

**MINUTES OF THE MONTHLY MEETING
HOUSING AUTHORITY OF THE CITY OF WISCONSIN RAPIDS**

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, August 30, 2017, in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Jorgensen, chair, called the meeting to order at 1:24 p.m.

1. ROLL CALL:

Present: Yvonne Jorgensen, Evan Smith, Jean Helmer, Cheryl Reith Kincaid, David Henke and Jo Ann Grode

Also Present: Jolina Janus, Carol Voss and Roseann Konkol

Excused: None

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the July 26, 2017 meeting. Commissioner Henke moved to approve the minutes of the July meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS:

- A. Social Committee update on activities: Jo Ann stated that all of the brat fries and ice cream socials are finished. Commissioners Helmer and Reith Kincaid stated that the Lost Canyon horse and carriage ride trip to Wisconsin Dells on August 16, 2017 was excellent, and the tenants present agreed. Jo Ann stated that the Social Committee will be meeting on August 31, 2017 to discuss scheduling other events for the rest of 2017.
- B. Staff training summary: Jo Ann stated that Mary will be the only staff person attending the fall 2017 WAHA/HUD conference in Rothschild September 18-21, 2017. Mary and Ka Bao will be attending the Hawkins Ash housing conference focusing on financials on October 25-26, 2017 in Wisconsin Dells.
- C. Wisconsin Rapids Engineering Department letter regarding Washington Street construction: Jo Ann reminded commissioners that the Washington Street construction is scheduled to start after Labor Day 2017. Jo Ann stated that she will contact the tenant affected to make sure the family is aware of the situation.
- D. Thank you for the Diana Schenk Memorial Scholarship: Commissioners reviewed the thank you from the Mid-State Technical College Administrative Professional student who was awarded this scholarship and suggested that the recipient might be a good option for a work study position.

4. CONSIDERATION OF BILLS

- A. Approve July 2017 financial statements from fee accountant: Commissioners had no questions about the July 2017 financial statements from the fee accountant. Commissioner Helmer moved to approve the July 2017 financials, seconded by Commissioner Henke. All aye votes.
- B. Approve July 2017 bills (Quickbooks register and purchasing card transaction detail): Commissioner Helmer inquired about whether the elevators are actually inspected as often as the monthly invoices are received due to the significant service bills that have been received through the years. Jo Ann responded that the elevators at Parkview and Huntington House are serviced quarterly but billed monthly as the Housing Authority cannot financially support monthly inspections. There was a recent invoice from KONE for a service call that occurred the day after the technician was working on the Huntington House elevator. The technician was advised by Housing Authority staff of the problems it was exhibiting, which he failed to correct. Jo Ann had no success in addressing this matter with the maintenance supervisor. Commissioners had no further inquiries about the July 2017 bills. Commissioner Helmer moved to approve purchasing card program purchases and the checks paid based on invoices/bills for July of 2017, seconded by Commissioner Henke. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Occupancy: Jo Ann reported that there are two vacancies at Parkview: one due to the tenant having an amputation and not being able to reside alone there and the other due to an eviction based on the tenant posing a threat to the safety and welfare of Parkview tenants. Allen has filled these vacancies with move-ins scheduled for August 31, 2017. There will be four vacancies at the end of August 2017. One is due to the Parkview tenant boyfriend of a former Parkview tenant joining her at her new residence, another due to a disabled tenant wanting to move closer to the east side business district, another due to a move out of the area and the last perhaps due to difficulties following lease regulations. Allen has filled three of these vacancies with move-ins scheduled for September 29, 2017 and October 25, 2017 and will fill the other from the waiting list. There will be another vacancy at the end of September 2017 due to the tenant not being able to live alone and needing to move in with family into a scattered site house. Allen will fill this upcoming vacancy from the waiting list. There are two vacancies at Huntington House due to two deaths. Allen has filled these vacancies with move-ins scheduled for September 15, 2017 and September 22, 2017. There are no vacancies at 10th Avenue, but one tenant has expressed a desire to move soon. There are two vacancies at three-bedroom scattered site houses—one due to an eviction in a three-bedroom home due to numerous lease violations and failed inspections and the other due to a death. Allen will fill these vacancies from the waiting list. There will be another vacancy in a three-bedroom unit at the end of August due to a divorce. Allen has filled this vacancy with a transfer of the Parkview tenant no longer able to live alone moving in as head of household with family there. The move-in

is scheduled for October 1, 2017. There will be another vacancy in a three-bedroom house at the end of September 2017 as the family is purchasing a house and another vacancy in a four-bedroom unit at the end of August 2017 as the tenant there is being harassed and wants to move out of town. Allen has filled the four-bedroom vacancy with a move-in scheduled for November 17, 2017 and will fill the three-bedroom vacancy from the waiting list.

