

**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 September 25, 2019, in the community room of the Huntington House Apartments, 2521 10th Street S, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:45 p.m.

1. ROLL CALL:

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

Also Present: Carol Voss, Marlene Przybelski, Linda Stueck, Connie Frahm, and Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the August 28, 2019 meeting. Commissioner Helmer moved to approve the minutes of the August 28, 2019 meeting, seconded by Commissioner Reith-Kincaid. No discussion. All aye votes.

3. COMMUNICATIONS:

- A. Tenant memo to all public housing tenants regarding upcoming HUD/Real Estate Assessment Center (REAC) Inspection: Mary reported that the Housing Authority was notified on September 19, 2019 of the upcoming public housing REAC inspection scheduled for October 7 & 8, 2019. Tenant memos were issued to all public housing tenants notifying them of the inspection. In preparation for the inspection, Public Housing Manager scheduled pre-inspections of tenant units in order to address work orders requiring immediate attention and any housekeeping concerns.
- B. Staff Training Update: Mary provided a report on the most recently attended training by herself and two other staff at the Wisconsin Association of Housing Authorities (WAHA) 2019 fall conference that was hosted by District 7 in Milwaukee.

4. CONSIDERATION OF BILLS

- A. Approve August 2019 financial statements from fee accountant: Commissioners reviewed the August 2019 financial statements from the fee accountant. Commissioner Reith-Kincaid moved to approve the August 2019 financial statements from the fee

accountant, seconded by Commissioner Smith. There were no comments. All aye votes.

- B. Approve August 2019 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the August 2019 bills. Commissioner Helmer moved to approve the August 2019 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Reith-Kincaid. Commissioner Grode inquired about the purchase from K & W Glass Inc and if those expenses were damages that were charged to the tenant. Mary stated that the glass was purchased for replacing the Parkview caretaker's damaged patio glass pane. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview: One leaving without notice, one voluntary move and two deceased. Allen has filled two of these vacancies with move-ins scheduled for September 27, 2019. Allen will fill the remaining upcoming two vacancies from the waiting list with tentative move-in dates for October 2019. There are three vacancies at Huntington House, one deceased and two moving into assisted living. Allen has filled all three of these vacancies with move-in dates scheduled for September 27, 2019 and October 25, 2019. There are two upcoming vacancies at Tenth Avenue apartments, both of which will be moving into assisted living. Allen has filled one vacancy from the waiting list with a move-in date of November 1, 2019. Allen will fill the remaining vacancy from the waiting list with a tentative move-in date of December 6, 2019. There is one vacancy in the scattered site houses due to the tenant moving out of town. Allen will fill this vacancy from the waiting list with a tentative move-in date of November 15, 2019.
- B. Section 8 program status: Mary reported that as of September 20, 2019, there are 181 families under contract with private landlords with the current waiting list running approximately 11 months. There are currently 336 families on the waiting list. The Section 8 activity for the month consisted of zero new admissions or vouchers into the program and two participants coming off the program.
- C. State Debt Collection (SDC) program status: Mary reported that one SDC payment was received as of September 3, 2019 for the amount of \$160 from a former Public Housing tenant, bringing that balance owed to \$1,169.50.
- D. Capital Funds Program (CFP) Grants Status: Mary reported that in the 2016 capital funds grant there are zero balances in operations,

dwelling structures, dwelling equipment and non-dwelling equipment. There is a balance of \$2,061.58 in site improvement which is anticipated for repairs to exterior concrete steps at the scattered site properties and for the city parking lot curb and gutter reconstruction project. In the 2017 capital funds grant there are zero balances in operations and dwelling structures. In site improvements there is a balance of \$3,000 for concrete repairs at all sites, \$8,332.72 in dwelling equipment for appliances and \$15,268.51 for a new maintenance van. In the 2018 capital funds grant there is \$108,098.86 in operations for the 10th Street city sidewalk project; \$8,900 in site improvements for the sealing and striping of the apartment parking lots; \$23,330.30 for replacement of Parkview windows and needed HVAC repairs at Huntington House and Parkview apartment buildings, and \$15,000 in dwelling equipment for appliances. Mary also reported that there will be a need to reallocate funds from the 2017 and 2018 capital funds grants to pay for the tree removal services from the storm damages.

- E. US Bank purchase card rebate: Mary reported that a rebate check in the amount of \$393.53 was received on September 4, 2019 for the housing authority's participation in the US Bank purchase card program.
- F. Receipt of the *Low Loss Ratio Award* for 2015-2017 from HAI group: Mary reported that the Housing Authority received an award for consistent positive performance in achieving a low loss ratio in general liability claims for the years of 2015, 2016 and 2017.
- G. Letter from KONE regarding price adjustments effective for October 1, 2019: Mary reported that effective October 1, 2019 Kone will be adjusting their elevator contract prices for Parkview and Huntington House apartments by an additional 3%.
- H. 2018 audit communication with those charged with governance and audit: Commissioners reviewed the 2018 financial statements and independent auditor's report as prepared by Tostrud Temp. Mary reported that there were no difficulties encountered in completion of the audit; and no significant findings/issues or identified deficiencies in internal controls that would have resulted in material weaknesses. Commissioner Helmer moved to accept the 2018 audit as presented by Tostrud Temp, seconded by Commissioner Smith. All aye votes.
- I. Rental Assistance Demonstration (RAD) update: Mary reported that the Legacy Foundation may have a potential interest in providing grant funding for the current RAD conversion project and possible future projects. She will continue to have ongoing conversations

