

**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, October 25, 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 1:30 p.m.

1. ROLL CALL:

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

Also present: Carol Voss, Linda Lucht, Jolina Janus and Tom Mews

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the September 27, 2023, meeting. Commissioner Helmer moved to approve the minutes of the September 27, 2023, meeting, seconded by Commissioner Henke. All aye votes.

3. COMMUNICATIONS

- A. Approval of October 5, 2023, Resident Advisory Board (RAB) meeting minutes: Commissioners reviewed minutes from the October 5, 2023, Resident Advisory Board meeting. Commissioner Reith-Kincaid moved to approve the minutes of the October 5, 2023, meeting, seconded by Commissioner Smith. All aye votes.
- B. Stock box update: Mary reported that a total of 26 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.
- C. Diana Schenk Memorial scholarship recipient: Commissioners reviewed the thank you letter from the recipient that received the Diana Schenk Memorial Scholarship.
- D. Staff training update: Mary reported that the Section 8 and Public Housing program managers completed a free webinar hosted by Kanso Software on data cleanup for EIV, PIC, Annual re-exams, HQS, and reporting parameters on September 8, 2023. Mary also attended a financial workshop in La Crosse hosted by Hawkins Ash on October 9, 2023 through October 11, 2023. Office staff will be attending an NSPIRE training by the US Inspection Group, Inc that will be hosted by District 8 in Spooner, WI on October 27, 2023. The NSPIRE training will be beneficial as HUD combines the HQS and UPCS inspections into one streamlined inspection which will change some of the scoring parameters.

4. CONSIDERATION OF BILLS

- A. Approve September 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed September 2023 bills. Commissioner Grode inquired about the following public housing purchase card items: Complete Office purchase of \$103.59, Home Depot purchase of \$357.93, and Metcalf Lumber purchase of \$714.39. Mary reported that the office items for the Complete Office purchase is difficult to follow due to formatting but does include all consecutive listed office supplies listed under the one purchase. Jolina reported that the Metcalf Lumbar purchase was for several doors purchased for the unit turnover of 170 21st Avenue. Mary reported that the lumber purchased from Home Depot was to replace the subfloor in the bathroom of the unit turnover of 170 21st Avenue. All items that were purchased to turnover the unit will be billed to the tenant. Commissioner Smith inquired about the Rapids Rental and Supply purchase for \$1,166.71. Mary reported that these repairs are needed on the walk behind snow brush in preparation of the snow season, as it is extensively utilized at all three apartment buildings. Commissioner Helmer moved to approve September 2023 bills, seconded by Commissioner Reith-Kincaid. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview, one due to the tenant's health, and the other moving out voluntarily. These vacancies will be filled off the waiting list with tentative move-in dates of October 27, 2023 and November 27, 2023. One tenant of the two vacancies at Parkview will have a debt for back rent, and if not paid back the tenant will be entered into SDC. There is one vacancy at Tenth Avenue apartments, as the tenant will be transferring from the public housing program to the project-based voucher program at Huntington House Apartments. The south and north exterior cameras are installed and operational. Tech Pros was able to troubleshoot the 10th Avenue intercom system, which saved the housing authority about \$5,000 to replace the entire system. This vacancy will be filled off the waiting list with a tentative move-in date of December 29, 2023. There are two scattered site vacancies, one due to a change in household composition and the other moving out of state. One unit has been filled off the waiting list with a move-in date of October 26, 2023 and the other unit will be filled off the waiting list with a tentative move-in date of December 15, 2023.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there is one vacancy at Huntington House due to moving into assisted living. This vacancy will be filled by the program transfer from Tenth Avenue Apartments with a scheduled move-in date of December 1, 2023. A follow-up inspection and chemical treatment was completed in the vacancy. A report of a 2nd floor unit with bedbugs was visually inspected to confirm the presence of bedbugs. The unit is scheduled to be treated on November 8, 2023.

