

CITY OF DODGEVILLE HOUSING AUTHORITY

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

October 11, 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 September 14, 2023
- Program updates
 - ✓ Status of program
 - ✓ PIC Monitoring
- Financials
 - ✓ September
- Other Business
 - ✓ Landlord Letter – Status
 - ✓ Utility Increase
 - ✓ Management Contract update
- Next meeting
 - ✓ Scheduled - for November 8, 2023, Change date due to WI-CAHR meeting
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, September 14, 2023

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

Chairman Edwards called the meeting to order at 10:01 a.m. John Ziehr made the motion, Gretta Stilson second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the August 9, 2023 meeting. Patricia Rock made the motion, Jeff Grayson second, to accept the minutes as presented. Motion passed unanimously. Cindy Knutson presented the financial report for August, 2023. Tom DeVoss made the motion, John Ziehr second to accept the report as presented. Motion passed unanimously.

Program Updates:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 58 lease-ups, down one from the time of last month's review. There are 18 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.
- David Heyer from Allegiant Property Management joined the meeting via Zoom to discuss the recent SEMAP review which resulted in a "troubled" status for DHA. Chairman Edwards asked Mr. Heyer to review the reasons for adverse status, what has been being done to correct it and how long before we can expect the "troubled" status to be removed. Mr. Heyer confirmed his previous explanation, given to us via e-mail, that the poor review is due largely to software issues. He responded to HUD in a letter dated August 8, 2023, to which DHA was copied. Mr. Heyer continued, "We've corrected everything they (HUD) wanted us to do." He is also of the opinion that, based on our response, HUD is satisfied DHA's response at this time, but it will take approximately one year to have the troubled status removed.
- The board reviewed an e-mail from Richard Beatty of HUD to Lori Saley of Allegiant concerning DHA's recent Two-Year Tool Analysis review. Mr. Beatty ended the e-mail by thanking Lori for her cooperation and praising her for "a job truly well done."

The following was reviewed under Old Business:

- Cindy informed us that five landlords are interested in our proposed loan/grant program to fund improvements in properties leased by our clients. The board reached a consensus to contact Steve Leger, a former employee of Southwestern Wisconsin Community Action Program, Inc., to gauge his interest in setting up the loan program to comply with all federal and state requirements. Jeff Grayson will contact Mr. Leger and report back to the board in October.

At 10:32 a.m. John Ziehr made the motion, Patricia Rock second, that the board go into closed session. Motion passed unanimously. At 10:45 a.m. Tom DeVoss made the motion, Jeff Grayson second, that the board come out of closed session. Motion passed unanimously.

John Ziehr made the motion, Patricia Rock second, that the board accept the servicing proposal, starting November 1, 2023, from Allegiant Property Management with minor corrections, providing the Dodgeville City Attorney approves. Motion passed unanimously.

The next meeting of DHA will be held Wednesday, October 11, 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, Gretta Stilson second, to adjourn the meeting at 10:56 a.m. Motion passed unanimously.

Respectfully submitted,
Terry Edwards, Acting Secretary

1:20 PM

10/05/23

Accrual Basis

Dodgeville Housing Authority

Balance Sheet

As of September 30, 2023

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	33,710.87
1120.05 · Cash - Restricted	1,671.38
Total Cash - Merchants	35,382.25
Total Checking/Savings	35,382.25
Total Current Assets	35,382.25
Other Assets	
WRRP Grant Project	
WRRP - BMO CD x4541	25,509.16
WRRP - BMO CD x8063	24,000.00
WRRP - BMO Money Market	5,248.30
WRRP - Fund Balance	-51,594.90
WRRP - Revenue - Interest	-684.59
WRRP - Revenue - PHA Admin	-2,477.97
Total WRRP Grant Project	0.00
Total Other Assets	0.00
TOTAL ASSETS	35,382.25
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	4,824.63
Total Accounts Payable	4,824.63
Total Accounts Payable	4,824.63
Total Current Liabilities	4,824.63
Total Liabilities	4,824.63
Equity	
Retained Earnings	27,576.19
Net Income	2,981.43
Total Equity	30,557.62
TOTAL LIABILITIES & EQUITY	35,382.25

Dodgeville Housing Authority

Profit & Loss YTD Comparison

September 2023

	Sep 23	Jan - Sep 23
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	26,190.00	235,275.00
3410.01 · Revenue - HUD Admin	6,075.00	33,342.00
Total Operating Revenue	32,265.00	268,617.00
Total Income	32,265.00	268,617.00
Gross Profit	32,265.00	268,617.00
Expense		
Administration		
4190.01 · Office Expense	60.00	2,957.97
4195.00 · Management Fees	4,824.63	26,319.90
4395.00 · Membership Fees	0.00	70.00
Total Administration	4,884.63	29,347.87
HAP		
4715.01 · HAP Occupied Units	22,377.00	216,862.00
4715.04 · HAP Utility	298.00	4,742.00
Total HAP	22,675.00	221,604.00
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	1,433.00	14,330.00
4715.07 · Port Out - Admin Fees	35.37	353.70
Total HAP - Port outs	1,468.37	14,683.70
Total Expense	29,028.00	265,635.57
Net Ordinary Income	3,237.00	2,981.43
Net Income	3,237.00	2,981.43