

**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, December 20, 2023 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 1:34 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

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the November 29, 2023, meeting. Commissioner Helmer moved to approve the minutes of the November 29, 2023, meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update of activities: Commissioner Helmer reported that the Christmas dinners went well at all three apartment buildings. Commissioner Reith-Kincaid reported that due to the low attendance for the Christmas tour of lights trip, this event should be carefully reevaluated for next year's committee events. Mary stated that the Lamer's bus rentals rates have gone up significantly and she has had discussions with Allen, social committee coordinator, regarding the scaling back on bus trips for the upcoming year due to low attendance rates and rising rental costs.
- B. Stock box update: Mary reported that a total of 33 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. The next distribution date is scheduled for January 17, 2024.
- C. Staff training update: Mary reported that the public housing program manager completed a Nan McKay webinar hosted Public Housing rent calculation update for HOTMA.

4. CONSIDERATION OF BILLS

- A. Approve 3rd Quarter 2023 financial statements from fee accountant: Commissioners reviewed the 3rd Quarter 2023 financial statements from fee accountant. Commissioner Reith-Kincaid moved to approve the 3rd Quarter 2023 financial statements, seconded by Commissioner Helmer. All aye votes.
- B. Approve November 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed November 2023 bills. Commissioner Helmer moved to approve November 2023 bills, seconded by Commissioner Smith. Commissioner Helmer inquired about purchase card payment for window locks of \$102.29. Mary stated that the locks were purchased for several window locks that needed to be replaced in the scattered site vacancy. Commissioner Grode inquired about purchase card payment to Adobe Creative Cloud of \$89.66. Mary stated the subscription was for the applications offered through Adobe in creating digital signage for the TV monitors at Parkview and Huntington House. The subscription has been cancelled due to costs, and moving forward staff will be using a more cost-effective approach with the free application services through Canva. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there is a possible upcoming vacancy at Parkview, but an official move-date has not been confirmed by the tenant. There are two vacancies at Tenth Avenue apartments: one tenant transferred from the public housing program to the project-based voucher program at Huntington House Apartments and the other will be moving into assisted living. One vacancy has been filled with a move-in date of December 29, 2023. The vacancy will be filled off the waiting list with tentative move-in dates of January 16, 2024. There are two scattered site vacancies: one due to a change in household composition and the other moved out of state. The family with the household composition change will be moving from the two-bedroom unit to the three-bedroom vacancy on December 15, 2023. The two-bedroom vacancy will be filled off the waiting list with a tentative move-in date of January 31, 2024. She also reported that unit vacancies will be scheduled for cleaning through CGM Cleaning Services.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there is one vacancy at Huntington House due to the tenant being deceased. This unit has been filled off the waiting list with a move-in date of January 1, 2024.
- C. Section 8 program status: Mary reported that as of December 12, 2023, there are 198 families under contract with the current waiting list running approximately 8 months. There are currently 374 families on the waiting list. Section 8 activity for the month consists of the following: two VASH voucher holders, three new admissions, one portability move-in and three vouchers that expired. There was no activity with portability move-outs,

new vouchers issued, and end of participations. There are currently eight cumulative voucher holders.

- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$42,907.86 balance in operations for insurances and miscellaneous operating expenses, \$11,198.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations and \$13,318.49 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$175,155.06 balance in operations for insurances, PILOT, and miscellaneous operating expenses: \$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 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. Huntington House RAD PBV Replacement Reserve and capital projects status: Mary reported that the most recent capital improvement was completed on September 12, 2023 for the installation of a new auto door operator for the front main entrance door.
- F. State Debt Collection (SDC) program status: Mary reported that no payments were received from the SDC program for the past 5 months, and that Jolina processed three SDC entries for 2023.
- G. 2024 Operating subsidy submission: Mary reported that the 2024 operating subsidy HUD form 52723/52722 was successfully submitted and accepted as of November 28, 2023 for the requested amount of \$237,092.
- H. Approval of 2022 Audit: Commissioners reviewed 2022 Audit. Commissioner Reith-Kincaid moved to approve the 2022 Audit, seconded by Commissioner Smith. All aye votes.
- I. HUD published Public Housing Authority (PHAS) scores for FY 2019, 2020, and 2021: Mary reported that PHAS scoring for the housing authority was waived for CY's 2019, 2020, & 2021 due to COVID. She also provided a recap of the score received of 85 for CY 2017.
- J. HUD-Update on implementation of Section 102 & 104 of Housing Opportunity through Modernization Act (HOTMA): Mary reported that after careful review of the new HOTMA section 102 & 104 updates, it would be in the best interest for the housing authority to hold off on HOTMA policy implementations until more guidance is provided through HUD and the housing authority's software vendor, Housing Data Systems. Several required changes through HOTMA will require that HUD's new HIP system, which replaces PIC, is in place and the software vendor can update their systems to meet these changes. In addition, this will allow the administrative staff opportunities for much needed HOTMA training

and how the agency will appropriately handle public housing discretionary policies related to the HOTMA changes.

6. RESOLUTION

A. 2023_12 Public Housing Write Off Accounts: Commissioners reviewed Resolution 2023_12 Public Housing Write Off Accounts. Commissioner Helmer moved to approve Resolution 2023_12 Public Housing Write Off Accounts, seconded by Commissioner Smith . All aye votes.

7. PUBLIC INPUT: There was no public input.

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

9. ADJOURNMENT: Commissioner Smith moved to adjourn the meeting at 2:49 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:_____