

**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, November 30, 2022 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 1:31 p.m.

1. ROLL CALL:

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

Excused: Jean Helmer

Also present: Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the October 26, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the October 26, 2022 meeting, seconded by Commissioner Henke. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update on activities: Commissioners shared how the Thanksgiving meals went at each apartment building. At Parkview, Commissioner Grode mentioned that there was not many in attendance, but it went well. Mary reported that Tenth Avenue's did not have many in attendance and that they are looking to do a potluck next year. For Huntington House there were many tenants involved in putting the Thanksgiving meal together and it went well.
- 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. Memorandum from Wood County Emergency Management regarding Housing Authority owned properties impacted by hazardous and toxic chemicals on inventory at Erco Worldwide Inc.: Mary reported that the Housing Authority has a hazardous chemical emergencies shelter in place plan in place in the event of a hazardous chemical emergency.

4. CONSIDERATION OF BILLS

- A. Approve Third Quarter 2022 financial statements from fee accountant: Commissioners reviewed the third quarter 2022 financial statements. Mary stated that going forward she would be providing financials from the fee accountant on a quarterly basis rather than monthly to reduce office expenses. In addition, the financials will better capture a 3-month window for Commissioners to review and further discuss. Commissioners unanimously agreed that having Mary provide financials on a quarterly basis rather than monthly would be appropriate. Commissioner Henke moved to approve the third quarter 2022 financial statements from the fee accountant, seconded by Commissioner Smith. All aye votes.
- B. Approve October 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the October 2022 bills. Commissioner Reith-Kincaid moved to approve the October 2022 bills, seconded by Commissioner Smith. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview. One who is deceased and one who left due to program violations. The vacancies will be filled off the waiting list with tentative move-in dates for December 2022 and January 2023. There are no vacancies at Tenth Avenue. There is one upcoming vacancy in the scattered sites due to program violations. The date for move-in is still to be determined, as the unit will require extensive repairs before it is ready to be moved in. Mary will be putting in a request to the HUD Field Office to have the unit placed in modernization mode to allow for adequate time for maintenance and cleaning to be completed. Mary also reported that a canine bed bug inspection was completed at Parkview apartments on November 4, 2022. One unit was identified with bed bugs with a heat treatment scheduled.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at the Huntington House: one deceased and one moving to a skilled living facility. One vacancy has been filled and moved in on November 15, 2022. The remaining vacancy will be filled off the waiting list with a tentative date in December 2022.
- C. Section 8 program status: Mary reported that as of November 21, 2022, there are 169 families under contract with the current waiting list running approximately around 10 months. There are currently 247 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: four VASH voucher holders, two new admissions, no vouchers expired, zero portability move-outs/move-ins, one new voucher issued for a cumulative of nine vouchers, and one end of participation due to leaving voluntarily.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities and \$14,941.26 in general capital activities for parking lot sealing/restripping, tree services, appliances and Parkview and Tenth Avenue HVAC. The 2019 grant has a zero balance in operations and RAD activities and \$15,631.56 in general

capital activity for appliances. The 2020 grant has a \$93,170.13 balance in operations for insurances and miscellaneous expenses, \$24,546 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a \$160,409.98 balance in operations for insurances, PILOT, and miscellaneous expenses, 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 expenses; \$47,300 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects, and zero in RAD activities. A disbursement of \$7,946 was made from the 2018 CFP grant to pay for sealcoating and striping of parking lots at Parkview and Tenth Avenue. A disbursement of \$194.08 was made from the 2019 CFP grant for plumbing repairs at Parkview. The following disbursements were made from the 2020 CFP grant: \$493 to Hawkins Ash for fee accountant services and \$625 to A & B Roll-Off Dumpsters for dumpster rental at 448 Pepper Avenue. Disbursements were made from the 2021 operations for \$115 to Quality Door & Hardware for rekeying of locks at Parkview and \$419 to Nan McKay for annual PIH alert renewal.