- C. Section 8 program status: Mary reported that as of October 19, 2023, there are 189 families under contract with the current waiting list running approximately 4 months. There are currently 273 families on the waiting list. The Section 8 activity for the month consists of the following: two VASH voucher holders, six new admissions, two expired vouchers, one portability move-in, zero portability move-outs, six new vouchers issued for a cumulative of twenty-five vouchers, and zero ending participation on the program.
- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$42,907.86 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 \$175,155.06 balance in operations for insurances, PILOT, maintenance snowblower, and miscellaneous operating expenses: \$16,861.90 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 for appliances, in unit floor repairs/replacement, unit turnover/modernization, Parkview windows, and HVAC repairs at Parkview & 10th Avenue apartments. Mary also reported that the CFP grants 2015, 2016, and 2017 have been closed out with the 2022 audit and all documents have been submitted to the HUD field office. In the 2022 CFP grant under the general capital activity budget line item, a drawdown and payment was made to Beaver Tree & Stump Removal for tree and stump removal services at Parkview and 10th Avenue for \$6,000.
- E. 2022 audit communication with those charged with governance: Commissioners reviewed the 2022 audit. Mary reported that the audit 2022 audit went well and there were no material weaknesses or deficiencies identified.
- F. REAC FDS submission of 2022 audited financials: Mary reported that the 2022 audited financials was successfully submitted within HUD's Real Estate Assessment Center, Financial Assessment Subsystem on September 28, 2023.
- G. Auditor RFP bids for FYE audits 2024-2027: Mary reported that as of October 13, 2023, she began the process of sending out audit bids for FYE 2024-2027 financial audits with a respond date of December 15, 2023. Due to the limited pool and difficulty in retaining audit bids in meeting HUD's financial scope of auditing requirements, the proposal period requested is for a four-year contract.
- H. Restitution confirmation for Parkview apartments criminal damage to property: Mary reported that restitution in the amount of \$3,118.09 has been ordered for criminal damages to the front entrance door and windows of the Parkview apartments. Commissioner Henke inquired

about the Housing Authority's ability to enforce immediate restitution payments. Commissioner Grode stated that the letter does state that the Division of Community Corrections enforces payments to be paid within the ordered probationary period that has been established by the court.

6. Commissioner Grode stated that before the budget resolutions under agenda item 7 can be approved, as the budgets are in conjunction with discussing the item under closed session (agenda item 9), agenda item 7 would need follow after agenda item 9 has been discussed and decision is made in accordance with agenda item 10.

7. **CLOSED SESSION:** A motion was made by Commissioner Smith, seconded by Commissioner Reith-Kincaid to adjourn into closed session pursuant to Section 19.85 (1) ©, Wisconsin Statutes, for the purpose of considering "employment, promotion, compensation or evaluation of any public employee over which the government body has jurisdiction or exercise responsibility." The purpose of the meeting is to discuss the sunseting of inspector/cleaning position at the FYE of 12/31/2023, and to propose the realignment of the current Section 8 program/office manager and office assistant job descriptions and titles with wage proposals for 2024. In addition to a job description title change for facilities coordinator position. Roll call was taken and those present are as follows: Jo Ann Grode, Jean Helmer, Cheryl Reith-Kincaid, Evan Smith, Dave Henke, Mary Vang, and Jolina Janus

Commissioner Grode called the meeting to order at 2:25 p.m. In closed session, commissioners discussed the sunseting of inspector/cleaning position, proposal from the Executive Director to realign the current Section 8 program/office manager and office assistant job descriptions and titles with wage proposals for 2024. In addition to a job description title change for facilities coordinator position.

8. **RETURN TO OPEN SESSION:** A motion was made by Commissioner Henke, seconded by Commissioner Smith, to adjourn the closed session and move into open session. All aye votes. Commissioner Grode called the meeting to order at 2:52 p.m. Roll call was taken and those present are as follows: Jo Ann Grode, Jean Helmer, Cheryl Reith-Kincaid, Evan Smith, Dave Henke, Mary Vang, Jolina Janus, Linda Lucht, Carol Voss, and Tom Mews.

A motion was made by Commissioner Helmer to approve the Executive Director's proposal to realign the current Section 8 program/office manager and office assistant job descriptions and titles with wage proposals for 2024, and a job description title change for the facilities coordinator position to be effective January 1, 2024, seconded by Commissioner Smith. All aye votes.

