agencies as appropriate. Coordinates closely with the local Continuum of Care (CoC), the Homeless Services Consortium of Dane County. Provides staff assistance to City committees as assigned.

Kazoua Lor, Community Development Technician (608) 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.

Sheree Rice, Emergency Rental Assistance Program Assistant (608) 266-6356

Administers a variety of Purchase of Service (POS) contracts with community-based non-profit organizations in the City of Madison that provide direct rental assistance, tenant services and/or other housing-related resources. Monitors the progress of City-assisted programs toward achieving specified goals, and provides technical assistance to funded agencies as appropriate.

Julie Spears, Community Development Specialist (608) 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. Provides staff assistance to City committees as assigned. Participates in Neighborhood Resource Teams as assigned.

John Vogt, Community Development Specialist (608) 267-0742

Manages a variety of projects in the area of affordable housing, including both rental and owner-occupied housing development. Monitors the progress of City-assisted projects toward achieving specified goals, and provides technical assistance to funded agencies and developers as appropriate. Provides staff assistance to City committees as assigned. Participates in Neighborhood Resource Teams as assigned.

Chelsea Volden-Stammen, Housing Rehabilitation Specialist (608) 266-4719

Administers a variety of Purchase of Service (POS) contracts with community-based non-profit organizations in the City of Madison (as well as a City-administered loan program) that provide affordable housing services, including loan and grants programs designed to support the rehabilitation of both owner-occupied and rental housing. Completes on-site consultation and inspections as appropriate. Monitors the progress of City-assisted programs toward achieving specified goals, and provides technical assistance to funded agencies as appropriate. Serves as Environmental Officer for the Division. Approves requests for environmental reviews and assessments as necessary. Provides staff assistance to City committees as assigned. Participates in Neighborhood Resource Teams as assigned.