

CITY OF DODGEVILLE HOUSING AUTHORITY

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

March 9, 2022, 10:00 a.m.

Virtual Meeting

Join Zoom Meeting
<https://us06web.zoom.us/j/4335923538>

Meeting ID: 433 592 3538
Passcode: Dodgeville

- Certification of Public Notice and Approval of Agenda
- Approval of Minutes from February 16, 2022
- Financials
 - ✓ February 2022
- Program updates
 - ✓ Status of program
- Other Business
 - ✓ Tenant & Landlord Letters – Mailed
 - ✓ MOU – Foster Youth to Independence
 - ✓ List of Quarterly items for Board Review
- Next meetings? April 20, 2022
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, February 16, 2022

Zoom meeting. Present: Commissioners Terry Edwards, Jeff Thomas, Jeff Grayson, Patricia Rock, and Gretta Stilson. Representing Allegiant Property Management: Cindy Knutson. Commissioners excused: Tom DeVoss and John Ziehr.

Chairman Edwards called the meeting to order at 10:15 a.m. (There was a delay in the meeting start time due to Zoom problems.) Jeff Grayson made the motion, Jeff Thomas second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the January 12, 2022 meeting. Gretta Stilson made the motion, Patricia Rock second, to approve the minutes as presented. Motion passed unanimously.

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

The following was reviewed under New Business:

- Cindy Knutson provided the Section 8 program update. DHA currently has 53 lease-ups, down five from the time of review at last month's meeting. However, three clients are expected to complete their recertifications and we are awaiting one document on another client who is also expected to be counted as a lease-up. There are 11 clients who currently have vouchers and an additional 11 potential clients on the waiting list.
- Cindy Knutson presented a "Memorandum of Understanding" (MOU) executed between the Dodgeville Housing Authority, Southwest Wis. Workforce Development Board – Iowa County Public Child Welfare Agency, and Southwest Wis. Community Action Program – Local Coalition within the BOSCO. The goal of the agencies is to partner to reduce and prevent homelessness for youth between the ages of 18-24 who have been in the child welfare system, and to provide the necessary services for these youth to become self-sufficient. DHA's role in the partnership would be to administer rental vouchers similar to the Section 8 program. After discussion, Cindy was instructed to forward the MOU to each commissioner for review. The board will act on formal approval of the MOU at its March meeting.
- Jeff Grayson made the motion, Jeff Thomas second, that DHA renew its membership in the Wisconsin Association of Housing Authorities in the amount of \$70. Terry Edwards will forward the invoice to Cindy. Motion passed unanimously.

The following was reviewed under Old Business:

- Terry Edwards will compose a cover letter from DHA and forward it to Cindy to use in mailing two pamphlets to our clients. One pamphlet describes the Wisconsin Water Assistance program and the other describes the Wisconsin Energy and Weatherization assistance program. Our goal is to make our clients aware of assistance these programs may provide.
- Cindy Knutson will distribute, in the packet at our next meeting, an informational sheet of items our board has determined merit review quarterly and the date each item is to be reviewed.

The next meeting of DHA will be held Wednesday, March 9, 2022 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Gretta Stilson made the motion, Patricia Rock second, to adjourn the meeting at 10:48 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

Dodgeville Housing Authority
Balance Sheet
As of February 28, 2022

	Feb 28, 22
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	19,949.51
1120.05 · Cash - Restricted	5,367.34
Total Cash - Merchants	25,316.85
Total Checking/Savings	25,316.85
Total Current Assets	25,316.85
Other Assets	
WRRP Grant Project	
WRRP - BMO Money Market	51,550.58
WRRP - Expenses Bank Fees	5.00
WRRP - Fund Balance	-51,551.41
WRRP - Revenue - Interest	-4.17
Total WRRP Grant Project	0.00
Total Other Assets	0.00
TOTAL ASSETS	25,316.85
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,272.06
Total Accounts Payable	2,272.06
Total Accounts Payable	2,272.06
Total Current Liabilities	2,272.06
Total Liabilities	2,272.06
Equity	
Retained Earnings	21,081.19
Net Income	1,963.60
Total Equity	23,044.79
TOTAL LIABILITIES & EQUITY	25,316.85

Dodgeville Housing Authority
Profit & Loss YTD Comparison
 February 2022

	Feb 22	Jan - Feb 22
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	22,773.00	44,884.00
3410.01 · Revenue - HUD Admin	2,894.00	5,788.00
Total Operating Revenue	25,667.00	50,672.00
Total Income	25,667.00	50,672.00
Gross Profit	25,667.00	50,672.00
Expense		
Administration		
4195.00 · Management Fees	2,272.06	4,544.12
4395.00 · Membership Fees	70.00	70.00
Total Administration	2,342.06	4,614.12
HAP		
4715.01 · HAP Occupied Units	19,978.00	40,745.00
4715.04 · HAP Utility	304.00	608.00
Total HAP	20,282.00	41,353.00
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	1,358.00	2,655.00
4715.07 · Port Out - Admin Fees	43.14	86.28
Total HAP - Port outs	1,401.14	2,741.28
Total Expense	24,025.20	48,708.40
Net Ordinary Income	1,641.80	1,963.60
Net Income	<u>1,641.80</u>	<u>1,963.60</u>

