

CITY OF DODGEVILLE HOUSING AUTHORITY

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

September 21, 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 August 10, 2022
- Financials
 - ✓ August 2022
- Program updates
 - ✓ Status of program
- Other Business
 - ✓ WAHA Fall Conference update
 - ✓ SEMAP Update

Next meetings?

- ✓ October 12, 2022
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, August 10, 2022

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

Chairman Edwards called the meeting to order at 10:06 a.m. Tom DeVoss made the motion, Jeff Grayson second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the July 13, 2022 meeting. Jeff Grayson made the motion, Gretta Stilson second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for July, 2022. Jeff Grayson made the motion, Jeff Thomas 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 57 lease-ups, up one from the total at last month's meeting. There are six potential clients on the waiting list and three clients with vouchers. Cindy mentioned that use of the "two-year tool" says, "if one client goes off, only one can go on at the present time." It was noted that there is one potential termination of one of our clients. Lori Saley will brief the commissioners at the next meeting concerning the reason for the potential termination.
- The board reviewed authorized signers on our bank accounts. Gretta Stilson made the motion, Tom DeVoss second, that DHA authorized signers remain Terry Edwards, Jeff Grayson and John Ziehr at BMO Harris Bank and remain Terry Edwards, Jeff Grayson, David Heyer, Cindy Knutson and Pamela Moser at Merchants Bank. Motion passed unanimously.

The following was reviewed under Old Business:

- Tom DeVoss made the motion, Gretta Stilson second, that DHA reimburse commissioners for any standard expenses incurred if they choose to attend the Wisconsin Association of Housing Authorities Fall Conference in September. Motion passed unanimously. Cindy will e-mail conference information to the Commissioners.
- Cindy Knutson reported that DHA is accurately documented in the Dun and Bradstreet system.
- Chairman Edwards asked Cindy to e-mail verification to the Commissioners that DHA requirements under the Section Eight Management Assessment Program (SEMAP) have been completed prior to August 29.

The next meeting of DHA will be held Wednesday, September 21 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Tom DeVoss made the motion, Jeff Thomas second, to adjourn the meeting at 10:39 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

09/06/22

As of August 31, 2022

Accrual Basis

	<u>Aug 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	23,858.55
1120.05 · Cash - Restricted	-52.50
Total Cash - Merchants	<u>23,806.05</u>
Total Checking/Savings	<u>23,806.05</u>
Total Current Assets	23,806.05
Other Assets	
WRRP Grant Project	
WRRP - BMO Money Market	51,563.58
WRRP - Expenses Bank Fees	5.00
WRRP - Fund Balance	-51,551.41
WRRP - Revenue - Interest	-17.17
Total WRRP Grant Project	<u>0.00</u>
Total Other Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>23,806.05</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,287.26
Total Accounts Payable	<u>2,287.26</u>
Total Accounts Payable	<u>2,287.26</u>
Total Current Liabilities	<u>2,287.26</u>
Total Liabilities	2,287.26
Equity	
Retained Earnings	21,081.19
Net Income	437.60
Total Equity	<u>21,518.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>23,806.05</u></u>

Dodgeville Housing Authority
Profit & Loss YTD Comparison
August 2022

	Aug 22	Jan - Aug 22
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	22,918.00	178,776.00
3410.01 · Revenue - HUD Admin	2,913.00	25,713.00
Total Operating Revenue	25,831.00	204,489.00
Total Income	25,831.00	204,489.00
Gross Profit	25,831.00	204,489.00
Expense		
Administration		
4195.00 · Management Fees	2,287.26	20,225.28
4395.00 · Membership Fees	0.00	70.00
Total Administration	2,287.26	20,295.28
General Expenses		
4590.00 · Other General Expenses	0.00	350.00
Total General Expenses	0.00	350.00
HAP		
4715.01 · HAP Occupied Units	21,574.00	170,058.00
4715.04 · HAP Utility	97.00	2,200.00
Total HAP	21,671.00	172,258.00
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	1,358.00	10,803.00
4715.07 · Port Out - Admin Fees	43.14	345.12
Total HAP - Port outs	1,401.14	11,148.12
Total Expense	25,359.40	204,051.40
Net Ordinary Income	471.60	437.60
Net Income	471.60	437.60