

**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, August 25, 2021 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Helmer called the meeting to order at 1:33 p.m.

1. ROLL CALL:

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

Also Present: Jolina Janus

Excused: Jo Ann Grode

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the July 28, 2021 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the July 28, 2021 meeting, seconded by Commissioner Smith. All aye votes.

3. CONSIDERATION OF BILLS

- A. Approve July 2021 financial statements from fee accountant:
Commissioners reviewed the July 2021 financial statements from the fee accountant. Commissioner Smith moved to approve the July 2021 financial statements from the fee accountant, seconded by Commissioner Henke. All aye votes.
- B. Approve July 2021 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the July 2021 bills. Commissioner Helmer inquired about the \$918.60 and \$303.50 purchase card bills for paint. Mary stated that due to the pandemic there has been a shortage in the production and supply of paint creating issues with maintenance turning over units in a timely manner. Therefore, maintenance ordered a stock of paint in advance to avoid this issue in the future. Commissioner Reith-Kincaid moved to approve the July 2021 bills, seconded by Commissioner Smith. All aye votes.

4. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview—one program violation, one deceased, one moving to take care of a family member, and one moving into a skilled care facility. Two of the vacancies have been filled off the waiting list with move-in dates scheduled for August 23 & 30, 2021. The remaining two vacancies will be filled off the waiting list with tentative move-in dates for August 30 &

September 29, 2021. There are no vacancies at Tenth Avenue. There is one scattered site vacancy. The family is moving to purchase a home. The scattered site vacancy has been filled from the waiting list with a move in date scheduled for September 10, 2021. Mary also reported that part of HUD's goals for 2021 is for the Wisconsin HUD Field Office to achieve a statewide occupancy of 96.47%, which is up from 95.47% in 2020. Housing Authority's that fall below 95% occupancy are contacted by their HUD Field Office Portfolio Managements Specialist (PMS) to complete an Occupancy Action Plan (OAP) to discuss and address issues related to maintaining occupancy rates. The Housing Authority occupancy rates did fall below 95% occupancy for a couple of months, triggering Dee Schultz – the Housing Authority's PMS from the HUD Field Office - to complete a follow-up review to discuss how the Housing Authority is addressing occupancy issues. Mary pointed out that the HUD PIC system that Dee pulls vacancy information does not have up-to-date data, which can make it appear as though the Housing Authority has a low occupancy rate. In addition, there are other factors that also impact unit turn over, such as shortage in materials, ratio of maintenance personnel to the number of vacancies and increased vacancies due to local market/housing trends.

- 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 October 1, 2021.
- C. Section 8 program status: Mary reported that as of August 20, 2021, there are 166 families under contract with the current waiting list running approximately around 16 months, but closer to a year. There are currently 98 families on the waiting list. The Section 8 voucher activity for the month of August consisted of the following: one new admission, seven VASH voucher holders, three new issued vouchers for a cumulative of nine vouchers, zero portability move-outs & move-ins, and zero end of participations and vouchers that expired.
- D. Capital Funds Program grant status: Mary reported that the 2016 grant is anticipated to close out with the 2020 audit, but she is waiting on preliminary approval from the HUD Field Office. She anticipates closing out the 2017 grant in the 2021 audit. 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 insurances and miscellaneous operating expenses, \$26,077.19 in general capital activity for appliances and zero in RAD activities. The 2020 grant has a balance of \$153,047.33 in operations for insurances and a new maintenance van, \$24,546 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 operating 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. The following disbursements were made from operations in the 2020 grant: \$55,537 to HAI for property and liability insurance and \$6,686 to State Farm for workers compensation insurance premiums.

- E. CARES ACT funds status: Mary reported that the Public Housing and Section 8 round one CARES Act funding has been fully expended. There is a \$94.64 balance in the Section round 2 CARES Act funding, which Mary anticipates to be fully expended toward administrative expenses by the end of August.
- F. State Debt Collection (SDC) program status: Mary reported that three SDC payments were received in August 2021 from four former public housing tenants totaling \$837.44.
- G. Restitution received from February 2018 Parkview criminal charges: Mary reported that three restitution payments totaling \$217.80 were received from criminal damages to the Parkview game room from an incident that occurred in February of 2018.
- H. Workers Compensation: Mary reported that the Housing Authority is no longer eligible for the workers compensation experience rating due to premiums no longer meeting the average requirement of at least \$7,750 during the past three years. In addition, the claim from 2014 is no longer factored, decreasing premiums.
- I. HAI Group Property and liability insurance renewals: Mary reported that the property and liability premium renewal for Public Housing increased to \$55,537, a difference from \$51,555 in the prior coverage period. This is due to an increase in property values from \$15,921,338 to \$16,121,294. The rate went from .2503 to .2675. The Huntington House Redevelopment LLC property and liability insurance renewal decreased to \$24,592, a difference of \$26,369 from the prior coverage period.
- J. HAI Group Insurance dividend: Mary reported that as members of the HAI Group, the Housing Authority received a dividend payment of \$250.98 for a successful performance in 2020.
- K. 2020 post audit summary: Mary provided commissioners with a summary of the 2020 audit that was completed on August 4, 2021 by Collins & Associates. During the exit interview all financial numbers tied out for the 2020 YE and the auditor did not find any material discrepancies that could not be addressed by staff at the time of the audit being completed. Recommendations were made pertaining to Housing Choice Voucher files related to the accuracy of inspection dates on HUD form 50058 and the completion of rent reasonableness for unit transfers. This would be an item that Office of Inspector General (OIG) would look at closely for their audit reviews. Mary also reported that due dates for submission of 2020 audited financials to HUD have been extended from the normal due date of September 30, 2021 to March 31, 2022 for Housing Authority's with a FYE of 12/31/2020.

- L. Parkview Security Camera installation status: Mary provided Commissioners with an update of the Parkview security camera installation. The project is progressing along with all conduit completed on all floors and Pro Tech now pulling cable to third and fourth floors.
- M. Establishment of deposit account with Woodtrust Bank to fund Huntington House, LLC replacement reserve account: Mary reported that the current reserves from the remaining balance of the construction loan are being held in escrow under the current Huntington House permanent loan. As part of the HAP agreement with HUD, the Housing Authority is responsible for funding these reserves on an annual basis. Since the reserves are being held in escrow under the loan for Wood Trust bank monitoring of disbursement of these funds, Huntington House will need to open a separate deposit account to fund these additional reserves.

- 5. **PUBLIC INPUT:** There was no public in attendance.
- 6. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, September 29, 2021, in the community room of the Parkview Apartments.
- 7. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:40 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: _____