- E. State Debt Collection (SDC) : Mary reported that two payments totaling \$354.67 were received in November 2022 from one former public housing tenant and one former Section 8 participant.
- F. HAI Group low loss ratio award for policy years 2018-2020: Mary reported that the Housing Authority was awarded a Low Loss Ratio Award for 2018-2020 policy years.
- G. CARES Act reporting and closeout for funding awarded in CY 2020: Mary reported that the Housing Authority has met all the reporting and closeout requirements for the supplemental CARES Act funding that was awarded in 2020.
- H. Review 2023 draft budgets for Business Activity, Huntington House Redevelopment, LLC, Public Housing, and Housing Choice Voucher programs: Mary reviewed with Commissioners the 2023 draft budgets for the Business Activity, Huntington House Redevelopment, LLC, Public Housing, and Housing Choice Voucher programs. She pointed out that 98% of employee benefits and wages will be allocated across two or more programs. She also stated that the Public Housing budget will include RAD expenses, as it is still anticipated that the Housing Authority continue to pursue the RAD conversion of the scattered sites and Parkview apartments.
- I. RAD update: Mary reported that Kaitlin from Baker Tilly was able to run an analysis of how well the Parkview and scattered sites would score with WHEDA's current Qualified Allocation Plan for the upcoming round of 9% tax credits. Unfortunately, the project would not place competitively, and she did not feel that putting an application in for this round would be

feasible at this time. Commissioner Grode inquired about what areas the Housing Authority's project did not score well in and if consideration of adding the Tenth Avenue apartments to the project would be a possibility. Mary stated that she is anticipating to further discuss the analysis with Kaitlin.

- J. REAC inspection report: Mary reported on the results of the Public Housing REAC inspection that was completed on November 21-22, 2022. The Housing Authority received a score of 83c, which is similar to what the HA received in 2019. Mary stated that the most common deficiencies that were cited at the scattered site houses were related to missing louvers on outdoor dryer vents, which were considered as a hole in the wall and damaged refrigerator seals. The most common deficiencies in the apartments were cracked outlet/switch plates, deteriorated window seals and damaged refrigerator seals. Two health and safety deficiencies were observed and corrected within HUD's required 24-hour period. These deficiencies were related to missing knockouts in the mechanical room of Parkview. As a result of the preliminary inspections completed prior to the HUD inspection, several tenants were identified and placed on the HA's watchlist for continued monitoring of housekeeping. Overall, the inspection went well and as expected considering the short length of notice provided to the HA.

- 6. **In open session the Board will consider a motion 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 governmental body has jurisdiction or exercises responsibility." The purpose of the closed meeting is to discuss wage and benefit proposals for 2023.** Commission Smith moved to adjourn into closed session, seconded by Commissioner Henke. All aye votes. The closed session was called to order by Commissioner Grode at 3:34 pm. Roll call was taken and those present were Jo Ann Grode, David Henke, Cheryl Reith-Kincaid, Evan Smith, Mary Vang and Jolina Janus.
- 7. **Return to open session for possible action based on closed session:** Commissioner Grode requested a motion to move into open session at 3:37 pm. Commissioner Reith-Kincaid moved to go into open session, seconded by Commissioner Smith. All aye votes. Commissioner Reith-Kincaid moved to approve the 5% across the board wage proposal for all employees, and employee benefit of 85% contribution by the Housing Authority towards health insurance and 50% Housing Authority contribution towards dental insurance for all full-time employees. Seconded by Commissioner Smith. All aye votes.
- 8. **PUBLIC INPUT:** Commissioner Reith-Kincaid was given a note from a Huntington House tenant about the medicine cabinets in the tenant's bathrooms needing to be replaced or repaired. Mary stated she would further discuss this with the maintenance staff to see what can be done.

9. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, December 28, 2022, in the community room of the Huntington House Apartments.
10. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:46 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____