

**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, October 26, 2022 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 1:35 p.m.

1. ROLL CALL:

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

Also present: Jolina Janus, Carol Voss and Linda Lucht

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the September 28, 2022 meeting. Commissioner Henke moved to approve the minutes of the September 28, 2022 meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Social Committee meeting minutes from September 6, 2022 meeting and update on activities: Commissioners reviewed minutes from the September 6, 2022 Social Committee Meeting. Commissioner Helmer moved to approve the September 6, 2022 minutes, seconded by Commissioner Smith. All aye votes. Commissioner Reith-Kincaid reported that the Fox River Mall trip went well. Commissioner Helmer reported on the Thanksgiving and Christmas dinners for all three apartment buildings have been scheduled, along with the Marshfield tour of lights.
- B. Stock box update: Mary reported that there was a total of 25 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.
- C. Mid-State Technical College Diana Schenk Memorial Scholarship Recipient: Mary shared with Commissioners the recipient biography of the Diana Schenk Memorial Scholarship.

4. CONSIDERATION OF BILLS

- A. Approve August 2022 financial statements from fee accountant: Commissioners reviewed the August 2022 financial statements. Commissioner Reith-Kincaid moved to approve the August 2022 financial

statements from the fee accountant, seconded by Commissioner Smith. All aye votes.

- B. Approve September 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the September 2022 bills. Commissioner Helmer inquired about the Rapids Rental & Supply check payment for \$13,499. Mary stated that the check was for the new lawnmower and bagger. Commissioner Helmer moved to approve the September 2022 bills, seconded by Commissioner Henke. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview. One who is deceased and one who transferred to a first-floor unit. The vacancies will be filled off the waiting list with move-in dates of October 31, 2022 and November 10, 2022. There are no vacancies at Tenth Avenue. There is one upcoming vacancy in the scattered sites due to program violations. Mary reported that an eviction was filed on October 17, 2022 with the upcoming hearing scheduled for November 8, 2022. A move-in date will be determined once the eviction process is completed. Mary reported that the Housing Authority was just notified of the upcoming Public Housing REAC inspection scheduled for November 22nd -23rd.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at the Huntington House RAD PBV project: one deceased and one moving to a skilled living facility. One vacancy has been filled and moved in on October 14, 2022. The remaining vacancy will be filled off the waiting list with a tentative date of November 1, 2022.
- C. Section 8 program status: Mary reported that as of October 18, 2022 there are 169 families under contract with the current waiting list running approximately around 9 months. There are currently 250 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: four VASH voucher holders, zero new admissions, no vouchers expired, zero portability move-outs/move-ins, 4 new vouchers issued for a cumulative of seven vouchers, and two end of participations due to program violations and one reaching 180 days of zero HAP.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities and \$22,887.26 in general capital activities for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. The 2019 grant has a zero balance in operations and RAD activities and \$15,825.64 in general capital activity for appliances. The 2020 grant has a \$94,288.13 balance in operations for insurances and miscellaneous expenses, \$24,546 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a \$160,943.98 balance in operations for insurances, PILOT, and miscellaneous expenses, and \$23,085 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement.

The 2022 grant has a \$245,014.06 balance in operations for insurances, PILOT, maintenance snowblower and lawnmower, and miscellaneous expenses; \$47,300 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects, and zero in RAD activities. A disbursement from the 2018 general capital activities for \$3,636.03 to Kone for an emergency after hour service call at Parkview apartments. The following disbursements were made from the 2019 operations: \$377 to Guezlow's Heating for a furnace repair in the scattered site, \$922.50 to Tech Pros for digital signage screen and installation, \$227.05 to Vivial for digital advertisement and website, \$2,694 to HDS LLC for the annual renewal of housing software program, and \$164.87 to TIAA Bank for the office copier contract. A disbursement of \$2,150 for the annual renewal of the public officials liability insurance and \$4,860 to Tech Pros for the annual IT contract plus backup renewal for 2023 from the 2022 operations grant. Commissioner Grode stated that she did not see payments for the sealcoating and striping of the parking lots. Mary stated that A & A Sealcoating went out of business shortly after finishing work on the Huntington House parking lot, and after Josh spoke with the owner about honoring the original contract. A & A Sealcoating agreed to subcontract out to have the parking lots at Parkview and 10th Avenue completed, but invoicing has not been received. She will follow up with Josh to get an update.