with Mike Bovee, Executive Director for the Legacy Foundation to see where there is potential grant funding. Mary also reported that only one out of the four Architect and Engineer (A&E) firms that were sent Request for Qualifications responded back by the specified deadline. Martin Riley responded with a proposal and their services were engaged. Mary stated that being it is already the end of September and due to the time constraints with recipient announcements for the FHLBC AHP subsidies in late November to early December and the need to submit the RAD financing plan in December 6, 2019 shortly after the AHP funding is secured. There is a need to have the development team from Martin Riley start work immediately on the design phase of the project so that further movement can be made with securing general contractor bids to determine the actual costs of the project in the event that changes to the scope of work or additional funding is needed; and due to the larger than usual scale of the construction project, Martin Riley would also be assisting in the development of the construction documents in accordance with HUD requirements, bidding process and as well as work closely with the general contractor to ensure that all work is being completed as stated in the construction documents.

6. RESOLUTIONS:

- A. Resolution 2019-2 Procurement Policy: Commissioners reviewed resolution 2019-2 Procurement Policy. Mary reported that revisions were made to the small purchase thresholds to allow the Housing Authority better flexibility and efficiency in business making decisions when making purchases. Commissioner Smith moved to approve resolution 2019-2 for the revisions to the Procurement Policy, seconded by Commissioner Helmer. All aye votes.

- B. Resolution 2019-3 Chapter 13 Lease Terminations of the Public Housing Administrative & Continued Occupancy Policy: Commissioners reviewed Resolution 2019-3 Chapter 13 Lease Terminations of the Public Housing Administrative & Continued Occupancy Policy. Mary reported that as a part of HUD's Housing Opportunity Through Modernization Act of 2016 (HOTMA), HUD is requiring that Housing Authorities adopt the new streamlined ruling to address over-income families in public housing. Commissioner Reith-Kincaid moved to approve resolution 2019-3 to adopt the streamlined ruling to address over-income families in public housing in Chapter 13 Lease Terminations of the Public Housing Administrative & Continued Occupancy Policy, seconded by Commissioner Henke. All aye votes.

- C. Resolution 2019-4 Bed Bug Policy: Commissioners reviewed Resolution 2019-4 Bed Bug Policy. Mary reported that due to the

increased presence and need to treat bed bugs in public housing units, the intentions of the policy are to outline the roles and responsibilities of the Housing Authority and the tenant in the detection and treatment of bed bugs. Commissioner Helmer moved to approve resolution 2019-4 for the development of the Bed Bug Policy, seconded by Commissioner Reith-Kincaid. Commissioner Grode commented on the first paragraph to be changed from “your unit” to “tenant unit”. All aye votes.

D. Resolution 2019-5 Chapter 18 Project Based Vouchers (PBV) under the Rental Assistance Demonstration (RAD) Program of the Housing Choice Voucher Administrative Plan: Commissioners reviewed Resolution 2019-5 Chapter 18 Project Based Vouchers (PBV) under the Rental Assistance Demonstration (RAD) Program of the Housing Choice Voucher Administrative Plan. Mary reported that the revision to this chapter allows the Housing Authority to adopt the already set in place preferences from an existing site-based waiting list as it relates specifically to the converted RAD PBV project, so that those preferences would apply to the site-based RAD PBV waiting list. Commissioner Smith moved to approve resolution 2019-5 revisions to adopt the existing site-based waiting list preferences in Chapter 18 Project Based Vouchers under the Rental Assistance Demonstration Program of the Housing Choice Voucher Administrative Plan, seconded by Commissioner Henke. All aye votes.

E. Resolution 2019-6 Revision to 2015-2019 Five Year PHA Plan: Commissioners reviewed Resolution 2019-6 Revision to 2015-2019 Five Year PHA Plan. Mary reported that the revisions to the plan included a Rental Assistance Demonstration (RAD) significant amendment and also RAD language as it relates to the Huntington House RAD conversion. Commissioner Reith-Kincaid moved to approve resolution 2019-6 revision to 2015-2019 Five Year PHA Plan, seconded by Commissioner Smith. All aye votes.

F. Resolution 2019-7 2020-2024 Five Year PHA Plan: Commissioner reviewed Resolution 2019-7 2020-2024 Five Year PHA Plan. Commissioner Smith moved to approve resolution 2019-7 2020-2024 Five Year PHA Plan, seconded by Commissioner Helmer. 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 October 30, 2019 in the community room of the Parkview Apartments

9. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:19 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: _____