

**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, June 26, 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, JoAnn Grode and Mary Vang

Excused: Dave Henke

Also present: Jolina Janus and Kevin Fangman

2. MINUTES REVIEWED

- A. Commissioners reviewed minutes from the May 22, 2024, meeting. Commissioner Helmer moved to approve the minutes of the May 22, 2024, meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Stock box update: Mary reported that a total of 24 food boxes were distributed among tenants at Parkview, Tenth Avenue, and Huntington House apartments. The next distribution date is scheduled for July 16, 2024.
- B. Commissioner Helmer appointed term renewal: Mary reported that the City Council approved the renewal of Commissioner Helmer's board term through April 30, 2029.
- C. Staff Training Update: Mary reported that staff have been attending several trainings in preparation of upcoming Housing Through Modernization Act (HOTMA) policy updates.

4. CONSIDERATION OF BILLS

- A. Approve May 2024 Bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the May 2024 bills. Commissioner Reith-Kincaid moved to approve the May 2024 bills, seconded by Commissioner Helmer. 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 due to a program violation. One of the vacancies has been filled off the waiting list with a move in date of June 26, 2024. The remaining vacancies will be filled off the waiting list with tentative move-in dates of July 19th & 26th, and August 9th. There is one vacancy at Tenth Avenue apartments. The tenant is moving into assisted living. The vacancy has been filled off the waiting list with a move-in date of June 28th, 2024. There are three scattered sites vacancies: one is deceased, one voluntarily moving and one that intended on moving but may retract that decision. Two of the vacancies have been filled off the waiting list with move in dates of June 28th and July 15th.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there are no vacancies at Huntington House.
- C. Section 8 program status: Mary reported that as of June 18, 2024, there are 193 families under contract with the current waiting list running approximately 12 months. There are currently 534 families on the waiting list. Section 8 activity for the month of June consists of the following: one VASH voucher holder and three end of participation, due to voluntarily leaving the program and 180 days of zero HAP, one portability move-out, two new admissions, one new voucher issued, two vouchers that expired and five cumulative vouchers. There were no portability move-ins for the month of June. She applied for category 1 HAP set-aside funding on June 7, 2024 to address the shortfall that the program is experiencing. The Financial Management Center (FMC) team advised the Housing Authority during a monthly call to suspend the issuance of vouchers to applicants and cease absorbing portable vouchers. Mary also submitted a funding application for two Foster to Youth Initiative (FYI) referrals from Wood County Human Services. The application is to request additional noncompetitive funding for the FYI program which provides vouchers in combination with a case management component to youths ages 18 years and older who are aging out of foster care or will become homeless and meet the requirements of the program.
- 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.

- E. Confirmation notice of upcoming HUD REAC inspection: Mary reported that she received notification from a representative of Wisstar Inc.- a third party inspection firm that HUD has contracted with to complete the housing authority's inspection-confirming the housing authority's onsite inspections scheduled for July 8-9th, 2024. All public housing tenants have been notified of the upcoming inspections.

- F. Health & dental insurance renewal rates: Mary reported that there will be a 11.37% renewal rate increase for health insurance and 7% rate increase for dental. The new rates will take effect for July 1, 2024 for a blended 18-month renewal period of July 1, 2024 through December 31, 2025.

- G. Insurance hail claim: Mary reported that an insurance claim was submitted for hail damage that occurred on May 18, 2024 for all Public Housing units, Huntington House apartments, and maintenance vehicles. A claims check was received from the insurance company for the maintenance vehicles. The inspections on the public housing properties will be completed on June 24, 2024. The inspection for the Huntington House apartments was completed and damages report provided to commissioner's for review.

- H. Spectrum cable box upgrade status: Mary reported that dates have been scheduled in July for Parkview, Tenth Avenue, and Huntington House tenant DTA box upgrades.

- 6. **PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about when maintenance staff will be cutting down dead tree branches at the Huntington House apartments. Mary stated that she does have a definite schedule of when maintenance will take care of the dead branches, as they have been working on projects based on priority. She will mention this to the maintenance staff.

- 7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, July 31, 2024, in the community room of Huntington House Apartments.

- 8. **ADJOURNMENT:** Commissioner Reith-Kincaid moved to adjourn the meeting at 2:22 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Approved by:

 Mary Vang
 Executive Director

 Jo Ann Grode
 Chair

Date: _____

Date: _____