Month	VMS Unit Counts*	Wait List	Briefings Scheduled in CM	Issued not Leased	Notes
November, 2021	55	33	7-10	0	No Payment request for Portable voucher, may be absorbed, Port out Submitted in December
December, 2021	55	18	0	9	(15 sent out/9 responded and were issued vouchers on 11/19)
January, 2022	57	11	0	6	1 additional, but we are waiting on a document to officially count. 1 individual was removed in February.
February, 2022	54	11	5	11	3 Rescertifications - Waiting on Paperwork from Tenants 6 New Vouchers issued in February, 5 New Vouchers issued in February 2022
March, 2022	54	6	5	9	2 Recertifications - Waiting on Paperwork (1 possible port out) 2 should be leased up by 4/1

*VMS Unit Counts may change as new information is provided.

EXAMPLES

- Paper work not received until after cut off
- Voucher holder moves out and we are not notified until after the fact
- Portout tenants - information not received from other Housing agency.

MEMORANDUM OF UNDERSTANDING – FOSTER YOUTH TO INDEPENDENCE

*This Memorandum of Understanding (MOU) has been created and entered into on **February 1, 2022** by and between the following parties in relation to their request for assistance under the Foster Youth to Independence initiative and the requirements of PIH Notice 2019-20 (HA).*

Dodgeville Housing Authority
100 East Fountain St.
Dodgeville, WI 53533

Southwest Wisconsin Workforce Development Board (SWWDB)
Iowa County Public Child Welfare Agency (PCWA)
1717 Center Avenue
Janesville, WI 53546

Southwest Wisconsin Community Action Program (SWCAP)
Local Coalition within the BOSCO
149 N. Iowa St.
Dodgeville, WI 53533

I. Statement of Cooperation

- A. DHA, SWWDB, and SWCAP wish to be Partners in this endeavor, and agree to the following as the substance of this MOU in accordance with the terms and conditions of Tenant Protection Vouchers for Foster Youth to Independence initiative Notice PIH 2019-20 (HA) issued on July 26, 2019.
- B. The goal of DHA, SWWDB, and SWCAP is to collaborate efforts to reduce and prevent homelessness for youth between the ages of 18-24 years of age who have been in the child welfare system, and to provide the necessary services for these youth to become self-sufficient.

II. Youth Eligibility

The population eligible to be assisted under this agreement is youth certified by the Public Child Welfare Agency (PCWA) as meeting the following conditions:

1. Has attained at least 18 years and not more than 24 years of age;
2. Left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act at age 16 or older; and
3. Is homeless or is at risk of becoming homeless as these terms are defined at 24 CFR 578.3 and 24 CFR 576.2.

Eligibility is not limited to single persons. For example, pregnant and/or parenting youth are eligible to receive assistance under this notice assuming they otherwise meet eligibility requirements.

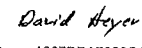
- C. Provide written certification to the DHA that a youth is FYI-eligible.
- D. Provide or secure a commitment for the provision of required supportive services.

VI. SWCAP Responsibilities

As a local coalition with the BOSCOG, the SWCAP will be responsible for the following activities:

- A. Encourage and facilitate the coordinated entry process for FYI-eligible youth.
- B. Identify programs and services, if any, to be provided using CoC program funds to youth who qualify for the FYI program.
- C. Make referrals of FYI-eligible youth to the SWWDB.
- D. Work directly with SWWDB to ensure that supportive services are provided the entire time a youth is receiving rental assistance through the FYI program, regardless of their age.

Signed By:

DocuSigned by:


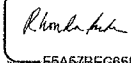
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David Heyer, Manager
 Allegiant Property Management LLC
 For Dodgeville Housing Authority

Date:

DocuSigned by:



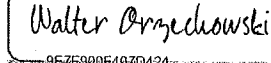
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Rhonda Suda, Chief Executive Officer
 Southwest Wisconsin Workforce Development Board (SWWDB)

Date:

DocuSigned by:



2/1/2022

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Walter Orzechowski, Director
 Southwest Community Action Program (SWCAP)

Date:

Dodgeville Housing Authority Quarterly Board Reviews

January

Board Member Review

Board Member Term Review

April

Review Policies

Management Contract

Five Year Plan Review

Admin Plan Review

July

Review Bank Authorized Signers

October

WRRP Funding Status