

**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 Monday, June 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 1:32 p.m.

1. ROLL CALL:

Present: Jean Helmer, David Henke, Cheryl Reith-Kincaid, Evan Smith, JoAnn Grode and Mary Vang

Also present: Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the May 31, 2023, meeting. Commissioner Helmer moved to approve the minutes of the May 31, 2023, meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

3. COMMUNICATIONS

- A. Social Committee Update and approval of May 4, 2023, meeting minutes: Commissioner Helmer reported that the brat fries at Huntington House and Parkview went well, and they are looking forward to the brat fry at Tenth Avenue tomorrow. Commissioners reviewed the minutes from the May 4, 2023, meeting. Commissioner Helmer moved to approve the minutes of the May 4, 2023, meeting, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Stock box update: Mary reported that a total of 31 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.

4. CONSIDERATION OF BILLS

- A. Approve Quarter 1 Financials from fee accountant: Commissioners reviewed the Quarter 1 Financials. Commissioner Reith-Kincaid moved to approve the Quarter 1 Financials, seconded by Commissioner Henke. All aye votes.
- B. Approve May 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the May 2023 bills. Commissioner Grode inquired about the two separate expenses for the Wood Trust Bank expense on the Huntington House LLC bank register. Mary stated that the Wood Trust Bank expense, is split between principal

and interest amounts of the loan. Commissioner Helmer moved to approve the May 2023 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 moving to another state and one moving out of the area. Both units will be filled off the waiting list with tentative move-in dates for July 2023. There are no vacancies at Tenth Avenue apartments. There are two vacancies for scattered sites. One family is transferring to the Section 8 program. The other unit was due to a program violation. Both vacancies will be filled off the waiting list with tentative move in dates of July 2023 and August 2023. Mary stated that she will be meeting with Tech Pros to complete a security camera quote for Tenth Avenue. The need to have a security camera system is due to the increased theft of items from the community room kitchen and the need to provide additional security to the building.
- B. Huntington House Redevelopment, LLC Occupancy: There is one vacancy at Huntington House due to moving closer to family. This vacancy has been filled from the waiting list with a move in date of August 1, 2023.
- C. Section 8 program status: Mary reported that as of June 20, 2023, there are 180 families under contract with the current waiting list running approximately around 6 months. There are currently 162 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, eight new admissions, seven expired vouchers, zero portability move-ins and move-outs, fourteen new vouchers issued for a cumulative of thirty-two vouchers, and one voluntarily ending participation.
- D. Section Housing Choice Voucher (HCV) HUD Field Office Streamlined Notices: Mary reported that as part of HUD's efforts at the local level to improve the communication of information, email notifications will now include board chairs.
- E. Section 8 Management Assessment Program (SEMAP) score for fiscal year December 31, 2022: Mary reported that the Section 8 program received a high performer assessment for the fiscal year ending 12/31/2022. Mary acknowledged the efforts of Section 8 Program Manager Ka Bao Vang and Assistant Jolina Janus in their hard work and effort in achieving this highest level of performance in the Section 8 program.
- F. Section 8 HCV Set-Aside Funding-Category 5 Lower-Than-Average Leasing: Mary reported that she applied for the Housing Choice Voucher (HCV) Housing Assistance Payment (HAP) set-aside funding under Category 5 Lower-Than-Average Leasing for FY2023. The housing

authority was identified as being eligible for these funds, which would provide additional support for the Section 8 HCV program.

- G. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$65,907.86 balance in operations for insurances and miscellaneous operating expenses, \$13,834.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations, and \$13,318.49 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$178,007.06 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 balance in operations and \$27,000 in general capital activities. A total disbursement of \$67,007 was drawn down from the 2022 capital grant for the annual auto and property insurance renewals.
- H. State Debt Collection (SDC) Program status: One payment of \$38.04 was received from a former public housing tenant for the month of June.
- I. US Bank Purchasing Card program rebate: Mary reported that a rebate of \$559 was received in June as part of the US Bank purchase card program
- J. Health Insurance Renewal Rate for July 1, 2023-June 30, 2024: Mary reported that employee health insurance renewal rates will be increasing by 5% effective for the period of July 1, 2023 through June 30, 2024.

6. **PUBLIC INPUT:** No Public Input

7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, July 26, 2023, in the community room of Huntington House Apartments.

8. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:32 p.m., seconded by Commissioner Henke. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____