

**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, January 26, 2022 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 1:31 p.m.

1. ROLL CALL:

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

Also Present: Carol Voss, Linda Lucht, and Sandra Crook

Excused: David Henke

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the December 22, 2021 meeting. Commissioner Helmer moved to approve the minutes of the December 22, 2021 meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update of activities: Mary reported due to the increased COVID cases, monthly coffee and rolls are temporarily postponed and upcoming social committee activities are pending.

4. CONSIDERATION OF BILLS

- A. Approve November 2021 financial statements from accountant: Commissioners reviewed the November 2021 financial statements from the fee accountant. Commissioner Grode inquired about a prior board discussion regarding providing quarterly entity wide financial reports as opposed to the monthly financial reports. Mary stated that if the commissioners agreed, she would continue to provide the monthly income statement portion for each program in addition to the quarterly entity wide financial report. Commissioners discussed and agreed that the quarterly year to date reports in addition to the monthly income statements would be reasonable and reduce on paper copies. Commissioner Reith-Kincaid moved to approve the November 2021 financial statements, seconded by Commissioner Smith. All aye votes.
- B. Approve December 2021 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the December 2021 bills. Commissioner Grode stated that the purchasing card detail was missing comments for the maintenance items. Mary stated that comments were not recorded at the time she printed the report for the meeting, she did have written comments to share with Commissioners regarding what was purchased. Commissioner Helmer moved to approve the December

2021 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Smith. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview. Three vacancies were due to lease violations, one tenant moving to Project Based Voucher Program at Huntington House, and one deceased. There was one vacancy in the Tenth Avenue apartments due to moving in to care for family. This vacancy was filled with a move-in date for January 18, 2022. There are three vacancies at the scattered sites: one was a termination with the other two moving in with others. Due to the extensive repairs needed to turn over these units, Mary placed a request to the HUD Field Office to have these scattered sites inactive for modernization in HUD's Project Inventory Count (PIC) system. She was informed that within that month a HUD PIH published notice was released requiring that any modernization efforts and requests to place Public Housing units inactive in HUD's PIC system would need to be a part of the Housing Authority's Five-Year Action Plan. In addition, units would need to be specifically identified in the plan. The current plan does not include language for modernization of specific units, and since this would fall within the Housing Authority's significant amendment to the plan-RAB consultation, public comment period and board approval would be required.
- B. Huntington House Redevelopment, LLC Occupancy: There are three vacancies at the Huntington House RAD PBV project: one is deceased, one is moving to an assistive care facility and one is moving to live with family. All of the vacancies have been filled off the waiting list with move-in dates of February 1, March 1, and April 1 of 2022.
- C. Section 8 program status: Mary reported that as of January 24, 2022, there are 170 families under contract with the current waiting list running approximately around 6 months. There are currently 123 families on the waiting list. The Section 8 voucher activity for the month of January consisted of the following: zero new admissions, five VASH voucher holders, zero new issued vouchers for a cumulative of four vouchers, zero portability move-outs and move-ins, zero vouchers expiring and one end of participation.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations and RAD activities and \$33,443.81 in general capital activity for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. The 2019 grant has a balance of \$71,324.17 in operations for insurances and miscellaneous operating expenses, \$26,077.19 in general capital activity for appliances and zero in RAD activities. Mary stated that in 2019 operations a drawdown of \$1,500 was made to hire a local company to assist in turning over two units at Parkview; and a drawdown of \$5,504 was made to pay for Parkview's annual FEMA flood insurance. Mary reported that

the Parkview security camera system installation is anticipated to be completed by the end of January.

E. State Debt Collection (SDC) : Mary reported that two payments totaling \$258.55 were received in January 2022 from two former public housing tenants.

F. State Farm Workers Compensation final premium audit refund: Mary reported that \$188.00 was received from State Farm as a result of the final workers compensation audit.

G. Parkview flood insurance premium: Mary reported that the annual flood insurance for Parkview has been renewed and premium payment completed.

6. **PUBLIC INPUT:** Huntington House tenant Sandra Crook inquired about the move-in date for unit 105 at Huntington House apartments. Mary stated the unit has been filled off the waiting list with a move-in date set for April 1, 2022.
7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, February 23, 2022, in the community room of the Huntington House Apartments.
8. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:17 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: _____