

**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, April 26, 2023 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:25 p.m.

1. ROLL CALL:

Present: Jean Helmer, David Henke, Evan Smith, JoAnn Grode and Mary Vang

Excused: Cheryl Reith-Kincaid

Also present: Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the March 29, 2023 meeting. Commissioner Helmer moved to approve the minutes of the March 29, 2023 meeting, seconded by Commissioner Henke. All aye votes.

3. COMMUNICATIONS

- A. City council approved commissioner term renewal for Jo Ann Grode: Mary reported that the city common council approved the board commissioner renewal term for Commissioner Grode effective through April 30, 2028.
- B. Approval of Social Committee meeting minutes: Commissioners reviewed the Social Committee meeting minutes. Commissioner Smith moved to approve the minutes, seconded by Commissioner Helmer. All aye votes. Commissioner Helmer stated that they will be setting dates for the events at their next meeting.
- C. Stock box update: Mary reported that a total of 39 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.
- D. Staff training update: Mary reported that herself, Ka Bao, and Jolina attended the spring Wisconsin Association of Housing Authorities (WAHA) conference in La Crosse, WI on April 18 through April 20, 2023. The conference was hosted by WAHA and National Association of Housing and Redevelopment Officials (NAHRO). The majority of training sessions were hosted by NAHRO trainers. Ka Bao attended all Housing Choice Voucher (HCV) training sessions. Jolina attended all Public Housing training sessions, and Mary attended all update trainings regarding HOTMA, NSPIRE, tenant and landlord rights, new HCV

updates, HCV two-year-tool, and financials training sessions. The conference provided staff with great networking opportunities.

4. CONSIDERATION OF BILLS

- A. Approve March 2022 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the March 2022 bills. Commissioner Grode commented on the new format of the Quickbooks check register detail and inquired about the transaction line item for \$36,455.96. Mary stated that the Quickbooks web-based reports default to include all transactions, so the print is smaller and to follow across. Mary confirmed that the amount for \$36,455.96 is for PILOT paid to City of Wisconsin Rapids. Commissioner Smith moved to approve the March 2022 bills, seconded by Commissioner Henke. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview: One transfer and one due to program violations. One vacancy has been filled off the waiting list with a move in date for April 27, 2023 and one unit will be filled off the waiting list with a tentative move-in date of May 12, 2023. There are no vacancies at Tenth Avenue apartments. Mary reported that there were no bed bugs found during the follow up bed bug inspection of the three units that were heat treated. There is one vacancy for scattered sites. The family purchased a home and provided positive feedback about their experience in public housing. This unit will be filled off the waiting list with a tentative move in date of May 31, 2023
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at Huntington House: one who is deceased and one due to a program violation. Both vacancies have been filled from the waiting list with move in dates of May 1, 2023 and June 1, 2023. Mary reported that on April 24, 2023, one unit was identified with bed bugs during the canine inspection. The unit has been heat treated.
- C. Section 8 program status: Mary reported that as of April 21, 2023, there are 167 families under contract with the current waiting list running approximately around 4 months. There are currently 120 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, three new admissions, three expired voucher, one portability move-outs, zero portability move-ins, eleven new vouchers issued for a cumulative of thirty-four vouchers, and three end of participation, one voluntarily ending participation, one moving to another federally subsidized agency and one reached 180 days of zero HAP.
- D. Capital Funds Program grant status: Mary reported that the 2018 and 2019 grants are fully disbursed. The 2020 grant has a \$69,012.74 balance in operations for insurances and miscellaneous operating

expenses, \$15,122.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations, and \$23,085 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$245,014.06 balance in operations for insurances, PILOT, maintenance snowblower, and miscellaneous operating expenses; \$40,586.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects. The 2023 grant has \$295,951 in operations and \$27,000 in general capital activities.

- E. Huntington House status of capital projects: Mary reported that the most recent capital improvement project for 2023 was the cast iron drain piping that needed to be replaced in the mechanical room.

- F. State Debt Collection (SDC): Mary reported there were no payments received for April 2023.

- G. Workers Compensation final audit premium: Mary reported that the final workers compensation audit rating changed from 1.39 to 1.50, which increased the premium by \$943 for the renewal term of October 11, 2022 to October 11, 2023. Increasing wages are a contributing factor in the rate change and premium increase.

- H. Wil-Kil Pest Control contract for Tenth Avenue and Huntington House apartments: Commissioners reviewed the Wil-Kil contract. Mary reported that due to the recent prevalence of bed bugs, and to decrease costs related to treating and inspecting buildings, a contract would be the most cost-effective way to address, maintain control, and monitor the situation. Commissioner Smith moved to approve the Wil-Kil contract for Tenth Avenue and Huntington House, seconded by Commissioner Helmer. All aye votes.

- I. Housing opportunity through Modernization Act 2016 (HOTMA) updates: Mary reported that HOTMA's final rule for Section 103, over-income limits for Public Housing, is effective as of March 16, 2023. Public Housing Authorities have no later than July 14, 2023 to implement this into their policy. HOTMA Section 102; Income Reviews, and Section 104; Asset Limits will become effective for PHA's in January of 2024.

- J. National Standards for the Physical Inspection of Real Estate (NSPIRE) updates: Mary reported that during the training session at the WAHA spring conference. HUD has published a proposed rule for the NSPIRE inspection scoring and ranking methodology that is open for public comment through April 27, 2023. NSPIRE will become the streamlined method replacing the current Public Housing UPCS and Housing Choice Voucher HQS inspections as it relates to the Wisconsin Rapids Housing Authority. This new methodology will create a standardized inspection across all programs.

9. PUBLIC INPUT: No public input.

10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, May 31, 2023, in the community room of the Huntington House Apartments.
11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:42 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____