

CITY OF DODGEVILLE HOUSING AUTHORITY

Monthly Regular Board Meeting
100 E. Fountain Street
Dodgeville, WI

August 9, 2023, 10:00 a.m.

In Person Meeting – Dodgeville City Hall
& Virtual

Join Zoom Meeting

<https://us06web.zoom.us/j/87173679351>

Meeting ID 871 7367 9351

Passcode: Dodgeville

- Certification of Public Notice and Approval of Agenda
- Approval of Minutes from July 12, 2023
- Financials
 - ✓ July 2023
- Program updates
 - ✓ Status of program
- Other Business
 - ✓ VMS Data Validation Review June 27
 - ✓ Management Contract update
 - ✓ Landlord Letter Update
- Next meeting
 - ✓ September 13, 2023
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, July 12, 2023

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

Chairman Edwards called the meeting to order at 10:02 a.m. Tom DeVoss made the motion, Jeff Thomas second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the June 14, 2023 meeting. Jeff Grayson made the motion, Patricia Rock second, to accept the minutes as presented with the following correction: Jeff Grayson's name is removed as an in-person attendee. Motion passed unanimously.

Cindy Knutson presented the financial report for June, 2023. Jeff Grayson made the motion, Patricia Rock second, to accept the financial report as presented. Motion passed unanimously.

Program Updates:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 60 lease-ups, up two from the time of last month's review. There are 18 potential clients on the waiting list and five additional vouchers issued but not yet leased. There are no additional briefings scheduled at the present time.

The following New Business was conducted:

- Tom DeVoss made the motion, Jeff Thomas second, that DHA invest \$25,000 in WRRP funds in a 13-month certificate of deposit at BMO Bank at a return of 5.1%. Motion passed unanimously.
- The board reviewed authorized signatures for its bank accounts. The board formed a consensus that Allegiant employee Pamela Moser's name is to be removed as an authorized signer for all DHA accounts at Merchant's Bank.

The following was reviewed under Old Business:

- The letter to landlords regarding a possible grant or loan program for apartment improvements continues to be delayed due to staffing shortages at Allegiant. Cindy believes the letter will be able to be sent in July.
- The board reviewed the administrative plan and agreed to make no changes at this time.
- Cindy reported that the Voucher Management System review was conducted with HUD on June 27. Results of the review will be presented to Cindy on July 13 with those results being reported to the board at the August meeting.
- Cindy reported that our HUD held reserve balance is approximately \$13,000.
- Letters will be going out in July to eligible and interested vendors requesting a bid for services for DHA for the three-year period beginning November 1, 2023.
- Cindy reported that to-date we have not issued any vouchers under the Foster Youth Initiative.

The next meeting of DHA will be held Wednesday, August 9, 2023 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Gretta Stilson made the motion, Tom DeVoss second, to adjourn the meeting at 10:35 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

As of July 31, 2023

	Jul 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	29,314.93
1120.05 · Cash - Restricted	-652.88
Total Cash - Merchants	28,662.05
Total Checking/Savings	28,662.05
Total Current Assets	28,662.05
Other Assets	
WRRP Grant Project	
WRRP - BMO CD x4541	25,509.16
WRRP - BMO CD x8063	24,000.00
WRRP - BMO Money Market	5,239.58
WRRP - Fund Balance	-51,594.90
WRRP - Revenue - Interest	-675.87
WRRP - Revenue - PHA Admin	-2,477.97
Total WRRP Grant Project	0.00
Total Other Assets	0.00
TOTAL ASSETS	28,662.05
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,478.23
Total Accounts Payable	2,478.23
Total Accounts Payable	2,478.23
Total Current Liabilities	2,478.23
Total Liabilities	2,478.23
Equity	
Retained Earnings	27,576.19
Net Income	-1,392.37
Total Equity	26,183.82
TOTAL LIABILITIES & EQUITY	28,662.05

Dodgeville Housing Authority

Profit & Loss YTD Comparison

July 2023

	Jul 23	Jan - Jul 23
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	25,858.00	183,227.00
3410.01 · Revenue - HUD Admin	3,142.00	22,848.00
Total Operating Revenue	29,000.00	206,075.00
Total Income	29,000.00	206,075.00
Gross Profit	29,000.00	206,075.00
Expense		
Administration		
4190.01 · Office Expense	60.00	2,837.97
4195.00 · Management Fees	2,478.23	17,995.44
4395.00 · Membership Fees	0.00	70.00
Total Administration	2,538.23	20,903.41
HAP		
4715.01 · HAP Occupied Units	24,546.00	170,797.00
4715.04 · HAP Utility	644.00	4,020.00
Total HAP	25,190.00	174,817.00
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	1,433.00	11,464.00
4715.07 · Port Out - Admin Fees	35.37	282.96
Total HAP - Port outs	1,468.37	11,746.96
Total Expense	29,196.60	207,467.37
Net Ordinary Income	-196.60	-1,392.37
Net Income	-196.60	-1,392.37