

**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, July 28, 2021 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> 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, Jean Helmer, David Henke, and Mary Vang

Also Present: Lana Fanning and Jolina Janus

Excused: Evan Smith

**2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the June 30, 2021 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the May 26, 2021, meeting, seconded by Commissioner Henke. All aye votes.

**3. COMMUNICATIONS:**

- A. Social Committee update on activities: Commissioners reviewed the social committee minutes of the June 29, 2021 meeting. Commissioner Helmer moved to approve the social committee minutes of June 29, 2021, seconded by Commissioner Reith-Kincaid. All aye votes. Mary stated that the brat fry events were well attended. The next social committee meeting will be held on Tuesday, August 3, 2021 at Huntington House apartments.
- B. Wood County memo regarding chlorine usage near housing authority owned properties: Commissioners reviewed the notice from Wood County regarding reportable chlorine usage near housing authority owned properties. Mary reported that in the event of a spill, the units on Oak Street and Washington would be impacted. Commissioner Helmer inquired as to how the housing authority would address a chlorine spill. Commissioner Grode stated that a hazardous chemical emergency shelter in place plan was created to address incidents of this nature. Mary concurred and stated that these plans are also made available to tenants.
- C. Updated apartment building information regarding COVID-19 vaccinations: Mary reported that as of July 19, 2021 the percentage of fully vaccinated tenants at each apartment building per information from the Wood County Health department are as follows; 57% at Huntington House, 37% at Parkview, and 87% at Tenth Avenue apartments. The community rooms are available at this time to tenant only gatherings.
- D. Staff Training Update: Mary provided an update of employees who have completed online trainings through the HAI training platform for email

messaging safety and bloodborne pathogen exposure. She also reminded commissioners that trainings through this platform are available to commissioners.

- E. Faithful Consulting letter regarding Executive Coaching recommendation for Mary Vang: Commissioners reviewed Mary's request to continue working with Faithful Consulting for leadership development and coaching. Mary stated that the tailored specific executive coaching would provide substantial benefits in her current role. Commissioner Reith-Kincaid moved to approve Mary's request to contract with Faithful Consulting, seconded by Commissioner Helmer. All aye votes.

#### 4. **CONSIDERATION OF BILLS**

- A. Approve June 2021 financial statements from fee accountant:  
Commissioners reviewed the June 2021 financial statements from the fee accountant. Commissioner Helmer moved to approve the June 2021 financial statements from the fee accountant, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Approve June 2021 financial statements from fee accountant:  
Commissioners reviewed the June 2021 financial statements from the fee accountant. Commissioner Reith-Kincaid moved to approve the June 2021 financial statements from the fee accountant, seconded by Commissioner Henke. All aye votes.

#### 5. **EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there are three vacancies at Parkview—one moving to another subsidized housing rental, one deceased and one moving to take care of a family member. Vacancies will be filled off the waiting list with tentative move-in dates for August 13 & September 10, 2021. There are no vacancies at Tenth Avenue. There are two scattered site vacancies, one transfer from the scattered site unit to Parkview apartments as the new caretaker, and one purchasing a home. The scattered site vacancies have been filled from the waiting list with move in dates scheduled for July 30 & September 10, 2021.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at the Huntington House RAD PBV project- one deceased, and one moving for health related reasons. The two vacancies will be filled off the waiting list with tentative move-in dates for July 30, 2021.
- C. Section 8 program status: Mary reported that as of July 20, 2021, there are 167 families under contract with the current waiting list running approximately 16 months. There are currently 66 families on the waiting list. The Section 8 voucher activity for the month of July consisted of the following: four new admissions, seven VASH voucher holders, three new issued vouchers for a cumulative of eleven vouchers, zero portability

move-outs & move-ins, three vouchers that expired, and three end of participations due to program violation and zero HAP for 180 days.

- D. Capital Funds Program grant status: Mary reported that the 2016 and 2017 grants have been fully expended. HUD headquarters advised the Milwaukee field office that grants should not be closed out any earlier than the end of the grants obligation period, therefore; the 2016 grant can be closed with the 2020 audit and the 2017 grant will have to wait until the 2021 audit to close out. The 2018 grant has a zero balance in operations and RAD activities, and \$36,570.59 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 \$105,433.02 in operations for special assessment city projects and insurances, \$26,077.19 in general capital activity for appliances and zero in RAD activities. The 2020 grant has a balance of \$233,816.33 in operations for insurances and a new maintenance van: \$6,000 in general capital activity for appliances and \$9,565 in RAD HAP funding for the Huntington House project. The 2021 grant has a balance of \$196,029 in operations for insurances and miscellaneous expenses, and a balance in general capital activity of \$26,585 for appliances, concrete repairs, Parkview security camera system, in unit floor repairs, automatic door opener repairs, and washers & dryers for Parkview and Tenth Avenue apartments. There were two disbursements from the 2019 grant, one for \$1,100 to paint a scattered site unit for turnover, and one for \$1,427 to pay for the annual auto insurance premium. One disbursement was made from the 2020 grant of \$975 to pay for carpet cleaning at Tenth Avenue apartments, and one disbursement from the 2021 grant to pay for new washers and dryers at Tenth Avenue and Parkview apartments.
- E. State Debt Collection (SDC) program status: Mary reported that three SDC payments were received in July 2021 from four former public housing tenants totaling \$1172.71.
- F. Restitution received from February 2018 Parkview criminal charges: Mary reported that a restitution payment of \$84.30 was received from criminal damages to the game room at Parkview from an incident that occurred in February of 2018.
- G. CARES ACT funds status: Mary reported that the public housing and round one of HCV CARES Act funds are fully expended. A balance of \$6,887.49 remains in the second round of HCV CARES Act to fund administrative related expenses.

**6. RESOLUTIONS:**

- A. 2021-3 2021 Section 8 Payment Standards: Commissioners reviewed Resolution 2021-3, 2021 Section 8 Payment Standards. Commissioner Reith-Kincaid moved to approve Resolution 2021-3, 2021 Section 8 Payment Standards, seconded by Commissioner Helmer. All aye votes.

B. 2021-2 Section 8 Utility Allowance: Commissioner reviewed Resolution 2021-2, Section 8 Utility Allowance. Commissioner Helmer moved to approve Resolution 2021-2, Section 8 Utility Allowance, seconded by Commissioner Reith-Kincaid. All aye votes.

- 7. **PUBLIC INPUT:** Lana inquired about tenant Bingo starting back up in the community room. Mary stated that the community room is open to tenant only gatherings at this time, and tenants are reminded to contact the office to make reservations of the space.
  
- 8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, August 25, 2021, in the community room of the Huntington House Apartments.
  
- 9. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:17 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

Approved by:

\_\_\_\_\_  
Mary Vang  
Executive Director

\_\_\_\_\_  
Jo Ann Grode  
Chair

Date: \_\_\_\_\_

Date: \_\_\_\_\_