

CITY OF DODGEVILLE HOUSING AUTHORITY

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

September 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 August 9, 2023
- Program updates
 - ✓ Status of program
 - ✓ SEMAP – Results HUD Response & PIC Monitoring
- Financials
 - ✓ August
- Other Business
 - ✓ Management Contract update
 - ✓ Landlord Letter – Regarding funding for improvements
 - 5 Landlords Responded
 - Questions: Qualifications & Recommendations of types of improvements
- Next meeting
 - ✓ October 11, 2023
- Motion to Adjourn.

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

Dodgeville Housing Authority

Balance Sheet

09/08/23

As of August 31, 2023

Accrual Basis

	<u>Aug 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	31,933.16
1120.05 · Cash - Restricted	-652.88
Total Cash - Merchants	<u>31,280.28</u>
Total Checking/Savings	<u>31,280.28</u>
Total Current Assets	31,280.28
Other Assets	
WRRP Grant Project	
WRRP - BMO Cert of Deposit	25,251.89
WRRP - BMO Money Market	29,227.96
WRRP - Fund Balance	-51,594.90
WRRP - Revenue - Interest	-406.98
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>31,280.28</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,558.23
Total Accounts Payable	<u>2,558.23</u>
Total Accounts Payable	<u>2,558.23</u>
Total Current Liabilities	<u>2,558.23</u>
Total Liabilities	2,558.23
Equity	
Retained Earnings	27,576.19
Net Income	1,145.86
Total Equity	<u>28,722.05</u>
TOTAL LIABILITIES & EQUITY	<u>31,280.28</u>

Dodgeville Housing Authority
Profit & Loss YTD Comparison
August 2023

	Aug 23	Jan - Aug 23
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	25,858.00	209,085.00
3410.01 · Revenue - HUD Admin	4,419.00	27,267.00
Total Operating Revenue	30,277.00	236,352.00
Total Income	30,277.00	236,352.00
Gross Profit	30,277.00	236,352.00
Expense		
Administration		
4190.01 · Office Expense	60.00	2,897.97
4195.00 · Management Fees	3,499.83	21,495.27
4395.00 · Membership Fees	0.00	70.00
Total Administration	3,559.83	24,463.24
HAP		
4715.01 · HAP Occupied Units	23,688.00	194,485.00
4715.04 · HAP Utility	424.00	4,444.00
Total HAP	24,112.00	198,929.00
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	1,433.00	12,897.00
4715.07 · Port Out - Admin Fees	35.37	318.33
Total HAP - Port outs	1,468.37	13,215.33
Total Expense	29,140.20	236,607.57
Net Ordinary Income	1,136.80	-255.57
Net Income	1,136.80	-255.57