

**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, November 24 2021 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:30 p.m.

**1. ROLL CALL:**

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

Also Present: Ka Bao Vang

**2. MINUTES REVIEWED:**

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

**3. COMMUNICATIONS**

- A. Social Committee update of activities: Mary reported that the Parkview and Tenth Avenue Thanksgiving dinners were catered through West Grand IGA, and Huntington House held a potluck Thanksgiving dinner. Commissioners Helmer and Reith-Kincaid reported that the events went well at all three apartment buildings but that attendance at Parkview was light.

**4. CONSIDERATION OF BILLS**

- A. Approve September 2021 financial statements from accountant: Commissioners reviewed the September 2021 financial statements from the fee accountant. Mary reviewed the entity-wide financials with commissioners. Commissioner Reith-Kincaid moved to approve the September 2021 financial statements, seconded by Commissioner Helmer. All aye votes.
- B. Approve October 2021 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the October 2021 bills. Commissioner Smith moved to approve the October 2021 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Helmer. All aye votes.

**5. EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there are two upcoming vacancies at Parkview due to lease violations. These vacancies will be filled off the waiting list once they become vacant. Mary reported that progress on completing installation of cameras at Parkview remains

delayed due to Covid cases in the building. There are no vacancies in the Tenth Avenue apartments. There are three vacancies at the scattered sites: one was a termination with the other two moving in with others. There is extensive damage to all three units, and supply chain disruptions are negatively impacting the ability to rapidly turn these units around. As a result, these units will be taken offline through PIC in the near future. Mary reported that maintenance staff has temporarily taken on a larger role in cleaning building units and sites due to staffing shortages.

- B. Huntington House Redevelopment, LLC Occupancy: There are four vacancies at the Huntington House RAD PBV project: three are deceased, and one is moving to an assistive care facility. Two of the vacancies have been filled off the waiting list with move-in dates of December 1, 2021. Target dates have not been set for the remaining two vacancies but will be filled off the waiting list.
  
- C. Section 8 program status: Mary reported that as of November 17, 2021, there are 164 families under contract with the current waiting list running approximately around 5 months. There are currently 122 families on the waiting list. The Section 8 voucher activity for the month of November consisted of the following: two new admissions, five VASH voucher holders, nine new issued vouchers for a cumulative of 16 vouchers, zero portability move-outs, one absorbed portability move-in, two vouchers expiring and three end of participations – one for program violation and two for 180 days with zero HAP.
  
- 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 \$87,704.86 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. One disbursement for operations was made from the 2019 grant for the following: \$1,290 to USLI for public officials' and directors' liability insurance.
  
- E. State Debt Collection (SDC) : Mary reported that four payments totaling \$2,038.65 were received in October 2021 from four former public housing tenants. Two of the former public housing tenants have now satisfied their debts. Two payments totaling \$163.30 were received in November 2021 from two former public housing tenants. Commissioner Helmer inquired about the discrepancy on the report which shows a negative balance owed for some former tenants/participants. Mary responded that the negative balances are for debt assessment penalties and interest still owed through SDC.

F. Range controls for visually impaired: Mary provided information from the American Foundation for the Blind regarding textured controls or Braille labels that can potentially be used as adaptive measures for visually impaired tenants.

G. Review draft budgets for Business Activity, Huntington House Redevelopment LLC, Public Housing and Housing Choice Voucher programs: Mary reviewed all draft budgets for 2022 with commissioners, stating that she presented two budget options for each program for commissioner consideration except for Business Activity. The budget versions presented represent proposals with and without a Section 8 assistant.

6. **PUBLIC INPUT:** Commissioner Reith-Kincaid mentioned a request to install a curtain in the Huntington House community room. Mary responded that there is no budget provision for this.

7. **CLOSED SESSION:** A motion was made by Commissioner Helmer, seconded by Commissioner Reith Kincaid, 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 2:30 p.m. In closed session, commissioners discussed wage and benefit proposals for 2022 and a proposal to restructure a job description and title for a part-time administrative staff whose hours have significantly decreased.

8. **RETURN TO OPEN SESSION:** A motion was made by Commissioner Henke, seconded by Commissioner Helmer, to adjourn the closed session and move into open session. All aye votes. Commissioner Grode called the meeting to order at 3:00 p.m.

RE Agenda Item 7: A motion was made by Commissioner Henke, seconded by Commissioner Helmer, to approve a four percent wage increase for all staff positions and for a full-time employee contribution of 15 percent for health insurance and 50 percent dental insurance for 2022. All aye votes.

RE Agenda Item 7: A motion was made by Commissioner Smith, seconded by Commissioner Reith-Kincaid, to approve a part-time, limited, digital media specialist position for social media and website purposes. All aye votes.

9. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, December 29, 2021, in the community room of the Huntington House Apartments.

10. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:09 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

\_\_\_\_\_  
Mary Vang  
Executive Director

Date: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
Jo Ann Grode  
Chair

Date: \_\_\_\_\_