

CITY OF DODGEVILLE HOUSING AUTHORITY

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

April 12, 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 March 8, 2023
- Financials
 - ✓ March 2023
- Program updates
 - ✓ Status of program
- Other Business
 - ✓ Joliet Port Out

Next meetings?

- ✓ May 10, 2023
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, March 8, 2023

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

Vice Chairman John Ziehr called the meeting to order at 10:03 a.m. Jeffery Grayson made the motion, Gretta Stilson second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously.

The minutes from the February 8, 2023 meeting were presented. Jeff Thomas made the motion, Gretta Stilson second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for December, 2022. Jeffery Grayson made the motion, Gretta Stilson second, to approve the financials as presented. Motion passed unanimously.

- Cindy will follow-up to understand why the bank service charge we received for fraud protection under the protected payee and ACH block programs was \$60, rather than \$40 as we expected and approved in the February 2023 meeting.
- Cindy will look into the Joliet, IL port out, as we have not seen a payment for rent or admin fees since the November 2022 financial statement (and we are not accruing for it).

Program Updates:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 55 lease-ups, the same as the total at last month's meeting. There are eight potential clients on the waiting list and four clients with vouchers.
- The board's finance committee will begin the process to seek a "Request for Proposal" from qualified servicers for a three-year period starting November 1, 2023.

Old Business:

- Jeffery Grayson reported that he has been in contact with the City and the auditors have completed their on-site work. City audit results for 2022 are expected to be available sometime in April 2023.
- Jeffery Grayson reported that DHA received another reminder letter from the US Department of Commerce to complete the 2022 Census of Governments, Survey of Local Government Finances reporting. Cindy reported that this is an optional report. However, the board requested that Cindy will follow-up to be sure this is completed asap.
- Jeffery Grayson reported that DHA Finance Committee is starting the RFP process. We are following the process we used three years ago, which aligns with the DHA Procurement Policy.
- Discussion occurred on the Foster Youth Initiative. There will be someone beginning in this partnership program in the near future. The DHA has not issued a voucher for this program, yet. Allegiant is managing this on behalf of the DHA.
- Discussion occurred on Officer elections. We have added this to our list of monthly activities, and elections occur again in October 2023.
- Cindy shared that FASS-PH reporting is due by 3/31/23. Allegiant is working to complete this for the DHA.

The next meeting of DHA will be held Wednesday, April 12, 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, Greta Stilson second, to adjourn the meeting at 10:31 a.m. Motion passed unanimously.

Respectfully submitted,

Jeffery Grayson, Secretary

Dodgeville Housing Authority
Balance Sheet
As of March 31, 2023

	Mar 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	26,770.54
1120.05 · Cash - Restricted	1,214.08
Total Cash - Merchants	27,984.62
Total Checking/Savings	27,984.62
Total Current Assets	27,984.62
Other Assets	
WRRP Grant Project	
WRRP - BMO Cert of Deposit	25,000.00
WRRP - BMO Money Market	29,155.55
WRRP - Fund Balance	-51,594.90
WRRP - Revenue - Interest	-82.68
WRRP - Revenue - PHA Admin	-2,477.97
Total WRRP Grant Project	0.00
Total Other Assets	0.00
TOTAL ASSETS	27,984.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,507.20
Total Accounts Payable	2,507.20
Total Accounts Payable	2,507.20
Total Current Liabilities	2,507.20
Total Liabilities	2,507.20
Equity	
Retained Earnings	27,576.19
Net Income	-2,098.77
Total Equity	25,477.42
TOTAL LIABILITIES & EQUITY	27,984.62

Dodgeville Housing Authority
Profit & Loss YTD Comparison
March 2023

	<u>Mar 23</u>	<u>Jan - Mar 23</u>
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	25,008.00	72,170.00
3410.01 · Revenue - HUD Admin	3,134.00	10,196.00
Total Operating Revenue	<u>28,142.00</u>	<u>82,366.00</u>
Total Income	<u>28,142.00</u>	<u>82,366.00</u>
Gross Profit	28,142.00	82,366.00
Expense		
Administration		
4190.01 · Office Expense	60.00	2,597.97
4195.00 · Management Fees	2,507.20	8,156.80
4395.00 · Membership Fees	0.00	70.00
Total Administration	<u>2,567.20</u>	<u>10,824.77</u>
HAP		
4715.01 · HAP Occupied Units	25,088.00	72,356.00
4715.04 · HAP Utility	568.00	1,284.00
Total HAP	<u>25,656.00</u>	<u>73,640.00</u>
Total Expense	<u>28,223.20</u>	<u>84,464.77</u>
Net Ordinary Income	<u>-81.20</u>	<u>-2,098.77</u>
Net Income	<u><u>-81.20</u></u>	<u><u>-2,098.77</u></u>