

CITY OF DODGEVILLE HOUSING AUTHORITY

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

October 12, 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 September 21, 2022
- Financials
 - ✓ September 2022
- Program updates
 - ✓ Status of program
- Other Business
 - ✓ WRRP Funding Status
 - ✓ Client Termination

Next meetings?

- ✓ November 9, 2022
- Motion to Adjourn.

UNAPPROVED

Dodgeville Housing Authority (DHA) Minutes, September 21, 2022

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

Chairman Edwards called the meeting to order at 10:01 a.m. John Ziehr made the motion, Patricia Rock second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the August 10, 2022 meeting. Patricia Rock made the motion, Jeff Grayson second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for August, 2022. Jeff Thomas made the motion, Patricia Rock 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 54 lease-ups, down three from the total at last month's meeting. There are 17 potential clients on the waiting list and no clients currently with vouchers.
- Cindy Knutson gave the board a report on the Wisconsin Association of Housing Authorities fall conference. The sessions included new software reporting training and landlord retention training. Cindy will e-mail selected materials from the conference to DHA commissioners for review.
- Commissioner Jeff Grayson reported that DHA is in the process of correcting some incorrect TIN numbers with the Internal Revenue Service.
- Chairman Edwards and Cindy will receive training from the City of Dodgeville on new procedures for posting on the city's website.

The following was reviewed under Old Business:

- Cindy gave a SEMAP update. This report is not due to HUD until February 28, 2023. At the October board meeting we will be informed of our previous SEMAP in February of 2021. Also, when the next SEMAP report is completed, it will be reviewed with the commissioners.
- A report on client termination was tabled until the October meeting.

The next meeting of DHA will be held Wednesday, October 12 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 10:50 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

10/06/22

As of September 30, 2022

Accrual Basis

| | <u>Sep 30, 22</u> |
|---------------------------------------|--------------------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Cash - Merchants | |
| 1120.04 · Cash - Unrestricted | 25,058.29 |
| 1120.05 · Cash - Restricted | 494.36 |
| Total Cash - Merchants | <u>25,552.65</u> |
| Total Checking/Savings | <u>25,552.65</u> |
| Total Current Assets | 25,552.65 |
| Other Assets | |
| WRRP Grant Project | |
| WRRP - BMO Money Market | 51,565.70 |
| WRRP - Expenses Bank Fees | 5.00 |
| WRRP - Fund Balance | -51,551.41 |
| WRRP - Revenue - Interest | -19.29 |
| Total WRRP Grant Project | <u>0.00</u> |
| Total Other Assets | <u>0.00</u> |
| TOTAL ASSETS | <u><u>25,552.65</u></u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Accounts Payable | |
| 2111.00 · A/P - Vendors & Contractors | 2,746.46 |
| Total Accounts Payable | <u>2,746.46</u> |
| Total Accounts Payable | <u>2,746.46</u> |
| Total Current Liabilities | <u>2,746.46</u> |
| Total Liabilities | 2,746.46 |
| Equity | |
| Retained Earnings | 21,081.19 |
| Net Income | 1,725.00 |
| Total Equity | <u>22,806.19</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>25,552.65</u></u> |

Dodgeville Housing Authority
Profit & Loss YTD Comparison
September 2022

| | Sep 22 | Jan - Sep 22 |
|------------------------------------|------------------------|------------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Operating Revenue | | |
| 3410.00 · Revenue - HUD Grants | 24,095.00 | 202,871.00 |
| 3410.01 · Revenue - HUD Admin | 3,487.00 | 29,200.00 |
| Total Operating Revenue | <u>27,582.00</u> | <u>232,071.00</u> |
| Total Income | <u>27,582.00</u> | <u>232,071.00</u> |
| Gross Profit | 27,582.00 | 232,071.00 |
| Expense | | |
| Administration | | |
| 4195.00 · Management Fees | 2,746.46 | 22,971.74 |
| 4395.00 · Membership Fees | 0.00 | 70.00 |
| Total Administration | <u>2,746.46</u> | <u>23,041.74</u> |
| General Expenses | | |
| 4590.00 · Other General Expenses | 0.00 | 350.00 |
| Total General Expenses | <u>0.00</u> | <u>350.00</u> |
| HAP | | |
| 4715.01 · HAP Occupied Units | 22,117.00 | 192,175.00 |
| 4715.04 · HAP Utility | 30.00 | 2,230.00 |
| Total HAP | <u>22,147.00</u> | <u>194,405.00</u> |
| HAP - Port outs | | |
| 4715.06 · HAP Portable Initial PHA | 1,358.00 | 12,161.00 |
| 4715.07 · Port Out - Admin Fees | 43.14 | 388.26 |
| Total HAP - Port outs | <u>1,401.14</u> | <u>12,549.26</u> |
| Total Expense | <u>26,294.60</u> | <u>230,346.00</u> |
| Net Ordinary Income | <u>1,287.40</u> | <u>1,725.00</u> |
| Net Income | <u><u>1,287.40</u></u> | <u><u>1,725.00</u></u> |