

**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, March 27, 2024 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 1:33 p.m.

1. ROLL CALL:

Present: Jean Helmer, Cheryl Reith-Kincaid, Dave Henke, JoAnn Grode and Mary Vang

Excused: Evan Smith

Also present: Jolina Janus

2. MINUTES REVIEWED

- A. Commissioners reviewed minutes from the February 28, 2024, meeting. Commissioner Helmer moved to approve the minutes of the February 28, 2024, meeting, seconded by Commissioner Henke. All aye votes.

3. COMMUNICATIONS

- A. Stock box update: Mary reported that a total of 29 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. The next distribution date is scheduled for April 16, 2024.
- B. Tenth Avenue tenant memo regarding intercom system: Mary reported that a tenant memo was distributed to all Tenth Avenue tenants regarding the upcoming changes to disable the intercom system and put in an automatic timer door system.

4. CONSIDERATION OF BILLS

- A. Approve 2023 4th quarter financials from accountant: Commissioners reviewed the 2023 4th quarter financials. Commissioner Reith-Kincaid moved to approve the 2023 4th quarter financials, seconded by Commissioner Helmer. Commissioner Helmer and Reith-Kincaid inquired about the expenses related to the Rec, Pub, and other account line item. Mary stated that the expenses are mostly related to social committee-related activities and transportation. All aye votes.
- B. Approve February 2024 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the February 2024 bills. Commissioner Henke moved to approve the February 2024 bills,

seconded by Commissioner Reith-Kincaid. Commissioner Grode inquired about the van repairs for \$800.87 on the public housing purchasing card. Mary reported that the maintenance work van wouldn't start and the fuel line sensor and pump needed to be replaced. The maintenance van was out of commission for a couple weeks for parts to be ordered, requiring maintenance to move tools out of the van into the work truck. Commissioner Helmer inquired about the inspection camera. Mary reported that maintenance purchased a 4-foot-long camera tool, to assist them with locating plumbing pipe issues, anything else beyond that would require them to have a professional plumber work on, but this would reduce maintenance expenses for shorter reach plumbing issues that can be resolved easily by maintenance staff. Commissioner Helmer also inquired about the cleaning costs on the public housing Quickbooks register. Mary reported that when Kathy Rabideau retired, one of her job responsibilities was to complete unit turnover and general building cleaning, and a decision was made to not replace her position and to instead outsource the housing authorities cleaning needs. She also stated that outsourcing to have vacancies cleaned has proving to be helpful in getting units turned over more quickly, in turn having a positive effect on meeting HUD's national standard for occupancy of 98.5% and lessens the administrative burden on the housing authority that requires the housing authority to complete monthly reports to the HUD field office when occupancy rates fall below the national standard. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are six vacancies at Parkview: one moving out of state, one moving to another town, one deceased, one voluntarily moving, one transfer to the caretaker unit and the other vacancy was never moved into as the tenant decided not to move to the area. Two units have been filled from the waiting list with move in dates of April 1st & 12th. The remaining four vacancies will be filled off the waiting list and tentatively scheduled to be filled off the waiting list for April 12th, and 30th. There is one vacancy at Tenth Avenue apartments due to a tenant transfer to another program offered by the housing authority. The vacancy has been filled off the waiting list with a tentative move-in date of March 28th. There are no scattered site vacancies.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there are four vacancies at Huntington House. One is due to the tenant being deceased, one moving to assisted living, one due to being over income and moving to a private rental unit and the other is moving in with the tenant who is over income. These units will be filled off the waiting list with tentative move-in dates of April 1, 2024 and May 1, 2024.
- C. Section 8 program status: Mary reported that as of March 19, 2024, there are 198 families under contract with the current waiting list running approximately 12 months. There are currently 430 families on the waiting list. Section 8 activity for the month consists of the following: one VASH voucher holder and one end of participation due to a program violation.

There was no activity with portability move-outs or move ins, new vouchers issued, vouchers that expired, new admissions and cumulative voucher holders.

- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$36,161.86 balance in operations for insurances and miscellaneous operating expenses, \$10,060.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations, and \$13,318.49 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a zero balance in operations, \$16,861.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects. The 2023 grant has \$295,951 balance in operations and \$27,000 in general capital activities for appliances, in unit floor repairs/replacement, unit turnover/modernization, Parkview windows, and HVAC repairs at Parkview & 10th Avenue apartments. A drawdown was completed on March 15, 2024 from operations in the 2022 CFP grant of \$175,416.03. To meet 90% of the 2022 capital funds obligation end date of May 11, 2024, capital fund operations must be drawn down.
- E. State Debt Collection (SDC) program status: Mary reported that there was one payment received from the SDC program of \$1106.96 from a former public housing tenant for March 2024.
- F. US Bank purchase card rebate: Mary reported that as part of the US Bank purchase card rebate program, the housing received a total of \$747.37 in rebates for February 26, 2024.
- G. Quality Door & Hardware Tenth Avenue door timer system quote: Mary reported that Quality Door & Hardware (QDH) provided a quote for the Tenth Avenue door timer system. The parts are on order and QDH will notify the maintenance and provide 2-3 days for installation.
- H. FYE 2023 unaudited HUD financial assessment subsystem (FASS) submission: Mary reported that the housing authority's FYE 2023 unaudited financials were successfully submitted to HUD's FASS system on February 29, 2024.
- I. FYE 2022 Public Housing Assessment system (PHAS) score report: Mary was pleased to report that the housing authority received a high performer score for FYE 2022.
- J. Housing Choice Voucher shortfall prevention for CY 2024: Mary reported that the Housing Choice Voucher (HCV) program was referred to the shortfall prevention team. Several housing authorities across the nation that administer the HCV program have experienced this, as many housing authorities were highly encouraged to increase voucher and lease-up to fully utilize the historically higher than usual HAP funds for 2023, which would allow housing authorities to re-benchmark their funding for future years and increase participant assistance. Another

factor that increased the housing authority's HAP expenses was a waiver that the Housing Authority (HA) was approved for which allowed the HA to increase payment standards up to 120% of the fair market rents to help voucher holders increase the available pool of rental properties to search for with rental costs increasing due to the inflation. The HA has a meeting scheduled with Robert Pierce from HUD's Financial Management Center (FMC) to discuss how the housing authority can strategically move forward.

- K. Public Housing and Huntington House Redevelopment LLC 2024 PILOT: Mary reported that the Public Housing and Huntington House Redevelopment LLC PILOT for 2024 have been paid.

- L. 2024 Capital funds draft grant: Mary reviewed the draft form HUD 50075.2 for the 2024 capital funds grant. She explained that the exact amount of the 2024 grant is unknown at this time, so she used an approximate figure that she will adjust either up or down in the operations line when the amount of that grant is formally announced. Mary stated that the draft grant form includes allocations for miscellaneous operational expenses; the replacement of stoves, refrigerators, and water heaters; tree services, automatic door opener repairs, HVAC repairs, and unit turnovers/modernization.

- 6. **PUBLIC INPUT:** There was no public input.

- 7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, April 24, 2024, in the community room of Huntington House Apartments.

- 8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:42 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: _____