

**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 10:00 a.m. on Friday, October 29, 2021 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 9:46 a.m.

1. ROLL CALL:

Present: Jo Ann Grode, Cheryl Reith- Kincaid, David Henke, Evan Smith and Mary Vang

Also Present: Ka Bao Vang

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the September 29, 2021 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the September 29, 2021 meeting, seconded by Commissioner Helmer. All aye votes.

3. COMMUNICATIONS

- A. Social Committee minutes from October 21, 2021 meeting and update of activities: Mary reported on the upcoming thanksgiving dinners at Parkview, Huntington House and Tenth Avenue apartments. Parkview and Tenth Avenue dinners will be catered through West Grand IGA; and Huntington House holding a potluck. Commissioners reviewed the social committee minutes from October 21, 2021. Commissioner Helmer moved to approve the minutes of the October 21, 2021 social committee meeting, seconded by Commissioner Helmer. All aye votes.
- B. Hunger Task Force Stockboxes for Seniors program: Mary reported that she was contacted by the Hunger Task Force to assist in outreach services in providing eligible low-income seniors with free food boxes. The Hunger Task Force felt that since the current tenant demographics in housing authority owned apartments are elderly and near elderly, that this partnership would benefit those tenants who would meet the program requirements. She distributed information and registration forms to all senior tenants in Huntington House, Parkview and Tenth Avenue apartments. The Hunger Task Force goal is to distribute a minimum of 60 boxes with potential for more, if the demand is needed. Commissioner Grode stated that the program may be popular at Parkview apartments. Commissioner Reith-Kincaid stated that with the increase in food-share benefits that there may be lower interest.

4. CONSIDERATION OF BILLS

- A. Approve August 2021 financial statements from accountant: Commissioners reviewed the August 2021 financial statements from the fee accountant. Commissioner Grode inquired about the public housing financial statements and the increased expenses in maintenance materials and miscellaneous contract costs miscellaneous. Mary stated that the increased maintenance materials are the result of purchases made in bulk to keep stock on hand, as it has been difficult to purchase materials when needed due to supply chains interruptions. The increased miscellaneous costs are related to contracting to have vacancies painted. Commissioner Reith-Kincaid moved to approve the August 2021 financial statements, seconded by Commissioner Smith. No discussion. All aye votes.

- B. Approve September 2021 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the September 2021 bills. Commissioner Helmer moved to approve the September 2021 bills Quickbooks register and purchasing card transaction detail, seconded by Commissioner Henke. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there is one vacancy due to a death and two upcoming vacancies due to lease violations. One vacancy will be filled off the waiting list with a targeted move-in date of November 5, 2021. The other two vacancies will be filled off the waiting list once they become vacant. There are three upcoming vacancies in the month of November. One moving out of state, one moving to be closer to family and one for multiple lease violations. These vacancies will be filled off the waiting list once they are vacated. There are no vacancies in the Tenth Avenue apartments.

- B. Huntington House Redevelopment, LLC Occupancy: There are five vacancies at the Huntington House RAD PBV project- three deceased, one moving back to live with family, one moving back to live with family and one moving for health-related reasons. Two of the vacancies have been filled off the waiting list with move-in dates of November 1 and December 1, 2021. Target dates have not been set for the remaining three vacancies, but will be filled off the waiting list.

- C. Section 8 program status: Mary reported that as of October 21, 2021, there are 163 families under contract with the current waiting list running approximately around 3 months. There are currently 139 families on the waiting list. The Section 8 voucher activity for the month of October consisted of the following: two new admissions, five VASH voucher holders, seven new issued vouchers for a cumulative of seventeen vouchers, zero portability move-outs & move-ins, one voucher expiring and zero end of participations.

- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations and RAD activities and \$35,380.59 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 \$88,994.86 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 \$121,657.84 in operations for insurances, \$24,546 in general capital activity for appliances and zero in RAD activities. 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. Two disbursements for operations were made from the 2019 grant for the following: \$3,420 to Tech Pros for the annual IT security service contract and \$3,828 for the annual cloud renewal. The final disbursement from the 2020 grant of \$9,565 for RAD activities was made to fund the Huntington House RAD PBV replacement reserves account.
- E. Restitution received from February 2018 Parkview criminal charges: Mary reported that two payments totaling \$114.30 were made satisfying the restitution charges from the criminal damages that occurred in the game room at Parkview apartments in February of 2018.

6. RESOLUTIONS:

- A. 2021-4 Public Housing 2021 Utility Allowance Study: Commissioner Reith-Kincaid moved to approve Resolution #2021-4 Public Housing 2021 Utility Allowance Study, seconded by Commissioner Smith. All aye votes.
- B. 2021-5 Public Housing Flat Rent Minimally at 80% of Fair Market Rent: Commissioner Helmer moved to approve Resolution #2021-5 Public Housing Flat Rent Minimally at 80% of Fair Market Rent, seconded by Commissioner Reith-Kincaid. All aye votes.
- C. 2021-6 Housing Choice Voucher Administrative Plan: Commissioner Smith moved to approve Resolution #2021-6 Housing Choice Voucher Administrative Plan, seconded by Commissioner Henke. All aye votes.
- D. 2021-7 Admissions & Continued Occupancy Policy for Public Housing: Commissioner Reith-Kincaid moved to approve Resolution #2021-7 Admissions & Continued Occupancy Policy for Public Housing, seconded by Commissioner Smith. All aye votes.
- E. 2021-8 Schedule of Tenant Fees and Maintenance Charges: Commissioner Helmer moved to approve Resolution #2021-8 Schedule of Tenant Fees and Maintenance Charges, seconded by Commissioner Henke. All aye votes.

- F. 2021-9 Pet Security Deposits: Commissioner Helmer moved to approve Resolution #2021-9 Pet Security Deposits, seconded by Commissioner Smith. All aye votes.
- G. 2021-10 Huntington House Redevelopment, LLC Resolution to Open a Bank Account: Commissioner Grode inquired about compliance with HUD's depository agreement with the financial institution. Mary stated that the account is under the Huntington House Redevelopment, LLC and therefore is not regulated by HUD's depository agreement. Commissioner Smith moved to approve Resolution #2021-10 Huntington House Redevelopment, LLC, seconded by Commissioner Reith-Kincaid. All aye votes.

- 7. **PUBLIC INPUT:** There was no input from the tenants or member of the public present.
- 8. **CLOSED SESSION:** A motion was made by Commissioner Smith, seconded by Commissioner Henke, to adjourn into closed session pursuant to Section 19.85 (1) (c), 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." A roll call vote was taken. All aye votes.

Commissioner Grode called the meeting to order at 10:18 a.m. In closed session, commissioners discussed a request to realign a part-time administrative employee's reduction in hours with a new title and job description. Commissioner's also discussed proposed 2022 employee wages and benefits.

- 9. **RETURN TO OPEN SESSION:** A motion was made by Commissioner Henke, seconded by Commissioner Smith, to adjourn the closed session and move into open session. All aye votes. Commissioner Grode called the meeting to order at 10:46 a.m.

RE Agenda Item 7: A motion was made by Commissioner Henke, seconded by Commissioner Smith to table the proposed 2022 employee wages and benefits for the next board meeting to allow for the Executive Director to provide additional information and 2022 budgets for further discussion. All aye votes.

RE Agenda Item 7: A motion was made by Commissioner Smith, seconded by Commissioner Henke, to table the proposed job description and title restructuring for the part-time administrative staff whose hours have been reduced for the next board meeting, to allow the Executive Director to provide 2022 budgets for further discussion. All aye votes.

10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, November 24, 2021, in the community room of the Huntington House Apartments.
11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 10:50 a.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____