

CITY OF DODGEVILLE HOUSING AUTHORITY

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

November 15, 2023, 10:00 a.m.

In Person Meeting – Dodgeville City Hall
& Virtual

Join Zoom Meeting

Meeting ID 871 7367 9351
Passcode: Dodgeville

- Certification of Public Notice and Approval of Agenda
- Approval of Minutes from October 11, 2023
- Program updates
 - ✓ Status of program
 - ✓ PIC Monitoring
- Financials
 - ✓ October
- Other Business
- Next meeting
 - ✓ Scheduled - for December 13, 2023
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, October 11, 2023

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

Chairman Edwards called the meeting to order at 10:00 a.m. Jeff Thomas 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 September 14, 2023 meeting. John Ziehr made the motion, Tom DeVoss second, to accept the minutes as presented. Motion passed unanimously. Cindy Knutson presented the financial report for September, 2023. Jeff Grayson made the motion, Gretta Stilson second, to accept the report as presented. Motion passed unanimously.

Program Updates:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 57 lease-ups, down one from the time of last month's review. There are 26 potential clients on the waiting list and four additional vouchers issued but not yet leased. There are briefings to potential clients to be held on October 25th.
- Cindy provided, for board review, the PIC delinquency report, which had an acceptable rating of 105.36. Also reviewed was the recertification report, which revealed no errors.

The following was reviewed under New Business:

- At Jeff Grayson's request, the board was given a tutorial by Cindy on client utility payments.
- Jeff Grayson reported that while monitoring our bank accounts at Merchants Bank, he discovered an item flagged under the positive pay program, for which we pay a monthly fee. Although the item was ultimately deemed legitimate and paid, it was good to know suspicious items are investigated to protect our funds.
- Jeff Grayson reported to the board he had received a request from the Iowa County Empty Stocking fund for information about our clients, which he denied because of confidentiality. He asked the organization to remove DHA from its mailing list.

The following was reviewed under Old Business:

- Jeff Grayson reported that Steve Leger is willing to assist DHA as a volunteer consultant to set up a program to utilize WRRP funds. Tom DeVoss made the motion, Jeff Grayson second, that we request that Steve set up a 50/50 grant program to be offered to landlords currently participating in the program. The goal is to use the money to improve the living conditions of our clients. Motion passed with Jeff Thomas abstaining.
- Terry Edwards reported that he will send the proposed new management contract to Allegiant Property Management today with four minor changes. If Allegiant accepts the changes, he will request that the contract be signed prior to October 31, 2023.

The next meeting of DHA will be held Wednesday, November 15, 2023 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Tom DeVoss made the motion, Gretta Stilson second, to adjourn the meeting at 10:53 a.m. Motion passed unanimously.

Respectfully submitted,
Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

11/10/23

As of October 31, 2023

Accrual Basis

	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	31,968.24
1120.05 · Cash - Restricted	3,945.01
Total Cash - Merchants	<u>35,913.25</u>
Total Checking/Savings	<u>35,913.25</u>
Total Current Assets	35,913.25
Other Assets	
WRRP Grant Project	
WRRP - BMO CD x4541	25,771.92
WRRP - BMO CD x8063	24,302.83
WRRP - BMO Money Market	5,252.74
WRRP - Fund Balance	-51,594.90
WRRP - Revenue - Interest	-1,254.62
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><u>35,913.25</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,478.23
Total Accounts Payable	<u>2,478.23</u>
Total Accounts Payable	<u>2,478.23</u>
Total Current Liabilities	<u>2,478.23</u>
Total Liabilities	2,478.23
Equity	
Retained Earnings	27,576.19
Net Income	5,858.83
Total Equity	<u>33,435.02</u>
TOTAL LIABILITIES & EQUITY	<u><u>35,913.25</u></u>

Dodgeville Housing Authority
Profit & Loss YTD Comparison
October 2023

	Oct 23	Jan - Oct 23
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	26,190.00	261,465.00
3410.01 · Revenue - HUD Admin	3,142.00	36,484.00
Total Operating Revenue	<u>29,332.00</u>	<u>297,949.00</u>
Total Income	<u>29,332.00</u>	<u>297,949.00</u>
Gross Profit	29,332.00	297,949.00
Expense		
Administration		
4190.01 · Office Expense	60.00	3,017.97
4195.00 · Management Fees	2,478.23	28,798.13
4395.00 · Membership Fees	0.00	70.00
Total Administration	<u>2,538.23</u>	<u>31,886.10</u>
HAP		
4715.01 · HAP Occupied Units	22,251.00	239,113.00
4715.04 · HAP Utility	197.00	4,939.00
Total HAP	<u>22,448.00</u>	<u>244,052.00</u>
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	1,433.00	15,763.00
4715.07 · Port Out - Admin Fees	35.37	389.07
Total HAP - Port outs	<u>1,468.37</u>	<u>16,152.07</u>
Total Expense	<u>26,454.60</u>	<u>292,090.17</u>
Net Ordinary Income	<u>2,877.40</u>	<u>5,858.83</u>
Net Income	<u><u>2,877.40</u></u>	<u><u>5,858.83</u></u>