

**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 1:00 p.m. on Wednesday, March 31, 2021 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> Street South, Wisconsin Rapids, WI 54494. Commissioner Helmer called the meeting to order at 1:32 p.m.

**1. ROLL CALL:**

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

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

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the February 24, 2021 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the February 24, 2021 meeting, seconded by Commissioner Smith. All aye votes.

**3. COMMUNICATIONS:**

- A. Approval of minutes of the March 8, 2021 Resident Advisory Board Meeting: Commissioners reviewed the Resident Advisory Board (RAB) minutes from the March 8, 2021 meeting. Commissioner Reith-Kincaid moved to approve the March 8, 2021 RAB minutes, seconded by Commissioner Smith. All aye votes.

**4. CONSIDERATION OF BILLS**

- A. Approve December 2020 financial statements from fee accountant: Commissioners reviewed the December 2020 financial statements from the fee accountant. Commissioner Smith moved to approve the December 2020 financial statements, seconded by Commissioner Henke. All aye votes.
- B. Approve January 2021 financial statements from fee accountant: Commissioners reviewed the January 2021 financial statements from the fee accountant. Commissioner Reith-Kincaid moved to approve the January 2021 financial statements, seconded by Commissioner Smith. All aye votes.
- C. Approve February 2021 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the February 2021 bills. Commissioner Reith-Kincaid moved to approve the February 2021 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Henke. All aye votes.

## 5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are five vacancies at Parkview—one for a smoking violation, one moving into assisted living, one moving closer to family, one moving out of town and one deceased. Two of the vacancies have been offered to applicants from the waiting list with move-in dates for March 24 & 26, 2021. The remaining vacancies will be filled off the waiting list with tentative move in dates of April 5, 2021, May 21, 2021, and May 28, 2021. There is one vacancy at Huntington House due to the tenant moving to a bigger rental. This vacancy will be filled on May 28, 2021. There is one vacancy at Tenth Avenue due to the tenant moving closer to family. This vacancy will be filled off the waiting list with a tentative move in date for May 28, 2021. There are two scattered site vacancies. One moving out of state and another moving into another rental in area. One vacancy has been filled with a move in date of April 30, 2021 and the other will be filled off the waiting list with a tentative move in date of June 11, 2021.
- B. Section 8 program status: Mary reported that as of March 16, 2021, there are 161 families under contract with private landlords with the current waiting list running approximately 24 months. There are currently 171 families on the waiting list. The Section 8 activity for the month of March consisted of the following: one new admission, six VASH vouchers, eight new issued vouchers for a cumulative of twenty vouchers, zero portability move-outs, move-ins & end of participations, and two vouchers that expired.
- C. State Debt Collection (SDC) program status: Four SDC payments were received on March 5, 2021 from four former public housing tenants totaling \$1,496.07.
- D. Capital Funds Program grant status: Mary reported that the 2016 and 2017 grants have been fully expended and will be closed-out and included in the 2020 audit. The 2018 grant has a balance of zero in operations and RAD; and \$38,250.77 in general capital activity for parking lot sealing/restriping, tree removal, appliances and Parkview HVAC. The 2019 grant has a balance of \$127,906.22 in operations for special assessment city projects and insurances, \$26,077.19 in general capital activity for appliances and zero in RAD. The 2020 grant has a balance of \$234,791.33 in operations for insurances, a new maintenance van, and special assessment city projects; \$6,000 in general capital activity for appliances and \$9,565 in RAD HAP funding for the Huntington House project.
- E. CARES Act Funds Status: Mary reported on the following CARES ACT fund balances; Public Housing operating subsidy CARES Act are fully expended.. The first round of Housing Choice Voucher CARES ACT has a balance of \$2,420.55 and the second round of funding has a balance of

\$21,885. These funds will support administrative expenses as permissible under HUD guidelines. Funds are to be expended by December 31, 2021. The Milwaukee HUD field office is encouraging housing authorities to expend these funds before the date of availability expires.

- F. US Bank purchasing card program rebates: Mary advised commissioners that the housing authority received rebates through the US Bank purchasing card program in the amount of \$667.16.
  
- G. FYE 2020 unaudited HUD Financial Assessment Subsystem (FASS) submission: Mary advised commissioners that the 2019 unaudited certification was successfully submitted to the REAC Financial Assessment Subsystem on March 4, 2021.
  
- H. 2021 Operating Subsidy submission: Mary advised commissioners that the HUD form 52723 2021 operating subsidy was successfully submitted to REAC Operating Portal subsystem on March 23, 2021.

**6. RESOLUTIONS:**

- A. Resolution #2021-1 Acceptance of 2021 Capital Funds: Commissioners reviewed Resolution #2021-1 acceptance of 2021 capital funds. Commissioner Reith-Kincaid moved to approve Resolution #2021-1 for acceptance of 2021 capital funds, seconded by Commissioner Smith. All aye votes.

7. **PUBLIC INPUT**: Sandra Crook asked if paper towels could be placed in the laundry room at Tenth Avenue for clean-up after tenant use. Mary stated that she would look further into this.

8. **CLOSED SESSION**: A motion was made by Commissioner Smith, seconded by Commissioner Reith-Kincaid, to adjourn into closed session pursuant to Section 19.85 (1) ©, Wisconsin Statutes, for the purpose of considering “employment, promotion, compensation, or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.” A roll call vote was taken. All aye votes.

Commissioner Helmer called the meeting to order at 2:20 p.m. In closed session, commissioners discussed a request to post employment for a part-time maintenance summer helper.

9. **RETURN TO OPEN SESSION**: A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Smith, to adjourn the closed session and move into open session. All aye votes. Commissioner Helmer called the meeting to order at 2:30 p.m.

RE: A motion was made by Commissioner Reith-Kincaid, seconded by Commissioner Smith, to approve Mary posting the employment opportunity for a part-time summer helper. All aye votes.

10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, April 28, 2021 in the community room of the Huntington House Apartments.
11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:35 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: \_\_\_\_\_