

MEETING MINUTES – RESIDENT ADVISORY BOARD SEPTEMBER 8, 2021

Present:

Mary Vang, Executive Director
Allen Falkosky, Public Housing Manager
Josh Freeman, Facilities Coordinator
Lana Fanning, Huntington House
Jan Martinez, Parkview
Rhonda Sanders, Scattered Sites

WISCONSIN RAPIDS HOUSING AUTHORITY

Excused:

Joyce Lobner, Tenth Avenue
Debra Rebolledo, Housing Choice Voucher
Ka Bao Vang, Section Program Manager

The Housing Authority of the City of Wisconsin Rapids held a meeting of the Resident Advisory Board (RAB) at 10:00 a.m. on Wednesday, September 8, 2021, in the community room of the Huntington House Apartments, 2521 10th Street South. Executive Director Mary Vang called the meeting to order at 10:03 a.m.

MINUTES

1. Approve minutes of the March 8, 2021 meeting:

Lana moved to approve minutes from the March 8, 2021 meeting with Jan seconding the motion. No comments. All aye votes.

2. Revisions to Chapter 1 through 8 of the Housing Choice Voucher (HCV) Administrative Plan:

- A. **Housing Authority staff explanation of revisions to the HCV Administrative Plan:** Mary reviewed with the board the revisions to chapters 1 through 8 of the HCV Administrative Plan. She stated several of the chapters required citing of updated HUD Code of Federal Regulations (CFR). Significant revisions were as follows; extension of the look back period for denial of assistance from three to five years for families evicted from federally assisted housing for drug-related, violent, and criminal activity, accommodation for remote briefings per HUD Notice PIH 2020-32, addition of preference for the victims of domestic violence, and allowing the Housing Authority Section 8 program the flexibility of biennially and annual Housing Quality Standards inspections. These revisions are to be approved at the October 2021 Board of Commissioners meeting with an effective date of November 1, 2021.
- B. **Resident Advisory Board comments:** There were no comments.
- C. **Public comments:** There were no public comments.

2. **Revisions to Chapter 8 of the Public Housing (PH) Admissions & Continued Occupancy Policy (ACOP):**

- A. **Housing Authority staff explanation of revisions to the PH ACOP:** Mary reviewed with the board the revisions to Chapter 8 of the PH ACOP. She stated that the following revisions were made to Chapter 8 to reflect the proposed security deposit of the greater of \$350 or a full month's rent & late fee rent charges of \$25. In addition to updating the residential minimum heating standards per HUD notice PIH 2018-19 to comply with federal regulations.
- B. **Resident Advisory Board comments:** There were no comments.
- C. **Public comments:** There were no public comments.

3. **Revisions to the Maintenance Charge Structure:**

- A. **Housing Authority staff explanation of revisions to the maintenance charge structure:** Mary reported that the costs for several maintenance charges in addition to negligence and damages to units have increased and maintenance capacity to address these issues are limited. The Housing Authority charges tenants for these repairs that are beyond normal wear and tear and/or due to negligence or intentional damage. The Housing Authority also includes specific utilities in the scattered site houses and all utilities in its Public Housing and Project Based Voucher apartment projects, which the Housing Authority has experienced an increase in utility usage due to either negligence and/or additional appliances that are not supplied by the Housing Authority. These factors can increase the cost of utilities for the Housing Authority, and therefore make it necessary for the Housing Authority to convey these excess utility costs to the tenant. Mary reported that the Maintenance Charge Structure will be renamed "Schedule of Tenant Fees and Maintenance Charges". In efforts to streamline maintenance and fees charges to one document, the new document will include maintenance and administrative charges. New charges are as follows; proposed lock out fee of \$35.00 - \$70.00, interior and exterior door replacement charge of current manufacturer price plus labor, door/garage repair/replacement costs of \$35 per hour for labor plus costs of materials, window replacement costs of current glass shop price plus labor and/or current contractor charges, floor, siding, cabinet & closet door repairs/replacement costs of labor plus materials and/or current contractor charges, switch/outlet plates costs \$2.00, ground fault outlets \$34.00, furnace cleaning or repair due to negligence labor plus parts and/or contractor charges, plugged drain or toilet and/or water damage due to neglect costs would include labor plus materials and/or current contractor charges, bathtub stoppers, toilet tank cover, complete toilet, tub faucet knob & shower heads would be charged at current costs of materials plus labor, refrigerator crisper bin, shelves, ice cube trays and door gasket charges of current cost of materials plus labor, mail boxes charges \$28, 60 watt LED light bulbs charged at \$2.00, and appliance disposal costs charged at the current disposal rate. Maintenance charges that will increase include the following; heat lamps, T8 light bulb, carbon monoxide detectors, lawn mowing, snow removal, and spring/all yard clean-up. Administrative charges are as follows; Excess utility charges for freezers charged at \$5 per month, space heaters charged at \$4.00 per month, and charges for excess water/sewer for houses would be charged at a 6-month average to determine costs related to excess utility usage. An administrative late fee charge is added for rents paid after the 10th of the each month and returned check or ACH rent payments. These revisions are to be approved at the

October 2021 Board of Commissioners meeting with an effective date of November 1, 2021.

Resident Advisory Board comments: Rhonda inquired about the disposal of mattresses and the power washing of scattered site houses and the maintenance of the bushes/shrubs. Josh stated that the houses are being power washed by the summer helper when they have the availability to do this and the shrubs/bushes are the responsibility of the Housing Authority. Since the City no longer accepts furniture on the curb, tenants are responsible for finding the means to dispose of their own furniture, if the Housing Authority is asked to dispose of these items, then there will be a labor and disposal fee charged to the tenant. Jan inquired about the pet and security deposit increases. Mary stated that as she forgot to add this to the agenda, there will also be an increase of \$100 per pet deposit and the greater of \$350 or a full month's rent for new admission security deposits. Jan also inquired if the new pet deposit would apply to current tenants. Mary stated that it would apply to all new pets for both current and new tenants. These revisions are to be approved at the October 2021 Board of Commissioners meeting with an effective date of November 1, 2021.

Public comments: There were no public comments.

4. **Public Input:** There was no public input.

5. **Adjournment:**

The meeting was adjourned at approximately 10:47 a.m., with Lana moving for adjournment and Rhonda seconding. All aye votes.

Respectfully submitted by,
Mary Vang
Executive Director, Wisconsin Rapids Housing Authority