

**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, August 28, 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 1:31 p.m.

**1. ROLL CALL:**

Present: Jean Helmer, David Henke, JoAnn Grode and Mary Vang

Excused: Cheryl Reith-Kincaid and Evan Smith

Also present: Eric Hambrock, Jolina Janus and Judy Wilcox

**2. MINUTES REVIEWED**

- A. Commissioners reviewed minutes from the July 31, 2024, meeting. Commissioner Helmer moved to approve the minutes of the July 31, 2024, meeting, seconded by Commissioner Henke. 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 September 17, 2024.
- B. HAI letter regarding policyholder dividends for members: Mary reported that as a Housing Authority (HA) member, the HA received \$117.80 in dividends for fiscal year 2023. The dividends are recapitalized into the HA's surplus account.

**4. CONSIDERATION OF BILLS**

- A. Approve July 2024 Bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the July 2024 bills. Commissioner Henke moved to approve the July 2024 bills, seconded by Commissioner Helmer. Commissioner Helmer inquired about the refund status of the Lamers bus trip that was cancelled. Mary stated that Allen did speak with Lamers, and a refund check will be issued. All aye votes.

**5. EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there is one vacancy at Parkview due to a program violation. This vacancy has been filled off the waiting list with a move-in date of August 23, 2024. There is one vacancy

at Tenth Avenue apartments. The tenant is moving due to a program violation. The vacancy has been filled off the waiting list with a move-in date of September 1, 2024. There are no scattered site vacancies. She also reported that one Parkview unit was heat treated for bed bugs, and another unit has been identified and will be scheduled for a heat treatment.

- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there are two vacancies at Huntington House. One deceased and one moving into assisted living. The two vacancies have been filled off the waiting list with a move in date of September 1, 2024.
  
- C. Section 8 program status: Mary reported that as of August 8, 2024, there are 184 families under contract, with the current waiting list running approximately 13 months. There are currently 433 families on the waiting list. Section 8 activity for the month of August consists of the following: one VASH participant, two end-of-participations, one portability moving into the Housing Authority jurisdiction that is being billed, and one voucher searching for rental units. There are no portability move-outs, no new admissions, and no expired 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.
  
- D. Capital Funds Program grant status: Mary reported that the 2021 grant has a zero balance in operations, and \$8,885.81 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. A drawdown of \$1,300 was made to pay for the replacement of a hot water heater at a scattered site unit. Commissioner Grode inquired about the status of the 2024 CFP grant. Mary stated that the statement of a public hearing did not meet the 45-day comment period, which will be furthered discussed in the agenda.
  
- E. Huntington House 10-year well permit renewal: Mary reported that Huntington House's well located in the back garage has been renewed for another 10 years. At one point the well was used for the sprinkler system, but due to costs in maintaining the system, the water is now used for washing maintenance vehicles and equipment.
  
- F. 2023 Post Audit Summary: Mary reported that the 2023 audit was completed and went well. The audit is due to HUD September 30, 2024.
  
- G. 2024 & 2025 Annual PHA Plan: Mary reported that as a qualifying PHA, the housing authority is not required to submit an annual PHA plan to

HUD, but is required annually to hold a public hearing, 45-day comment period, and consultation with the Resident Advisory Board. Mary reported that there are no changes to the Housing Authority's (HA) goals/objectives and capital activities for the 2024 PHA annual plan. There was one policy revision that was made to the Housing Choice Voucher Administrative plan, adding a Chapter for Special Purpose Vouchers, which provides guidance for the issuance of Foster to Youth Initiative (FYI) Vouchers. The 2025 Annual PHA Plan is further discussed in the 5-Year PHA Plan, as this annual plan is part of the next 5 Year PHA Plan.

