

**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, January 31, 2024 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, Cheryl Reith-Kincaid, Evan Smith, Dave Henke, JoAnn Grode and Mary Vang

Also present: Jolina Janus

2. ELECTION OF OFFICERS

Commissioner Helmer moved to vote on a slate of officers, nominating Commissioner Grode as Chair, Commissioner Helmer as Vice Chair, and the Executive Director, Mary Vang, per the by-laws as Recording Secretary. Commissioner Reith-Kincaid seconded the slate of officers. All aye votes.

3. MINUTES REVIEWED

- A. Commissioners reviewed minutes from the December 20, 2023, meeting. Commissioner Henke moved to approve the minutes of the December 20, 2023, meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

4. COMMUNICATIONS

- A. Stock box update: Mary reported that a total of 31 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. The next distribution date is scheduled for February 20, 2024.
- B. Restitution payment: Mary reported that on January 2, 2024, a restitution payment of \$455 was received from the criminal property damage incident that occurred at Parkview last year, leaving a restitution balance of \$2,663.09.

5. CONSIDERATION OF BILLS

- A. Approve December 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the December 2023 bills. Commissioner Henke moved to approve the December 2023 bills, seconded by Commissioner Smith. Commissioner Grode inquired about the security deposit check refund on December 15, 2023 in the Quickbooks register for \$200, as this was a tenant transfer from one

apartment building to another. Mary stated that since the transfer occurred between two different programs, the refund is necessary to close out the tenant's account under the Public Housing program, and the tenant would issue a new security deposit for Huntington House LLC. All aye votes.

6. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there is one vacancy at Parkview due to a tenant moving into assisted living. This vacancy has been filled off the waiting list with a move-in date of January 31, 2024. There will be another upcoming vacancy due to a transfer from Parkview to Tenth Avenue apartments. There is one vacancy at Tenth Avenue apartments due to tenant moving out of area. The vacancy will be filled off the waiting list with tentative move-in date of February 16, 2024. There is one scattered site vacancy due to a change in household composition. The two-bedroom vacancy will be filled off the waiting list with a tentative move-in date of March 1, 2024.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there is one vacancy at Huntington House due to the tenant being deceased. This unit has been filled off the waiting list with a move-in date of March 1, 2024.
- C. Section 8 program status: Mary reported that as of January 23, 2024, there are 202 families under contract with the current waiting list running approximately 9 months. There are currently 345 families on the waiting list. Section 8 activity for the month consists of the following: one VASH voucher holder, two new admissions, one portability move-in and two vouchers that expired. There was no activity with portability move-outs, new vouchers issued, end of participations and cumulative voucher holders.
- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$36,161.86 balance in operations for insurances and miscellaneous operating expenses, \$10,060.05 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, 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. A drawdown was made for the FEMA annual insurance renewal payment for \$6,746.

- E. State Debt Collection (SDC) program status: Mary reported that no payments were received from the SDC program for January 2024. Jolina did process one SDC entry for 2024.
- F. Annual Parkview flood insurance renewal: Mary reported that the annual FEMA flood insurance renewal payment was made for the amount of \$6,746. It is anticipated that coverage rates may increase as FEMA's National Flood Insurance Program has requested an updated building cost value, as the current \$250,000 building coverage is no longer adequate. She has been in contact with the city assessor to request for documentation that can be provided to FEMA for re-evaluation of coverage amounts.
- G. Audit Proposals: Commissioners reviewed the two audit proposals received from Collins & Associate and Cavanaugh & Company for the 2024-2026 CY's. Mary reported that Collins & Associates proposal came in \$12,050 lower than Cavanaugh & Company. She stated that one of the primary reasons that Cavanaugh & Company's proposal came in higher was due the amount of additional administrative work that it would take to in establishing the housing authority as a new customer. In addition, once established there would be a 3-5% increase per year, which would drive up the costs for the following two audit years. Commissioner Henke moved to approve the audit proposal from Collins & Associates, S.C., seconded by Commissioner Smith. Commissioner Henke stated that it would make sense to stay with Collins & Associates to keep costs low. All aye votes.
- H. Rental Assistance Demonstration (RAD) Portfolio CHAP update: Mary reported that the housing authority has requested to withdraw its RAD CHAP Portfolio award, and if in the future the housing authority decides to pursue RAD again, another application can be submitted.

7. RESOLUTION

- A. 2024_1 Housing Choice Voucher Administrative Plan: Commissioners reviewed Resolution 2024_1 Housing Choice Voucher Administrative Plan. Commissioner Henke moved to approve Resolution 2024_1 Housing Choice Voucher Administrative Plan, seconded by Commissioner Helmer. Mary reported that the changes to the Administrative Plan are related to the addition of Chapter 19 for special purpose vouchers. The added chapter will allow the housing authority to work with Wood County Human Services in providing Foster Youth to Independence (FYI) vouchers for those youth who are aging out of the foster system. All aye votes.

- 8. **PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about the two white chairs at Huntington House apartments that were added to the bench at the first bend of the east corridor. She stated that the chair is in a location that makes it difficult to get a cart around the corner, and recommended that if the chairs could replace the current laundry room chairs. Mary stated that the chairs were purchased during the renovations, and she will further investigate the situation.

Commissioner Reith-Kincaid also stated that there are places throughout the corridor where strands of carpet are coming up, and if there was a way to resolve this from occurring. Commissioner Henke stated that the sublayer beneath the carpet is more than likely breaking down and causing this to happen. Mary stated that she would talk with the caretaker to have these strands cut, to prevent tripping hazards. Commissioner Reith-Kincaid inquired about getting an outlet in the common area that could be tied into the backup generator, so that tenants could use it when there is a power outage. Mary stated that there is probably code enforcement to something like that but will further look into it with maintenance.

- 10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, February 28, 2024, in the community room of Huntington House Apartments.
- 11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:20 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: _____