

## **Dodgeville Housing Authority (DHA) Minutes, March 17, 2021**

Present via Zoom: Commissioners Terry Edwards, Tom DeVoss, Jeff Grayson, Jeff Thomas, and John Ziehr, and representing Allegiant Property Management, Cindy Knutson. Commissioners absent: None.

Chairman Edwards called the meeting to order at 10:02 a.m. John Ziehr made the motion, Tom DeVoss second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously.

Terry Edwards presented the minutes from the February 18, 2021 meeting. Tom DeVoss made the motion, Jeff Grayson second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for February, 2021. Jeff Thomas made the motion, Jeff Grayson second, to accept the report as presented, providing the balance sheet is updated to reflect small corrections to the WRRP balance in the money market account at BMO Harris bank. The corrected balance sheets will be forwarded to the Commissioners. Motion passed unanimously.

The following was reviewed under New Business:

- Cindy Knutson provided the Section 8 program update. DHA currently has 52 lease-ups, which is the same number from the previous month. Three clients have vouchers and are looking for units. Five clients are on the waiting list.
- Three outstanding invoices were reviewed: 1. \$2,600 from Allegiant Property Management for services not covered under contract for staff time for the COVID totes project, which included creating a contact list, contacting clients, transferring information, preparing and sending letters, and postage. 2. \$2,171.57 from Allegiant Property Management, for reimbursement for the purchase of iPad and software to be used to conduct home inspections. 3. \$70 from the Wisconsin Association of Housing Authorities for annual membership dues (2021). Jeff Grayson made the motion, John Ziehr second, that all three invoices be paid as soon as possible, with funds for 1 and 2 coming from CARES Act funding and funds for number 3 coming from our unrestricted cash fund. Motion passed unanimously.
- Jeff Grayson reported the BMO checking account has been closed with the remaining balance transferred to DHA's checking account with Merchant's bank. Additionally, Jeff reported that access to DHA's money market account at BMO Harris bank has been updated, with Jeff Grayson, Terry Edwards and John Ziehr as authorized signers on the account.
- The board formed a consensus that the following reviews will be conducted by DHA during each calendar year: January: Board member and term expiration review. April: Policies, contract and five-year plan review. July: Authorized signers on bank accounts review. October: Status of WRRP funds review.
- The board discussed the possibility of offering a down-payment loan program for low to moderate-income first-time homebuyers. Cindy informed the board that she believed the Crawford County Housing Authority may offer this type of program. She will research with Crawford County and possibly other housing authorities and report back to the board.

- An update on Covid Care totes project was provided. We have now distributed 39 totes. Tom DeVoss made the motion, John Ziehr second, to reimburse Jeff Grayson \$382.32 for expenses incurred for supplies for the project. Motion passed unanimously with Jeff Grayson abstaining. DHA currently has \$3,892.96 in Cares Act funding remaining. Any funds not used by December 31, 2021 will be returned.

The following was reviewed under Old Business:

- A proposed solicitation letter to landlords for referrals was put on hold due to sufficient demand for DHA services at this time.
- The commissioner opening on the board was discussed. Tom DeVoss will check with Mayor Novak concerning Corine Carey's interest. Other possible candidates are Katrina Rickard and Sue Horeth, who will be approached if Corine declines.

The next meeting of DHA will be held Wednesday, April 21, 2021 via Zoom. There being no further business, Tom DeVoss made the motion, John Ziehr second, to adjourn the meeting at 10:58 a.m. Motion passed unanimously.

Respectfully submitted – Terry Edwards, Acting Secretary