

**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, May 22, 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 1:33 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 April 24, 2024, meeting. Commissioner Henke moved to approve the minutes of the April 24, 2024, meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Approval of Social Committee April 23, 2024, meeting minutes and update on activities: Commissioners reviewed minutes from the April 23, 2024, meeting. Commissioner Helmer moved to approve the April 23, 2024, social committee meeting minutes, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Stock box update: Mary reported that a total of 25 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. The next distribution date is scheduled for June 18, 2024.

4. CONSIDERATION OF BILLS

- A. Approve 1st quarter 2024 financial statements from fee accountant: Mary stated that agenda item 5.a should be corrected to approve quarter one of 2024 financial statements from the fee accountant. Mary summarized the 1st quarter financial statements with commissioners. Commissioner Reith-Kincaid moved to approve the 1st quarter financial statements from the fee accountant, seconded by Commissioner Henke. Commissioner Grode inquired about the public housing office expenses, as the YTD actual was higher than what was budgeted. Mary stated that she would need to look at supplemental financial reports to accurately report on those expenses and report back. All aye votes.
- B. Approve April 2024 Bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the April 2024 bills.

Commissioner Reith-Kincaid moved to approve the April 2024 bills, seconded by Commissioner Henke. Commissioner Grode inquired about the public housing check payment of \$1,182.71 to Sue Schroeder Services. Mary stated that this vendor is utilized for cleaning out vacant units. Commissioner Helmer inquired about the check payments made to Loren Stevens. Mary stated that Loren has been the new Parkview caretaker since April. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are three vacancies at Parkview, two voluntarily moving, and one transfer to the caretaker unit. Two of the vacancies have been filled off the waiting list with move in dates of May 10, 2024 and June 21, 2024. The remaining vacancy will be filled off the waiting list with a tentative move-in date of June 21, 2024. There is one vacancy at Tenth Avenue apartments due to tenant moving out of area. The vacancy has been filled off the waiting list with a move in date of June 14, 2024. There are two scattered site vacancies. One deceased and one voluntarily moving. Both vacancies have been filled off the waiting list with move in dates of July 1 and 26, 2024.
- B. Huntington House Redevelopment, LLC Occupancy: There are no vacancies at Huntington House Redevelopment, LLC.
- C. Section 8 program status: Mary reported that as of May 10, 2024, there are 194 families under contract with the current waiting list running approximately 12 months. There are currently 493 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 nine cumulative vouchers in search of rental housing. There was no activity with portability move-outs or move ins, vouchers issued, vouchers that expired, and new admissions.
- 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 \$10,185.81 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. Housing Choice Voucher CY 2024 Renewal Funding: Mary reported that HUD announced HCV funding levels at 99.5% proration for CY 2024 for

the amount of \$959,691. This funding level does not significantly support the current shortfall that the HCV program is experiencing.

- F. FY 2024 Capital Fund grant award: Mary reported that HUD published the FY 2024 capital fund grants. The grant award amount is \$334,499.
- G. DTA cable box upgrades: Mary reported that she was contacted by Spectrum regarding the scheduling to have all apartment DTA cable boxes upgraded to HD boxes. The first building to be scheduled was Tenth Avenue apartments. A few days prior to the already scheduled appointment for Tenth Avenue, Spectrum contacted the office to schedule a survey of the building to ensure that all cabling and equipment were also updated. Spectrum called the day before and cancelled the box upgrades, as some of the cable/equipment needed upgrading before the boxes could be swapped out. Mary is just waiting for Spectrum to call her back to reschedule.

- 6. **PUBLIC INPUT**: Commissioner Reith-Kincaid mentioned that a Huntington House tenant, who wanted to stay anonymous, approached her about a noise complaint around 12:30 am in the hallways two weeks ago. Mary stated that she will follow up with Program Manager, Allen Falkosky, about further looking into the situation.
- 7. **NEXT MEETING**: The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, June 26, 2024, in the community room of Huntington House Apartments.
- 8. **ADJOURNMENT**: Commissioner Henke moved to adjourn the meeting at 2:31 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: _____