

Dodgeville Housing Authority (DHA) Minutes, August 9, 2023

Present at Dodgeville City Hall: Commissioners Terry Edwards, Jeff Thomas, John Ziehr, Patricia Rock, and Jeff Grayson. Present via Zoom: Commissioner Gretta Stilson. Representing Allegiant Property Management, Cindy Knutson. Excused: Commissioner Tom DeVoss

Chairman Edwards called the meeting to order at 10:00 a.m. Jeff Grayson made the motion, Patricia Rock second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the July 12, 2023 meeting. John Ziehr made the motion, Patricia Rock second, to accept the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for July, 2023. Patricia Rock made the motion, Gretta Stilson second, that the financial report be accepted as presented with the following addition: The recent action taken by Jeff Grayson, in consultation with John Ziehr and Terry Edwards, is approved. Jeff reduced the amount of the certificate of deposit opened in July, 2023 to \$24,000 from the approved amount of \$25,000. The reason for the adjustment is that a \$25,000 certificate of deposit would have reduced our money market account balance to under \$5,000, subjecting it to a service charge. Motion passed unanimously.

Program Updates:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 59 lease-ups, down one from the time of last month's review. There are 24 potential clients on the waiting list and four additional vouchers issued but not yet leased. There are no additional briefings scheduled at the present time.
- The board entered into extensive discussion on DHA's recent Section Eight Management Assessment Program (SEMAP) review. The score from the review resulted in DHA being listed as "troubled." The board reviewed an e-mail from David Heyer, Management Agent for Allegiant Property Management, the servicing agent for DHA. Mr. Heyer maintains that the poor review is due largely to software issues which let to clients who have left the program being treated as if they were still on the program. As a result, items that are normally required for active clients, such as annual recertifications, tenant calculations and annual HQS inspections, are missing. Mr. Heyer is responding with an explanation in writing to HUD this week. The board reached a strong consensus to review the status of this issue monthly, with the desire to have DHA removed from "troubled" as soon as possible.

The following was reviewed under Old Business:

- Cindy reviewed the results of the recent VMS review. Two concerns were identified during the review which have been corrected.
- Jeff Grayson reported that Request for Proposals for servicing DHA for the three-year period starting November 1, 2023 have been sent to four providers. It is anticipated that the board will act on the responses at our September meeting.
- Two landlords have shown interest thus far in a low interest loan or grant program for improvements to units. The board will review any other responses and decide on a course of action at our September meeting.
- Cindy confirmed that all signature cards for DHA accounts have been updated.

The next meeting of DHA will be held Thursday, September 14, 2023 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, John Ziehr made the motion, Patricia Rock second, to adjourn the meeting at 11:01 a.m. Motion passed unanimously.

Respectfully submitted,
Terry Edwards, Acting Secretary