

**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, September 27, 2017, in the community room of the Parkview Apartments, 1750 2nd Avenue South, Wisconsin Rapids, WI 54495. Commissioner Jorgensen, chair, called the meeting to order at 1:27 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, Roseann Konkol, Laurie Andreasen, Marlene Przybelski and Linda Stueck

Excused: None

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the August 30, 2017 meeting. Commissioner Smith moved to approve the minutes of the August meeting, seconded by Commissioner Henke. All aye votes.

3. COMMUNICATIONS:

- A. Social Committee minutes of the August 31, 2017 meeting, *Senior Times Newsletter* and update on activities: Commissioner Helmer discussed the scheduling of holiday meals at each apartment building, the upcoming shopping trip to the Appleton Mall on October 11, 2017 and the Honeybees accordion player event on November 1, 2017. She referred commissioners to the *Senior Times Newsletter* for further information about these events. Commissioner Helmer moved to approve the Social Committee minutes of the August 31, 2017 meeting, seconded by Commissioner Smith. All aye votes.
- B. Staff training summary: Jo Ann stated that Mary attended 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. Ka Bao and Mary will both be attending the new executive director training at the HUD field office November 6-9, 2017. Jo Ann stated that this training is not only for new directors but also is very appropriate for employees new to program management positions. As such, it will be a good fit for Ka Bao as she moves into her new role as Section 8/office manager. Ka Bao, Mary and Jolina will go to a morning training session in La Crosse on October 24, 2017. Hawkins Ash will be sponsoring this free training about Quickbooks. Ka Bao will be handling a supervisory role over accounts payable, Jolina will be responsible for accounts payable and Mary will be responsible for payroll in 2018, so the training should be very helpful to them in their new roles.

- C. Memorandum to public housing tenants and Section 8 participants regarding WRHA staffing changes: Commissioners reviewed the memorandum which discussed the retirement of Jo Ann as executive director at the end of 2017, the hiring of Mary as the executive director beginning in 2018, the promotion of Ka Bao in 2018 to assume the role Mary will be vacating as Section 8/office manager and the reclassification of Josh's role from maintenance/procurement to facilities coordinator in 2018 as he will be taking on a leadership role with capital fund management.
- D. Letter from Keystone Development regarding new townhouse construction: Jo Ann stated that this new development could affect the number of applicants for the scattered site houses but also expressed hope that many people will still opt to live in single-family homes.

4. CONSIDERATION OF BILLS

- A. Approve August 2017 financial statements from fee accountant: Commissioners had no questions about the August 2017 financial statements from the fee accountant. Commissioner Henke moved to approve the August 2017 financials, seconded by Commissioner Helmer. All aye votes.
- B. Approve August 2017 bills (Quickbooks register and purchasing card transaction detail): Commissioners had no inquiries about the August 2017 bills. Commissioner Helmer moved to approve purchasing card program purchases and the checks paid based on invoices/bills for August of 2017, seconded by Commissioner Henke. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Occupancy: Jo Ann reported that there are four vacancies at Parkview: one 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 these vacancies with move-ins scheduled for September 29, 2017, two on October 25, 2017 and another on October 27, 2017. There will be two vacancies at the end of September 2017—one due to the tenant not being able to live alone and needing to move in with family into a scattered site house and the other due to an eviction for nonpayment of rent. There will be an additional vacancy at the end of October 2017 due to the tenant needing to leave to assist family. Allen will fill these upcoming vacancies from the waiting list. There are no vacancies at Huntington House currently, but there will be one at the end of October 2017 due to the tenant purchasing a home out of the area to live with family. Allen will fill this vacancy from the waiting list. There are no vacancies at 10th Avenue. There are three 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, one due to a divorce and the last due to a death. Allen has filled these vacancies with move-ins scheduled for October 1, 2017, October 20, 2017 and December 8, 2017. There is a vacancy in a four-

bedroom house as the tenant was being harassed and wanted to move from the area. Allen has filled this vacancy with a move-in scheduled for September 29, 2017. There will be two vacancies in three-bedroom houses at the end of September 2017—one as the family is purchasing a house and the other due to an eviction for nonpayment of rent and other lease violations. Allen will fill these vacancies from the waiting list.

- B. Section 8 program status: Jo Ann reported that as of September 20, 2017, there are 182 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 was a debt recovery of \$23.14 on September 8, 2017 from a former tenant where there were previous recoveries from her ex-husband in 2013. She stated that there will be one more public housing case entered into SDC as the former tenant absconded without paying rent and without leaving a forwarding address. The costs associated with using a private investigator to track the forwarding address will be assessed to that account.
- D. Capital Funds Program grant statuses: Jo Ann stated that the 2015 capital funds grant is expended. 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, \$1,332.56 in dwelling structures for miscellaneous needs, \$10,346.92 for appliances and \$15,488.85 for a new maintenance truck.
- E. 2017 Capital Funds Grant: Jo Ann stated that the amount of this grant appears in eLOCCS, but the accounts are listed incorrectly as the two there are not any of the accounts in the grant she submitted. Also, there are only partial amounts listed in those accounts as available funds. Jo Ann will contact Dena Hunt at HUD to determine why this situation is occurring.
- F. 2016 audit communication with those charged with governance: Jo Ann directed commissioners to this communication from the auditors and reviewed it with them. The audit revealed no significant findings, no difficulties in performing the audit, no uncorrected misstatements in the financial records, no disagreements with management regarding the audit, and it included management representations of the reasons for variances. Commissioner Smith moved to approve the 2016 audit, seconded by Commissioner Helmer. All aye votes.
- G. US Bank purchasing card program rebate: Commissioners reviewed the quarterly rebate from the purchasing card program in the amount of \$347.00.

H. Receipt of the *Low Loss Ratio Award* for 2013-2015 from HAI Group:
Commissioners reviewed the Low Loss Ratio Award for this period that was just received from HAI Group.

6. **PUBLIC INPUT:** There was no input from the tenants or member of the public present.
7. **CLOSED SESSION:** A motion was made by Commissioner Smith, seconded by Commissioner Henke, 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 2:06 p.m. In closed session, commissioners discussed a request for a part-time office assistant position beginning on January 2, 2018 to replace the full-time office assistant position which will be vacated with the January 2018 promotion of the current full-time office assistant and to discuss wage and benefit proposals for 2018.

8. **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 2:32 p.m.

RE Agenda Item 7: A motion was made by Commissioner Helmer, seconded by Commissioner Smith, to accept the wage and benefit proposals as listed on the schedule, which include a one percent wage increase for employees in 2018 where the Board has not already determined 2018 wages and for the employee share of health insurance at 10 percent and dental insurance at 50 percent for 2018. All aye votes.

RE Agenda Item 7: A motion was made by Commissioner Helmer, seconded by Commissioner Henke, to approve the job posting for a permanent, part-time office assistant to start on January 2, 2018 at an hourly rate of \$15.00 per hour at 20 hours per week. All aye votes.

9. **NEXT MEETING**

The next monthly meeting is scheduled for 1:30 p.m. on Tuesday, October 31, 2017 in the community room of the 10th Avenue Apartments.

10. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:45 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Jo Ann Grode
Executive Director

Date: _____

Approved by:

Yvonne Jorgensen
Chair

Date: _____