- B. Section 8 program status: Jo Ann reported that as of August 21, 2017, there are 185 families under contract with private landlords with the current waiting list being approximately 12 months. The waiting list currently has 308 families on it. Jo Ann stated that the waiting list will be much longer than 12 months from this point forward due to the former shortfall situation the Housing Authority was in regarding HAP payments. Jo Ann stated that a few vouchers might be issued before the end of 2017.
- C. State Debt Collection (SDC) program status: Jo Ann stated that there a debt recovery of \$107.87 on July 10, 2017 from a former tenant where there was a previous recovery of \$1.32 on March 7, 2014. She stated that there are two more voucher cases and one more public housing case that will be entered following certification of the debts.
- D. Capital Funds Program grant statuses: Jo Ann stated that in the 2015 capital funds grant there is \$1,113.77 for appliances which will be spent soon. In the 2016 capital funds grant there is \$30,924.59 in operations for miscellaneous needs in 2017, \$2,261.58 in site improvement for miscellaneous needs, \$10,108.08 in dwelling structures for miscellaneous needs, \$12,000 for appliances and \$15,488.85 for a new maintenance truck.
- E. 2017 Capital Funds Grant: Jo Ann stated that the she submitted the grant application in the beginning of August of 2017 and was subsequently contacted by the Milwaukee field office about submitting an incorrect significant amendment. The HUD field officer stated that almost all housing authorities needed to be contacted to make the necessary corrections. Jo Ann submitted the corrected significant amendment and expects that the funds will be released by the end of September of 2017.

6. OLD BUSINESS

- A. Scattered site smoke-free policy discussion with public input: No public input was offered. Commissioners discussed parameters for a smoking policy at the scattered site houses. Commissioners determined that there was no need to identify a specific area for smokers at the scattered sites. Commissioner Smith moved to prohibit smoking at least 25 feet from any scattered site house, including inside cars parked within 25 feet of any house, effective July 1, 2018, seconded by Commissioner Henke. All aye votes.
- B. District 7 RAD conversions: Jo Ann advised commissioners that she had contacted the Antigo Housing Authority and the Wausau Community Development Authority regarding their past conversions to RAD. Antigo,

the first in the state to undergo the conversion, advised that they comingled their RAD conversion with a tax credit award, allowing for RAD costs to be offset by tax credit developer fees. Antigo chose to use project-based rental assistance. Their HAP payments have risen every year to a point where they now have considerable reserves. However, the building was completely reconstructed by the tax credit award, so there will not be a need for many capital improvements for years. In time, this situation could change as once RAD is in place, there are no operating subsidies or capital funds distributed. Wausau chose to use project-based vouchers as that program best suited their needs. Wausau closed in June of 2017 and will be able to use operating subsidy until HAP payments begin in January of 2018. It is too early to tell how this will work out, especially as Wausau reconstructed their building only a few years ago through a tax credit reward. Commissioner Jorgensen requested that Jo Ann attempt to get representatives from Baker Tilly to come to an upcoming Board meeting. Jo Ann agreed to try to schedule this.

7. **PUBLIC INPUT:** There was no input from the tenants present.
8. **CLOSED SESSION:** A motion was made by Commissioner Helmer, seconded by Commissioner Reith Kincaid, to adjourn into closed session pursuant to Section 19.85 (1) (c), Wisconsin Statutes, for the purpose of considering “employment, promotion, compensation or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.” A roll call vote was taken. All aye votes.

Commissioner Jorgensen called the meeting to order at 2:32 p.m. In closed session, commissioners discussed hiring an executive director to replace the current director who is retiring on December 31, 2017. Commissioners also discussed organizational restructuring and staffing changes prompted by the retirement.

9. **RETURN TO OPEN SESSION:** A motion was made by Commissioner Smith, seconded by Commissioner Henke, to adjourn the closed session and move into open session. All aye votes. Commissioner Jorgensen called the meeting to order at 3:01 p.m.

RE Agenda Item 8: A motion was made by Commissioner Helmer, seconded by Commissioner Henke, to hire Mary Vang, current Section 8/office manager, as executive director of the Wisconsin Rapids Housing Authority on January 1, 2018 with an annual salary for 2018 of \$65,000. All aye votes.

RE Agenda Item 8: A motion was made by Commissioner Smith, seconded by Commissioner Henke, to support the promotion of Ka Bao Vang, currently office assistant, to the position of Section 8/office manager on January 1, 2018 with an hourly wage of \$21.55 for 2018. All aye votes.

RE Agenda Item 8: A motion was made by Commissioner Henke, seconded by Commissioner Smith, to support the promotion of Josh Freeman, currently maintenance/procurement, to the position of facilities

coordinator on January 1, 2018 with an hourly wage of \$32.30 for 2018.
All aye votes.

10. NEXT MEETING

The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, September 27, 2017 in the community room of the Parkview Apartments.

11. ADJOURNMENT: Commissioner Smith moved to adjourn the meeting at 3:08 p.m., seconded by Commissioner Henke. All aye votes.

Submitted for approval by:

Approved by:

Jo Ann Grode
Executive Director

Yvonne Jorgensen
Chair

Date:_____

Date:_____