

CITY OF DODGEVILLE HOUSING AUTHORITY

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

June 14, 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 May 10, 2023
- Financials
 - ✓ May 2023
- Program updates
 - ✓ Status of program
 - ✓ HUD Held Reserve Request
- Other Business
 - ✓ VMS Data Validation Review June 27
 - ✓ Management Contract update
- Next meeting
 - ✓ July 12, 2023
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, May 10, 2023

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

Chairman Edwards called the meeting to order at 10:01 a.m. Tom DeVoss made the motion, John Ziehr second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the April 12, 2023 meeting. Jeff Grayson made the motion, Gretta Stilson second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for April, 2023. It was noted that the expected request for payment for the port-out from the City of Joliet came through after being six months in arrears. Jeff Grayson made the motion, John Ziehr second, to approve the financials as presented. Motion passed unanimously.

Program Updates:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 58 lease-ups, up one from the time of last month's review. There are 11 potential clients on the waiting list and two additional vouchers issued but not yet leased. There are no additional briefings scheduled at the present time. Cindy indicated that based on current funding, we are reaching our limit on lease-ups.
- The DHA finance committee is continuing its work on seeking a "Request for Proposal" from qualified servicers for a three-year period starting November 1, 2023.

The following New Business was conducted:

- The commissioners reviewed the five-year plan. It was noted the plan expires January 1, 2025.
- The commissioners reviewed DHA's capitalization and inventory policy, collateralization policy, disposition policy and procurement policy. It was determined no changes are needed for these policies at this time.
- Review of the administrative plan was tabled until the June meeting.

The following was reviewed under Old Business:

- A letter to landlords gauging interest in a possible rental rehabilitation or grant program will hopefully be sent out in May. Allegiant has been understaffed recently which has caused the project to be delayed. The commissioners understand and this project is not time sensitive.
- Mayor Novak has confirmed that the terms of Commissioners Thomas, DeVoss and Rock have been renewed by the Dodgeville City Council.
- Cindy Knutson confirmed there has not yet been a voucher issued for the Foster Youth Initiative.

The next meeting of DHA will be held Wednesday, June 14, 2023 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Jeff Thomas made the motion, John Ziehr second, to adjourn the meeting at 10:40 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

06/01/23

As of May 31, 2023

Accrual Basis

	<u>May 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	27,904.14
1120.05 · Cash - Restricted	-12,516.14
Total Cash - Merchants	<u>15,388.00</u>
Total Checking/Savings	<u>15,388.00</u>
Total Current Assets	15,388.00
Other Assets	
WRRP Grant Project	
WRRP - BMO Cert of Deposit	25,251.89
WRRP - BMO Money Market	29,204.07
WRRP - Fund Balance	-51,594.90
WRRP - Revenue - Interest	-383.09
WRRP - Revenue - PHA Admin	-2,477.97
Total WRRP Grant Project	<u>0.00</u>
Total Other Assets	<u>0.00</u>
TOTAL ASSETS	<u>15,388.00</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,294.98
Total Accounts Payable	<u>2,294.98</u>
Total Accounts Payable	<u>2,294.98</u>
Total Current Liabilities	<u>2,294.98</u>
Total Liabilities	2,294.98
Equity	
Retained Earnings	27,576.19
Net Income	-14,483.17
Total Equity	<u>13,093.02</u>
TOTAL LIABILITIES & EQUITY	<u>15,388.00</u>

Dodgeville Housing Authority
Profit & Loss YTD Comparison
May 2023

	May 23	Jan - May 23
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	21,963.00	119,141.00
3410.01 · Revenue - HUD Admin	3,134.00	16,464.00
Total Operating Revenue	<u>25,097.00</u>	<u>135,605.00</u>
Total Income	<u>25,097.00</u>	<u>135,605.00</u>
Gross Profit	25,097.00	135,605.00
Expense		
Administration		
4190.01 · Office Expense	60.00	2,717.97
4195.00 · Management Fees	2,294.98	12,958.98
4395.00 · Membership Fees	0.00	70.00
Total Administration	<u>2,354.98</u>	<u>15,746.95</u>
HAP		
4715.01 · HAP Occupied Units	24,006.00	122,833.00
4715.04 · HAP Utility	644.00	2,698.00
Total HAP	<u>24,650.00</u>	<u>125,531.00</u>
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	8,598.00	8,598.00
4715.07 · Port Out - Admin Fees	212.22	212.22
Total HAP - Port outs	<u>8,810.22</u>	<u>8,810.22</u>
Total Expense	<u>35,815.20</u>	<u>150,088.17</u>
Net Ordinary Income	<u>-10,718.20</u>	<u>-14,483.17</u>
Net Income	<u><u>-10,718.20</u></u>	<u><u>-14,483.17</u></u>