- H. 2025-2029 5-Year PHA Plan: Mary reviewed with Commissioners from HUD-50075-5Y-5-Year PHA Plan for All PHAs. She explained that the plan covers years 2025-2029 and incorporates the 5-Year Capital Action covering the same years. The 2025 Annual PHA plan is also incorporated into the Housing Authority's 5-Year Plan. The following are the goals of the HA plan: (1) Reduce the incidence of homelessness in the area through collaboration and participation in the South Wood County Homelessness Coalition and North Central Continuum of Care Coalition (NCCOC), (2) Utilize innovative financing to improve long-term affordable rental properties to enhance the quality of living and self-sufficiency for tenants, (3) Create safe living environments for all public housing tenants through application of environmental review regulations, (4) Facilitate disaster preparedness, recovery, and resiliency, (5) Preserve the affordability and improve the quality of federally assisted affordable rental homes, (6) Focus on results—create an empowered organization that is customer-centered, place-based, collaborative and responsive to employee and stakeholder feedback, (7) : Build capacity—create a flexible and high-performing learning organization with a motivated, skilled workforce, (8) Modernize information technology to improve access to data and reports, which will assist the organization in administering programs more effectively, (9) Manage the housing choice voucher program in an efficient and effective manner, thereby maintaining a high performer status through SEMAP, and (10) Manage the existing public housing program in an efficient and effective manner, thereby maintaining a high performer status through PHAS. The HA has met several of its 2020-2024 5 Year PHA Plan goals as follows: meeting high performer status for FY 2023, successful RAD conversion of 68 unit Public Housing apartment, VASH voucher participant successfully transitioned out of the VASH voucher program and was absorbed into the HAWR's regular HCV program as they continue to work towards self-sufficiency, partnership with Wood County Human Services to provide non-competitive FYI vouchers to assist youths ages 18 – 24 who are aging out of foster care and/or at risk of becoming homeless, 30-50% tenant attendance at social committee sponsored events, partnership with Hunger Task Force's stock box program delivering nonperishable food to senior income eligible tenants, success stories of public housing families who obtain higher education, furthering their ability to secure higher-earning wages and/or purchasing their own homes within the community, and continued work with the South Wood County Homelessness Coalition in eliminating homelessness in South wood County. HAWR implements policies and goals to meet the Violence Against Women Act (VAWA) and recently revised its policies to include a preference for domestic violence

referrals. Revisions to the significant amendment were made to the format to easily identify substantial deviations, and an exception to the definition of a substantial deviation/modification for adopted or reflect changes in HUD regulatory requirements, changes to revise program requirements, or changes to revise/clarify program processes through the issuance of PIH notices, HUD memoranda, or Federal Register changes. Commissioner Grode inquired about the status of the completion of sections C2 through C4. Mary stated that section C2 is completed as the RAB committee met on August 27, 2024, to discuss the plan, section C3 will be completed electronically through HUD's housing portal, and section C4 will be completed at the conclusion of the 45-day comment period. Mary reviewed the proposed capital activities of the 2025-2029 5-Year Capital Action Plan with Commissioners. She explained that the projected amounts for each capital grant are estimates, and as each grant year is awarded, an annual budget statement will be created with the correct award amounts. The proposed capital activities for the 5-Year Action Plan would include the following; RAD related activities, in-unit & non-dwelling plumbing repairs as needed, annual allotment for appliances, scattered site hot water heaters, tree removal services as needed, concrete repairs, in-unit flooring repairs as needed, automatic door opener repairs at apartment buildings, unit turnover/modernization, Parkview windows, HVAC repairs as needed, physical needs assessment, parking lot repairs, smoke & carbon monoxide detectors, painting and carpet replacement at Tenth Avenue apartments, security camera upgrades, elevator upgrades, replacement of washer and dryers at apartment buildings, and miscellaneous operational expenses.

6. **PUBLIC INPUT:** Judy Wilcox stated that over the several years that she has lived at Tenth Avenue apartments, she has not seen an upgrade to the windows, floors, and kitchen cupboards. Mary stated that of all the public housing units, Tenth Avenue, being built in 1981, is the youngest in age when compared to Parkview and Huntington House apartments, which were built in the 60s, with the scattered sites being built not too shortly after. When addressing the capital needs of the entire public housing portfolio, the age of the structure and mechanics of each building are taken into consideration in the decision-making of how capital projects are prioritized. Judy stated that she recently needed to replace her air conditioner and asked why the housing authority does not provide in-unit air conditioners, as there are some tenants who do not have cooling units. Mary stated that the housing authority at one point provided in-unit air conditioners, but due to limited capital funds and capital needs in other areas of the public housing portfolio, it became cost-prohibitive. Common area spaces such as the game/community room do have air-conditioning, and tenants who do not have in-unit cooling units are encouraged to utilize these spaces during extreme heat-related weather conditions. Commissioner Grode stated that the housing authority applied for low-income tax credits in the past, but due to the HA's ability to score high in specific categories, was difficult. She also stated that 10<sup>th</sup> Avenue apartments could be part of a future RAD conversion, which would allow for the rehabilitation of the building.
7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, September 25, 2024, in the community room of Huntington House Apartments.

8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:50 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: \_\_\_\_\_