

**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, July 31, 2024 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:35 p.m.

**1. ROLL CALL:**

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

Also present: Jolina Janus

**2. MINUTES REVIEWED**

- A. Commissioners reviewed minutes from the June 26, 2024, meeting. Commissioner Helmer moved to approve the minutes of the June 26, 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 August 20, 2024.
- B. Social Committee update and approval of June 25, 2024 meeting minutes: Commissioners reviewed the minutes from the June 25, 2024 social committee meeting. Commissioner Reith-Kincaid moved to approve the minutes of the June 25, 2024 meeting, seconded by Commissioner Helmer. All aye votes.

**4. CONSIDERATION OF BILLS**

- A. Approve June 2024 Bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the June 2024 bills. Commissioner Grode inquired about the \$3,700 payment to CGM Cleaning Services. Mary stated we had several scattered site vacancies that required cleaning. Commissioner Helmer moved to approve the June 2024 bills, seconded by Commissioner Smith. All aye votes.

**5. EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there are three vacancies at Parkview: 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 July 29, 2024. The remaining vacancies will be filled off the waiting list with tentative move-in dates of August 9th and September 1<sup>st</sup>, 2024. There is one vacancy at Tenth Avenue apartments. The tenant is moving due to a program violation. The vacancy will be filled off the waiting list with a tentative move-in date of August 9, 2024. There are no scattered site vacancies.

- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there is one vacancy at Huntington House due to tenant moving out of state. This vacancy was filled off the waiting list with a move in date of August 1, 2024.
  
- C. Section 8 program status: Mary reported that as of July 18, 2024, there are 191 families under contract, with the current waiting list running approximately 12 months. There are currently 401 families on the waiting list. Section 8 activity for the month of July consists of the following: one VASH participant, three end of participations, one portability move-out, two portability move-ins, one new admission, zero new vouchers issued, three vouchers that expired, and five cumulative vouchers. The Financial Management Center (FMC) team continues to advise that the Housing Authority continue suspending the issuance of vouchers to applicants and cease absorbing portable vouchers. Shortfall funding that was applied for back in June will be announced in October. Mary also reported that the Foster Youth to Independence (FYI) funding request was approved by HUD and effective on July 1, 2024. Commissioner Grode inquired about the funding to help with the shortfall. Mary stated that the funding is specific only to the FYI special-purpose vouchers and is accounted for separately.
  
- D. Capital Funds Program grant status: Mary reported that 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 a \$295,951 balance in operations for insurance & miscellaneous expenses and \$27,000 in general capital activities for appliances, unit floor repairs/replacement, unit turnover/modernization, Parkview windows, and HVAC repairs at Parkview & 10th Avenue apartments. She also reported that she completed the 2024 annual statement submission in EPIC, but the document submission packet was rejected by the HUD field office. One of the documents used was an outdated form, and the self-certified public hearing document required a signature and a specific date of when the hearing was submitted for public notice. Mary will get these updated documents submitted to complete the 2024 CFP grant submission.

- E. SDC Update: Mary reported that no payments have been received since May, and one new Public Housing entry has been added to SDC as of July 17, 2024.
- F. HUD REAC inspection update: Mary reported that with the new NSPIRE inspection standards, the Housing Authority (HA) had several deficiencies related to the new requirements, putting the HA at a preliminary score of 75. With the new NSPIRE standards, in-unit deficiencies are scored much higher than with the previous UPCS inspection standards. Maintenance staff began working on the 24-hour deficiencies on the first inspection day. HUD has established a new portal application that allows PHAs to report on the status of these deficiencies.
- G. HCV NSPIRE implementation update: Mary reported that HUD extended the HCV NSPIRE inspection implementation date to October 2025. Ka Bao will give landlords several notices about the upcoming changes so that they can prepare for the NPSIRE inspections.
- H. Build America, Buy America Act (BABA) update: Mary reported that all parts of BABA will be in full effect as of August 23, 2024. This would only apply to HUD-obligated CFP grants on or after the effective date. CFP grants that were obligated before this date are not required to comply with BABA. There are general waivers that the Housing Authority can apply and document at the time of their projects.
- I. HUD HIP implementation update: Mary reported that HUD announced on June 17, 2024, that the Housing Information Portal (HIP) implementation is postponed until further updated. The original date to begin the transition was set for this summer through fall, but due to several concerns with potential interruptions in service and software vendors encountering technical issues, the delay is necessary to resolve these issues before transitioning to HIP. In addition, HUD is discussing the feasibility of delaying the compliance date of Sections 102 and 104 of HOTMA in part to allow for versions of the 50058 forms to be developed in HIP.

- 6. **PUBLIC INPUT**: No public input.
- 7. **NEXT MEETING**: The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, August 28, 2024, in the community room of Huntington House Apartments.
- 8. **ADJOURNMENT**: Commissioner Helmer moved to adjourn the meeting at 2:36 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: \_\_\_\_\_