

**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 Thursday, October 1, 2020 in the community room 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, Jean Helmer, David Henke, and Mary Vang

Also Present: Josh Freeman and Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the August 26, 2020 meeting. Commissioner Helmer moved to approve the minutes of the August 26, 2020 meeting, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes.
- B. Commissioners reviewed minutes from the September 2, 2020 meeting. Commissioner Helmer moved to approve the minutes of the September 2, 2020 meeting, seconded by Commissioner Reith-Kincaid. There were no comments. All aye votes.

3. COMMUNICATIONS:

- A. Fall letter to Parkview tenants: Mary discussed the letter sent to Parkview tenants on September 17, 2020. She stated that the letter addressed several building and policy related matters.
- B. Mid-State Technical College Diana Schenk Memorial Scholarship recipient: Mary reported on the recipient of the Diana Schenk Memorial scholarship.

4. CONSIDERATION OF BILLS

- A. Approve July 2020 financial statements from fee accountant: Commissioners reviewed the July 2020 financial statements. Mary reported that the July financials reflect the approved budget revisions. Commissioner Grode inquired about what was budgeted for telephone expenses in the public housing financials. Mary stated that she would look into this and report back. Commissioner Grode inquired about the increased maintenance labor expenses in public housing. Mary explained the increase was related to

maintenance over time due to the retirement of a maintenance staff. Commissioner Grode also inquired about the property management fee and management fee incomes in the business activity financials. Mary stated that the management fees included wages, benefits, workers compensation and other miscellaneous reallocations due from the Huntington House LLC. Commissioner Reith-Kincaid moved to approve the July 2020 financial statements, seconded by Commissioner Helmer. All aye votes.

B. Approve July 2020 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the July 2020 bills. Commissioner Grode inquired about the vendor check to Dale Pierce for the amount of \$345 in the Quickbooks check register. Mary stated that Dale was not removed from the US Bank Singlepoint HSA template that should have been effective for July 15th and so an inadvertent payment was made to his health savings account. An entry was created in the register in order to reconcile. A reimbursement payment was made by Dale to the Housing Authority for this amount. Commissioner Reith-Kincaid moved to approve the July 2020 bills, seconded by Commissioner Helmer. All aye votes.

C. Approve August 2020 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the August 2020 bills. Commissioner Grode inquired about the vendor check in the amount of \$200 made to Heat for Heroes in the Quickbooks check register. Mary stated that this was a security deposit refund that was paid on behalf of a tenant at move-in and is reimbursable back to the agency when the tenant vacated. Commissioner Grode also inquired about the two similar HD Supply payments made in the purchasing card detail. Mary stated that due to concerns with supply chain shortages in appliances, additional refrigerators were purchased to have in stock. Commissioner Helmer moved to approve the August 2020 bills, seconded by Commissioner Reith-Kincaid. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

A. Public Housing Occupancy: Mary reported that there are eleven vacancies at Parkview—one for a lease violation, four voluntarily leaving, one received a Section 8 tenant based voucher, two moving out for health related reasons, one moving in with another tenant within the same building, one transferring to another building and one deceased. Two of the vacancies have been offered to applicants from the waiting list with move-in dates for October 8 & 30, 2020. The remaining vacancies will be filled off the waiting list

with tentative move in dates of October 30, November 20 & 30, December 4 and January 8 & 15, 2020. Huntington House—has no vacancies. There are two vacancies at Tenth Avenue—one tenant will be moving into assisted living and the other verbally gave notice. One vacancy has been offered and will be filled with a Parkview transfer for medical reasons on October 16, 2020. The remaining vacancy will be filled from the waiting list with a tentative date of December 11, 2020. There are five vacancies in the scattered site houses—two due to tenants moving out of town, one who is a transfer from a two-bedroom house to a three-bedroom house and two voluntarily moving out. These vacancies will be filled from the waiting list with tentative move in dates for September 18, October 30, November 13 & 20, and December 18, 2020.

- B. Section 8 program status: Mary reported that as of September 29, 2020, there are 164 families under contract with private landlords with the current waiting list running approximately 22 months. There are currently 330 families on the waiting list. The Section 8 activity for the month consisted of one new admission, two new vouchers issued, zero portability move-outs, one VASH portability move-in, zero standard portability move-ins, two cumulative vouchers on the street, one expired voucher and three participants ending participation—one for program violation, one voucher expiring and one no longer requiring assistance.
- C. CARES ACT funds status: Mary reported that as of September 30, 2020, there is a balance of \$6,200.06 in Public Housing CARES Act funding and a balance of \$38,669.83 in Housing Choice Voucher CARES Act funds. She also stated that HUD has extended the use of funds through 12/31/2021, and housing authorities receiving CARES Act funding of more than \$150,000 will be required to complete quarterly reports on the expenditure of these funds. Mary stated that these funds can be used for administrative expenses. Commissioner Grode suggested spending down these funds on benefits and wages.
- D. 2019 Operating Subsidy revised funding: Mary reported that the housing authority received an additional amount of \$164 in 2019's revised operating subsidy.
- E. US Bank purchase card rebate: Mary reported the receipt of \$392.74 from the US Bank purchasing card rebate program.
- F. Huntington House Redevelopment construction update: Josh provided an update on the Huntington House rehab project. He stated that the heat should be up and running in all units, 20 ranges were delivered and installed, refrigerators are on back order, four units with the door clearance modifications are underway and the conduit for the electrical panel and audio/visual alarms are almost

complete. The plumbing for faucets and valves began and there will be multiple entries into units to ensure that everything is working properly, as there may be some unforeseen issues that may arise throughout the plumbing process.

6. **PUBLIC INPUT:** There were no comments.
7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday October 28, 2020 in the community room of the Huntington House Apartments.
8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:40 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____