- E. Operating Subsidy HUD reconciliation corrections for years 2016, 2017, 2018, and 2019: Mary reported that the housing authority received underfunded operating subsidies totaling \$634 for years 2016 through 2019, this was a result of HUD calculation errors.
- F. State Debt Collection (SDC) : Mary reported that two payments totaling \$344.47 were received in September 2022 from one former public housing tenant and one former Section 8 participant.
- G. US Bank card rebate: Mary reported that a rebate of \$535.03 was received from US Bank's purchasing card program for quarter 2 of 2022.
- H. Kone Maintenance contract 3.00% increase: Mary reported Kone will be adjusting their rates by 3.00% effective for October 1, 2022.
- I. Tricor crime bond insurance: Mary reported that the annual crime bond insurance has been renewed with the new carrier, Travelers, effective for September 21, 2022.
- J. Auditor RFP Proposals for FYE 2022 and 2023: Mary reported that of the six auditing firms that she sent proposals to, Collins and Associates was the only firm that submitted a bid. The bid was received after the response date of October 6, 2022 but was accepted due to the lack of proposals submitted. Commissioner Grode inquired about the peer review and the deficiencies noted by the reviewing committee. Mary stated that the review was a part of the last bid that Collins and Associates submitted and that the firm corrected the deficiencies as requested by the review committee. She also stated that she is confident that the firm will perform

according with auditing standards, as the firm is a fee accountant for several other housing authorities in Wisconsin.

- K. 2021 audit communication with those charged with governance: Mary reported that there were no significant audit findings, material weaknesses or deficiencies in the housing authority's internal controls in the completion of the 2021 audit.
- L. 2021 audited financial submission: Mary reported that the 2021 audited financials were submitted to HUD's REAC FASS subsystem on September 29, 2022. The financials were also submitted on September 28, 2022 to the Federal Audit Clearinghouse on September 28, 2022.
- M. Housing Choice Voucher new incremental voucher funding: Mary reported that the Housing Choice Voucher (HCV) program was issue new incremental HCV vouchers in HAP awards of \$15,497 and special administrative fees of \$3,000 that are effective for October 1, 2022. These funds should be tracked for reporting purposes.

- 6. **In open session the Board will consider a motion to adjourn into closed session pursuant to Section 19.85 (1) ©, Wisconsin Statutes, for the purpose of considering “employment, promotion, compensation or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility.” The purpose of the closed meeting is to discuss wage and benefit proposals for 2023.** Commission Helmer moved to adjourn into closed session, seconded by Commissioner Reith-Kincaid. All aye votes. The closed session was called to order by Commissioner Grode at 2:19 pm. Roll call was taken and those present were Jo Ann Grode, Jean Helmer, David Henke, Cheryl Reith-Kincaid, Evan Smith, Mary Vang and Jolina Janus.
- 7. **Return to open session for possible action based on closed session:** Commissioner Grode requested a motion to move into open session at 2:33 pm. Commissioner Reith-Kincaid moved to go into open session and postpone consideration and approval for the wage and benefits proposals for next month's meeting, after Executive Director, Mary Vang, provides draft budgets incorporating the proposed wages and benefits, seconded by Commissioner Smith. All aye votes.
- 8. **PUBLIC INPUT:** Carol Voss stated that there have been tenant concerns with the limited number of tenant parking spaces at Tenth Avenue with the winter months coming up. Commissioner Grode inquired about available space to the North side of the parking lot if trees were removed to add a couple more parking stalls. Mary stated that she along with Allen and Josh would further look into the parking situation at the building.

9. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, November 30, 2022, in the community room of the Huntington House Apartments.
10. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:50 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____