9. **RESOLUTION**

A. 2023_5 Public Housing Budget 2024: Commissioners reviewed Resolution 2023_5 Public Housing budget 2024. Commissioner Reith-

Kincaid moved to approve Resolution 2023_5 Public Housing Budget 2024, seconded by Commissioner Smith. All aye votes.

- B. 2023_6 Housing Choice Voucher Budget 2024: Commissioners reviewed Resolution 2023_6 Housing Choice Voucher budget 2024. Commissioner Smith moved to approve Resolution 2023_6 Housing Choice Voucher budget 2024, seconded by Commissioner Henke. All aye votes.
- C. 2023_7 Huntington House Redevelopment LLC Budget 2024: Commissioners reviewed Resolution 2023_7 Huntington House Redevelopment LLC Budget 2024. Commissioner Smith moved to approve Resolution 2023_7 Huntington House Redevelopment LLC budget 2024, seconded by Commissioner Helmer. All aye votes.
- D. 2023_8 Business Activity Budget 2024: Commissioners reviewed Resolution 2023_8 Business Activity Budget 2024. Commissioner Helmer moved to approve Resolution 2023_8 Business Activity Budget 2024, seconded by Commissioner Reith-Kincaid. All aye votes.

10. **PUBLIC INPUT:** Community member Tom Mews inquired about the current certification requirements of housing inspectors and provided resources for building inspections. Mary stated that these trainings are offered through Nan McKay and NAHRO which provide HUD specific inspection requirements per HUD code. Jolina stated that housing inspectors are required to receive training and certification under HUD's Housing Quality Standards (HQS). Inspection deficiencies for the housing authority are only related to health and safety and are not the same as building inspections. Tom inquired about the housing authority's funding source and if the housing authority could secure additional funding for rehabilitation of properties. Mary stated that the housing authority's funding sources come from federal grants, operating subsidies, rental and non-rental revenues. With federal funds being the housing authority's largest source of revenue. Historically HUD appropriated funds are insufficient in meeting the capital needs of the housing authority's public housing projects. The housing authority's contract with HUD prohibits the housing authority from taking on any debt against its public housing projects, and any public grants would reduce the housing authority's funding received from HUD grants and subsidies. Tom inquired about the city's involvement with the housing authority. Mary stated that the city does not provide any financial resources to the housing authority. Commissioner Grode stated that the housing authority participates in the PILOT program and partners with the City for employees' insurance needs. In addition to the common council approves Commissioners referred by the housing authority to the housing authority board of commissioners. HUD is restrictive as to how the housing authority utilizes HUD funds for the sole purposes of administering its public housing and section 8 programs. Tom inquired about filing an insurance claim with the criminal property damage that was addressed in agenda item 6.H. Commissioner Grode stated it would not be feasible to place a claim that would be within the housing authority's deductible, and in turn have a negative impact on the housing authority's ability to keep insurance rates affordable. Tom inquired about the push behind snowbrush repairs and consideration of a tractor attachment. Mary stated that the current utilization of the push behind snowbrush is the most practical use for maintenance in its snow

removal needs, as it is only used on the apartment sidewalks. Commissioner Grode stated that it is most practical for maintenance in the flexibility of transporting it from building to building. Tom inquired about Security Solutions or Mobile Link for security needs. Commissioner Grode stated that at one point during her tenancy as Director, a quote was obtained from Security Solutions for a security camera system at Parkview, but funds were reallocated to address a change in more pressing capital needs at the time. Tom inquired about how the seventeen percent utility cost increase has impacted the housing authority. Mary stated that the housing authority has not experienced a sudden/dramatic increase in its utilities. Such an increase would have been flagged by HUD during the housing authority's annual operating subsidy submission, which requires the housing authority to track and submit its utility usage and costs, and deviations of more than ten percent from the prior year's operating subsidy submission would have been flagged by HUD, requiring the housing authority to justify the increase.

10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, November 29, 2023, in the community room of Huntington House Apartments.
11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:45 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____