

**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 24, 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 1:45 p.m.

1. ROLL CALL:

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

Also present: Jolina Janus

2. MINUTES REVIEWED

- A. Commissioners reviewed minutes from the March 27, 2024, meeting. Commissioner Reith-Kincaid moved to approve the minutes of the March 27, 2024, meeting, seconded by Commissioner Henke. All aye votes.

3. COMMUNICATIONS

- A. Approval of Resident Advisory Board March 22, 2024 meeting minutes: Commissioners reviewed minutes from the March 22, 2024 meeting. Commissioner Helmer moved to approve the March 22, 2024 meeting minutes, seconded by Commissioner Smith. Commissioner Reith-Kincaid stated that she is supportive of the walk-in showers discussing that was discussed at the meeting. Commissioner Grode mentioned that the walk in shower/tub was part of a prior five year plan, but 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. The next distribution date is scheduled for May 21, 2024.
- C. HUD NSPIRE inspection: Mary reported that the HUD field office notified the housing authority of its upcoming HUD NSPIRE inspection scheduled for July 8, 2024. Jolina scheduled the scattered site spring inspections, and will be notifying all public housing tenants of the HUD inspections.

4. CONSIDERATION OF BILLS

- A. Approve March 2024 Bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the March 2024 bills. Commissioner Henke moved to approve the March 2024 bills, seconded by Commissioner Smith. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview, one moving out of state, one deceased, one voluntarily moving, and one transfer to the caretaker unit. Three of the vacancies have been filled off the waiting list with move in dates of April 16th, 23rd and 26th. The remaining vacancy will be filled off the waiting list with a tentative move-in date of April 30th. There is one vacancy at Tenth Avenue apartments. The tenant received a Project Based Voucher (PBV) and transferred to the Huntington House PBV apartments. The vacancy will be filled off the waiting list with a tentative move-in date of June 14th. There are no scattered site vacancies.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there is one vacancy at Huntington House due to the tenant voluntarily moving. This unit has been filled off the waiting list with a move-in date of May 1, 2024.
- C. Section 8 program status: Mary reported that as of April 16, 2024, there are 196 families under contract with the current waiting list running approximately 12 months. There are currently 465 families on the waiting list. Section 8 activity for the month of April consists of the following: one VASH voucher holder and one end of participation, due to voluntarily leaving the program. There are five new vouchers issued and five cumulative vouchers in search of rental housing. There was no activity with portability move-outs or move ins, vouchers that expired, new admissions. Mary also reported that the shortfall team meeting with Robert Pierce from the HUD FMC went well. There is anticipation that later this year shortfall funding will become available for the housing authority to apply for. The housing authority was advised to continue maintaining leasing HAP payments of around \$90,000 with leasing potential of 259 participants per month, which includes the housing choice vouchers and project-based vouchers. Robert encouraged the housing authority to issue 5 vouchers per month to maintain attrition. The housing authority may also request for front loading of HUD held reserves, as needed.
- D. Capital Funds Program grant status: Mary reported that the 2020 grant has been fully expended and she will close out the grant in the FYE 2024 audit. The 2021 grant has a zero balance in operations, and \$12,966.44 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a zero balance in operations, \$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 for insurances & miscellaneous expenses; 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. Drawdowns of \$10,412.10 from the 2020 capital activities and \$352.02

from the 2021 capital activities were made to pay for 12 refrigerators and 2 ranges totaling \$10,764.12.

- E. State Debt Collection (SDC) program status: Mary reported that there was one payment received from the SDC program of \$190.98 from a former public housing tenant for April 2024.
- F. US Bank CD Investment: Mary reported the renewal of a CD investment for the one-year period of April, 18, 2024 to April 17, 2025. The second CD will be coming to term on April 29, 2024 and will need to be renewed.
- G. Parkview front entrance door glass damage: Mary reported that damages to the glass of the front lobby entrance door were tenant incurred, and charges will be billed to the tenant.
- H. Workers compensation final premium: Mary reported that the housing authority received a workers compensation premium refund of \$1,473 for the policy period of October 2023 through October 2024, as a result of the final premium audit.

- 6. **PUBLIC INPUT:** There was no public input.
- 7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, May 22, 2024, in the community room of Huntington House Apartments.
- 8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:46 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: _____