

CITY OF DODGEVILLE HOUSING AUTHORITY

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

May 10, 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 April 12, 2023
- Financials
 - ✓ April 2023
- Program updates
 - ✓ Status of program
- Other Business
 - ✓ Five Year Plan Review
 - ✓ Policies Review
 - ✓ Admin Plan Review
 - ✓ Management Contract

Next meetings?

- ✓ June 14, 2023
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, April 12, 2023

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

Chairman Edwards called the meeting to order at 10:02 a.m. Tom DeVoss made the motion, John Ziehr second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Jeff Grayson presented the minutes from the March 8, 2023 meeting. Tom DeVoss made the motion, Jeff Thomas second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for March, 2023. 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 57 lease-ups, up two from the time of last month's review. There are 11 potential clients on the waiting list (with two due to get vouchers shortly) and two additional vouchers issued but not yet leased. There are no additional briefings scheduled at the present time.
- The DHA finance committee is in the process of seeking a "Request for Proposal" from qualified servicers for a three-year period starting November 1, 2023.

The following was reviewed under Old Business:

- Cindy informed the board that we should expect a multiple month request for funds from a port out in the city of Joliet. We have not received a billing since November.
- The board will review policies, the five-year plan, and the administrative plan at the May meeting.
- A letter to landlords, gauging interest in an interest free loan or matching grant program for rental unit improvements, will be sent out by Allegiant before our next meeting.
- Terry Edwards will confirm that Mayor Novak has obtained City Council approval for the renewal of a five-year term on the board for Jeff Thomas and one-year terms for Tom DeVoss and Patricia Rock.
- Tom DeVoss made the motion, John Ziehr second, to approve paying monthly bank charges of \$60 for positive pay fraud protection. The fee includes \$40 for check fraud protection and \$20 for ACH fraud protection. Motion passed unanimously.
- Cindy Knutson confirmed that she has completed the 2022 Census of Governments, Survey of Local Government Finances reporting.
- Cindy Knutson confirmed there has not yet been a voucher issued for the Foster Youth Initiative.
- Cindy Knutson confirmed that the FASS-PH reporting was completed by the March 31, 2023 due date.

The next meeting of DHA will be held Wednesday, May 10, 2023 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Jeff Grayson made the motion, John Ziehr second, to adjourn the meeting at 10:37 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

As of April 30, 2023

	<u>Apr 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	27,337.34
1120.05 · Cash - Restricted	-1,018.92
Total Cash - Merchants	<u>26,318.42</u>
Total Checking/Savings	<u>26,318.42</u>
Total Current Assets	26,318.42
Other Assets	
WRRP Grant Project	
WRRP - BMO Cert of Deposit	25,251.89
WRRP - BMO Money Market	29,179.40
WRRP - Fund Balance	-51,594.90
WRRP - Revenue - Interest	-358.42
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>26,318.42</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,507.20
Total Accounts Payable	<u>2,507.20</u>
Total Accounts Payable	<u>2,507.20</u>
Total Current Liabilities	<u>2,507.20</u>
Total Liabilities	2,507.20
Equity	
Retained Earnings	27,576.19
Net Income	-3,764.97
Total Equity	<u>23,811.22</u>
TOTAL LIABILITIES & EQUITY	<u>26,318.42</u>

Dodgeville Housing Authority
Profit & Loss YTD Comparison
April 2023

	<u>Apr 23</u>	<u>Jan - Apr 23</u>
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	25,008.00	97,178.00
3410.01 · Revenue - HUD Admin	3,134.00	13,330.00
Total Operating Revenue	<u>28,142.00</u>	<u>110,508.00</u>
Total Income	<u>28,142.00</u>	<u>110,508.00</u>
Gross Profit	28,142.00	110,508.00
Expense		
Administration		
4190.01 · Office Expense	60.00	2,657.97
4195.00 · Management Fees	2,507.20	10,664.00
4395.00 · Membership Fees	0.00	70.00
Total Administration	<u>2,567.20</u>	<u>13,391.97</u>
HAP		
4715.01 · HAP Occupied Units	26,471.00	98,827.00
4715.04 · HAP Utility	770.00	2,054.00
Total HAP	<u>27,241.00</u>	<u>100,881.00</u>
Total Expense	<u>29,808.20</u>	<u>114,272.97</u>
Net Ordinary Income	<u>-1,666.20</u>	<u>-3,764.97</u>
Net Income	<u>-1,666.20</u>	<u>-3,764.97</u>