

**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, February 23, 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 1:30 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, Linda Lucht, and John Gethers

2. ELECTION OF OFFICERS:

- A. Chair: Commissioner Henke nominated Commissioner Grode for Chair. Commissioner Helmer moved to approve Commissioner Grode as Chair of the Board of Commissioners, seconded by Commissioner Smith. All aye votes.
- B. Vice Chair: Commissioner Henke nominated Commissioner Helmer for Vice Chair. Commissioner Reith Kincaid moved to approve Commissioner Helmer as Vice Chair of the Board of Commissioners, seconded by Commissioner Smith. All aye Votes
- C. Recording Secretary: Commissioner Reith-Kincaid moved to approve Mary Vang Executive Director as recording secretary as stated in the bylaws of the Housing Authority of Wisconsin Rapids, seconded by Commissioner Smith. All aye votes.

3. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the January 26, 2022 meeting. Commissioner Helmer moved to approve the minutes of the January 26, 2021 meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

COMMISSIONER GRODE MOVED AGENDA ITEM #5 TO FOLLOW AGENDA ITEM #6 IN ORDER TO ACCOMMODATE FOR THE LATER ARRIVAL TIME OF JOHN GETHERS

4. COMMUNICATIONS

- A. Tenant newsletters: Mary reported that Ann Marie prepared and had the annual spring newsletters delivered to all public housing and Huntington House tenants. The newsletter provided several reminders to tenants of their responsibilities, building policies, and to address Housing Authority observed concerns throughout the year.

- B. Letter to Parkview, Tenth Avenue, and Huntington House tenants regarding Hunger Task Force Stockboxes and COVID-19 booster vaccinations: Mary reported that tenants were provided information regarding the availability of in home COVID-19 booster vaccinations for those who are homebound. She also reported that due to limited transportation, senior tenant participation in the Hunger Task Force food stockbox program was very low. To continue the partnership with the Hunger Task Force and provide tenants the opportunity to participate in the program, Commissioner Grode has volunteered to assist to pick up boxes from SWEPS and deliver to all three apartment buildings, beginning in March. For the month of February Mary picked up and distributed a total of 26 boxes.

5. **OVERVIEW OF COMPLETED PARKVIEW SECURITY CAMERA SYSTEM INSTALLATION BY JOHN GETHERS OF TECH PRO**: John Gethers from Tech Pro provided commissioners with an live overview of the completed security camera system at Parkview apartments. Commissioners are very pleased with the system and the security that it will bring to the building.

6. **CONSIDERATION OF BILLS**

- A. Approve December 2021 financial statements from accountant: Commissioners reviewed the December 2021 financial statements from the fee accountant. Mary reviewed the accountant prepared quarterly income statement with Commissioners and provided explanations of program variances in income and expenses. Commissioner Grode inquired about the zero amount under the fraud recovery line item in the quarterly income statement, as she recalls receiving revenues from the WI State Debt Recovery program. Mary stated that those recovery payments show up as a liability expense reduction under the collection losses line item. Commissioner Smith moved to approve the December 2021 financial statements, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Approve January 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the January 2022 bills. Commissioner Helmer moved to approve the December 2022 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Smith. No discussion. All aye votes.

7. **EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there are six vacancies at Parkview. Two vacancies were due to lease violations, one tenant moving to the Project Based Voucher Program at Huntington House, one transfer to Tenth Avenue, one moving to live with family out of area, and one deceased. There are no vacancies at Tenth Avenue apartments. There are three vacancies at the scattered sites: one was a termination with the other two moving in with others. Maintenance materials that were

on back order to complete repairs are slowly becoming available, but have taken longer than anticipated.

- B. Huntington House Redevelopment, LLC Occupancy: There are four vacancies at the Huntington House RAD PBV project: two deceased, two moving to be closer to family. Three of the vacancies have been filled off the waiting list with move-in dates of March 1 & 17, and April 1st of 2022.
- C. Section 8 program status: Mary reported that as of February 17, 2022 there are 174 families under contract with the current waiting list running approximately around 6 months. There are currently 121 families on the waiting list. The Section 8 voucher activity for the month of February consisted of the following: four new admissions, five VASH voucher holders, five new issued vouchers for a cumulative of eight vouchers on the street, zero portability move-outs and move-ins, three vouchers expiring and one end of participation due to program violations. Mary also reported that during COVID, HUD provided several regulatory waivers to the Housing Choice Voucher and Public Housing Programs that were effective through the end of 2021. HUD realizes that Housing Authorities (HA) continue to struggle with full utilization in administering the Housing Choice Voucher (HCV) program. Therefore, HUD has provided HA's an opportunity to request expedited waivers related to the HCV program. Mary will be requesting expedited waivers from HUD to increase Section 8 payment standards by 115% of the area fair market rents. The goal is to increase Housing Assistance Payments (HAP) utilization as the rental market has become increasingly competitive for Tenant Based Voucher (TBV) holders when searching for rental units that meet Section 8 payment standard requirements. This is going to be especially important as HUD will be increasing proration rates for HAP and Administrative Fee subsidies for 2022 with close monitoring of full utilization of funds.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities, and \$31,943.81 in general capital activities for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. Mary stated that an allocation and drawdown of \$1,500 was made from the 2018 general capital activities for tree services at 1940 Oak Street. 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. The 2020 grant has a \$121,657.84 balance in operations, \$24,546 in general capital activities, and zero in RAD activities. The 2021 grant has a \$160,943.98 balance in operations, \$23,085 in general capital activities. Allocation and drawdown activities in the 2021 grant are as follows; \$3,500 to Tech Pro to pay for the remaining balance of the Parkview security camera system and \$33,001.02 for the 2021 Public Housing PILOT.
- E. State Debt Collection (SDC) : Mary reported that four payments totaling \$778.94 were received in February 2022 from three former public housing tenants and one former Section 8 participant.

F. Public Housing and Huntington House Redevelopment LLC 2021 PILOT: Mary reported that the fee accountant prepared HUD form 52267 computation of payments in lieu of taxes for both Public Housing and the Huntington House LLC for tax year 2021.

G. Submission of FYE 12/31/2021 unaudited financial data to HUD's Financial Assistance Subsystem: Mary reported that the FYE 12/31/2021 unaudited financials submission was completed on 2/10/2022.

H. Submission of FY 2022 operating fund grant: Mary reported that HUD form 52723 operating subsidy for 2022 submission was completed on 2/16/2022.

6. **PUBLIC INPUT:** There was no public input.
7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, March 30, 2022, in the community room of the Huntington House Apartments.
8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:10 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: _____