

# CITY OF DODGEVILLE HOUSING AUTHORITY

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

August 10, 2022, 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 July 13, 2022
- Financials
  - ✓ July 2022
- Program updates
  - ✓ Status of program
- Other Business
  - ✓ Review Bank Authorized Signers
  - ✓ WAHA Fall Conference update

Next meetings?

- ✓ September 21, 2022 (Third Wednesday this month only)
- Motion to Adjourn.

## **Dodgeville Housing Authority (DHA) Minutes, July 13, 2022**

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

Chairman Edwards called the meeting to order at 10:00 a.m. Tom DeVoss made the motion, John Ziehr second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the June 8, 2022 meeting. Jeff Grayson made the motion, Jeff Thomas second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for June, 2022. John Ziehr made the motion, Tom DeVoss second, to approve the financials as presented. Motion passed unanimously.

The following was reviewed under New Business:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 58 lease-ups, up one from the total at last month's meeting. There are five potential clients on the waiting list and seven clients with vouchers.
- The board reached a consensus to meet in ward room one in City Hall for the August meeting, and to move the date of the September meeting to September 21.
- Discussion on any DHA requirements under the DUNS number system was tabled until the August meeting.

The following was reviewed under Old Business:

- The board again discussed possible uses for the WRRP money held in its money market account. Cindy will e-mail information we previously received from a State of Wisconsin employee concerning proper use of this money. Commissioners are to read this information which will be discussed at the August meeting.
- Cindy will forward information to Commissioners about the Fall WAHA conference as it becomes available.

The next meeting of DHA will be held Wednesday, August 10 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 10:42 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

## Dodgeville Housing Authority

## Balance Sheet

As of July 31, 2022

	<u>Jul 31, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
<b>Cash - Merchants</b>	
1120.04 · Cash - Unrestricted	23,232.81
1120.05 · Cash - Restricted	101.64
<b>Total Cash - Merchants</b>	<u>23,334.45</u>
<b>Total Checking/Savings</b>	<u>23,334.45</u>
<b>Total Current Assets</b>	23,334.45
<b>Other Assets</b>	
<b>WRRP Grant Project</b>	
WRRP - BMO Money Market	51,561.39
WRRP - Expenses Bank Fees	5.00
WRRP - Fund Balance	-51,551.41
WRRP - Revenue - Interest	-14.98
<b>Total WRRP Grant Project</b>	<u>0.00</u>
<b>Total Other Assets</b>	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u><u>23,334.45</u></u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,287.26
<b>Total Accounts Payable</b>	<u>2,287.26</u>
<b>Total Accounts Payable</b>	<u>2,287.26</u>
<b>Total Current Liabilities</b>	<u>2,287.26</u>
<b>Total Liabilities</b>	2,287.26
<b>Equity</b>	
Retained Earnings	21,081.19
Net Income	-34.00
<b>Total Equity</b>	<u>21,047.19</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u><u>23,334.45</u></u></b>

**Dodgeville Housing Authority**  
**Profit & Loss YTD Comparison**  
**July 2022**

	Jul 22	Jan - Jul 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Operating Revenue</b>		
3410.00 · Revenue - HUD Grants	24,035.00	155,858.00
3410.01 · Revenue - HUD Admin	2,913.00	22,800.00
<b>Total Operating Revenue</b>	26,948.00	178,658.00
<b>Total Income</b>	26,948.00	178,658.00
<b>Gross Profit</b>	26,948.00	178,658.00
<b>Expense</b>		
<b>Administration</b>		
4195.00 · Management Fees	2,287.26	17,938.02
4395.00 · Membership Fees	0.00	70.00
<b>Total Administration</b>	2,287.26	18,008.02
<b>General Expenses</b>		
4590.00 · Other General Expenses	0.00	350.00
<b>Total General Expenses</b>	0.00	350.00
<b>HAP</b>		
4715.01 · HAP Occupied Units	23,250.00	148,484.00
4715.04 · HAP Utility	304.00	2,103.00
<b>Total HAP</b>	23,554.00	150,587.00
<b>HAP - Port outs</b>		
4715.06 · HAP Portable Initial PHA	1,358.00	9,445.00
4715.07 · Port Out - Admin Fees	43.14	301.98
<b>Total HAP - Port outs</b>	1,401.14	9,746.98
<b>Total Expense</b>	27,242.40	178,692.00
<b>Net Ordinary Income</b>	-294.40	-34.00
<b>Net Income</b>	<b>-294.40</b>	<b>-34.00</b>

Month	VMS Unit Counts*	Wait List	Briefings Scheduled in CM	Issued not Leased	Notes
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	55	11	5	11	3 Recertifications - Waiting on Paperwork from Tenants 6 New Vouchers issued in February, 5 New Vouchers issued in February 2022
March, 2022	55	6	5	9	1 added in April 2 Recertifications - Waiting on Paperwork (1 possible port out) 2 should be leased up by 4/1 1 added in April
April, 2022	57	4	5	6	3 issued in April (not leased up)
May, 2022	58	8	5/27/2022	6	TOTAL for YTD - 10 issued (3 expired, 1 leased, 6 issued but not leased up), 1 added in July
June, 2022	58	2	none	7	3 issued at May 27 briefing, one added in July
July, 2022	58	5	none	7	Issued one in July, waiting
August, 2022	57	6	none	3	3 Tenants - Searching, 1 potential termination (pending appeal)

\*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.