

**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, April 29, 2020 in the basement of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:32 p.m.

1. ROLL CALL:

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

Also Present: Carol Voss, Linda Lucht, Josh Freeman, Dean Veneman and Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the April 1, 2020 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the April 1, 2020 meeting, seconded by Commissioner Henke. There were no comments. All aye votes.

3. COMMUNICATIONS:

- A. HUD PIH 2020-05 Notice COVID19 Statutory and Regulatory Waivers for Public Housing and Housing Choice Voucher: Mary reviewed and discussed the various regulatory and statutory waivers under HUD PIH Notice 2020-05 with commissioners. Under the Coronavirus Aid, Relief and Economic Security (CARES) Act, HUD is waiving and establishing alternative requirements for numerous statutory and regulatory requirements for the Public Housing (PH) and Housing Choice Voucher (HCV) programs. The waivers would provide administrative flexibilities and relief to public housing agencies (PHA's) in response to the COVID-19 national emergency. HUD is encouraging and giving PHAs the discretion to apply these waivers to keep PH and HCV programs operational to the extent practicable. Commissioner Grode inquired about the implementation of the waivers discussed. Mary stated that she intends to further review these waivers in detail with staff to determine which would be most applicable.

4. CONSIDERATION OF BILLS

- A. Approve February 2020 financial statements from fee accountant: Commissioners reviewed the February 2020 financial statements. Commissioner Helmer moved to approve the February 2020

financial statements, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes.

- B. Approve March 2020 financial statements from fee accountant: Commissioners reviewed the March 2020 financial statements. Commissioner Reith-Kincaid moved to approve the March 2020 financial statements, seconded by Commissioner Henke. There were no comments. All aye votes.
- C. Approve March 2020 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the March 2020 bills. Commissioner Grode commented on the Applied Tech purchase card bill for \$290. Mary stated that the bill was for additional services beyond the current contract with Applied Tech. Commissioner Grode discussed investigating alternative vendors for pricing. Mary stated that the computers and server are due for an upgrade, and she intends to request quotes from multiple vendors. Commissioner Helmer moved to approve the March 2020 bills, seconded by Commissioner Smith. There were no other questions. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview—one for a lease violation, one moving into assisted living, one moving for financial reasons and one moving to be closer to family. Three of the vacancies have been offered to applicants from the waiting list with move-in dates for May 22, 2020 and June 12, 2020. The remaining vacancy will be filled off the waiting list with tentative move in date of July 17, 2020. There are three vacancies at Huntington House—two deceased and one who moved into assisted living. One vacancy has been filled off the waiting list with move in date for May 28, 2020. The other vacancy is anticipated to remain vacant for the purposes of the Huntington House RAD conversion and the third vacancy will be filled off the of the waiting list with a tentative move in date of August 10, 2020. There is one vacancy at Tenth Avenue—the tenant will be moving into assisted living. This vacancy will be filled off the waiting list, with a tentative move in date of June 26, 2020. There are two vacancies in the scattered site houses—one due to the tenant moving out of town, and the other due to a transfer from a three-bedroom to a two-bedroom unit as a result of an decrease in household composition. These vacancies will be filled from the waiting list with tentative move in dates for May 8, 2020 and July 24, 2020. A third vacancy is anticipated for the end of May but has not yet been confirmed.

- B. Section 8 program status: Mary reported that as of April 24, 2020, there are 165 families under contract with private landlords with the current waiting list running approximately 16 months. There are currently 343 families on the waiting list. The Section 8 activity for the month consisted of zero new admissions and vouchers into the program, zero portability move-outs, eight VASH portability move-ins, one standard portability move-in, and four cumulative vouchers on the street. Three participants were terminated from the program— one due to program violations, one who purchased a home, and one participant requesting to move whose voucher expired and failed to lease up.
- C. State Debt Collection (SDC) program status: Mary reported that two SDC payments were received on April 1, 2020 for a total amount of \$185.00—both payments were received from former public housing tenants.
- D. Capital Funds Program Grant Status: Mary reported that the 2016 grant is expended and will be closed out during the 2019 audit. There is \$620.72 left in dwelling equipment for appliances and \$8,643.51 left in RAD funds pre-closing for RAD pre-development costs in the 2017 grant. HUD's new streamlined accounting has changed account names and descriptions for the remaining active grants. The 2018 grant contains \$15,222.60 in operations; \$46,571.25 in general capital activity for parking lot sealing/restriping, tree removal, appliances and Parkview HVAC; and \$12,125.25 in RAD funds pre-closing for RAD pre-development. The 2019 grant contains \$250,545.58 in operations for the Chase Street and 10th Street South sidewalk projects and insurance, \$55,000 in general capital activity and \$13,000 in RAD funds pre-closing for RAD pre-development. The 2020 grant contains \$260,545 in operations for insurance, a new maintenance van, and city sidewalk projects; \$6,000 in general capital activity for appliances and \$100,000 in RAD funds pre-closing for RAD pre-development. The RAD pre-development allocation will be used to support the anticipated Huntington House project-based voucher HAP payments for the remaining months left in 2020 after closing. Housing Assistance Payments do not begin until the next following year beginning on January 1, 2021.
- E. Audit Proposals: Mary reported that audit RFP's were sent out on February 19, 2020 to six auditing firms, with proposals due April 24, 2020. Of the six firms, one did not respond. Three responded that to inform that they would not be submitting a proposal and two firms provided proposals. The two auditing firms that responded were Collins Associates and RPB. Of the two, Collins Associates provided a proposal that was within the Housing Authority's budget. In addition, Collins Associates has worked with several smaller

housing authorities of similar size and related programs. She will be engaging with Collins Associates for the 2019 audit.

- F. Submission of RAD Conversion Commitment (RCC) and drafted loan documents: Mary reported that the RCC and HUD related documents were submitted to HUD and approved on April 22, 2020. The necessary documents and escrow letter were mailed to the title company for recording. All Woodtrust Bank loan documents for the construction to perm loan and AHP subsidy were finalized and submitted to the title company. To meet the closing deadline of May 1, 2020-Paul Dombrowski, attorney from Husch Blackwell, offered to drive up from Madison with the loan documents to obtain the necessary signatures from Mary and Woodtrust Bank. Mary also reviewed the drafted construction schedule with Commissioners. She plans to distribute an informational letter to all Huntington House tenants with information regarding the construction schedule to help tenants anticipate the stages of renovations and how it will impact them.

- 6. **PUBLIC INPUT:** There was no public input.

- 7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday May 27, 2020 in the community room of the Huntington House Apartments.

- 8. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:25 p.m., seconded by Commissioner Henke. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date:_____

Date:_____