

CITY OF DODGEVILLE HOUSING AUTHORITY

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

November 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 October 12, 2022
- Financials
 - ✓ October 2022
- Program updates
 - ✓ Status of program
- Other Business
 - ✓ Landlord Loan Letter WRRP Funds

Next meetings?

- ✓ December 15, 2022
- Motion to Adjourn.

UNAPPROVED

Dodgeville Housing Authority (DHA) Minutes, October 12, 2022

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

Chairman Edwards called the meeting to order at 10:13 a.m. Tom DeVoss 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 September 21, 2022 meeting. John Ziehr made the motion, Jeff Grayson second, to approve the minutes as presented. Motion passed unanimously.

Cindy Knutson presented the financial report for September, 2022. Tom DeVoss 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 Housing Choice Voucher program update. DHA currently has 52 lease-ups, down two from the total at last month's meeting. There are 18 potential clients on the waiting list and no clients currently with vouchers. Three people are scheduled for a briefing on October 26 which will hopefully lead to issuance of vouchers. DHA has been informed by HUD that it is receiving three additional housing choice vouchers in the amount of \$15,772 with an additional \$2,250 for administrative fees. The money is to be earmarked for people who are survivors of domestic violence, homeless, or at risk of homelessness. In theory, we now have a issuance ceiling of 63 vouchers, up from 60. DHA, at this time, according to Cindy, should be in "an issuing state of mind." A consensus of agreement with this stance was expressed by the commissioners.

The following was reviewed under Old Business:

- Cindy reported that Allegiant continues to work on correcting some incorrect landlord TIN numbers with the Internal Revenue Service.
- *The commissioners revisited the idea of creating a no-interest landlord loan program for rental unit improvements, using our WRRP funds. Chairman Edwards will provide Cindy with a letter to send to our landlords to gauge interest. Allegiant is to be paid from administrative funds to pay for preparing and mailing the letter to the landlords.*
- Cindy reviewed with the commissioners various reasons for client termination letters and remedies clients can take.

The next meeting of DHA will be held Wednesday, November 9 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Tom DeVoss made the motion, John Ziehr second, to adjourn the meeting at 11:01 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

11/03/22

As of October 31, 2022

Accrual Basis

	<u>Oct 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	27,474.83
1120.05 · Cash - Restricted	4,082.22
Total Cash - Merchants	<u>31,557.05</u>
Total Checking/Savings	<u>31,557.05</u>
Total Current Assets	31,557.05
Other Assets	
WRRP Grant Project	
WRRP - BMO Money Market	51,567.89
WRRP - Expenses Bank Fees	5.00
WRRP - Fund Balance	-51,551.41
WRRP - Revenue - Interest	-21.48
Total WRRP Grant Project	<u>0.00</u>
Total Other Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>31,557.05</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	4,087.26
Total Accounts Payable	<u>4,087.26</u>
Total Accounts Payable	<u>4,087.26</u>
Total Current Liabilities	<u>4,087.26</u>
Total Liabilities	4,087.26
Equity	
Retained Earnings	21,081.19
Net Income	6,388.60
Total Equity	<u>27,469.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>31,557.05</u></u>

Dodgeville Housing Authority
Profit & Loss YTD Comparison
October 2022

	Oct 22	Jan - Oct 22
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	25,410.00	228,281.00
3410.01 · Revenue - HUD Admin	5,163.00	34,363.00
Total Operating Revenue	<u>30,573.00</u>	<u>262,644.00</u>
Total Income	<u>30,573.00</u>	<u>262,644.00</u>
Gross Profit	30,573.00	262,644.00
Expense		
Administration		
4195.00 · Management Fees	4,087.26	27,059.00
4395.00 · Membership Fees	0.00	70.00
Total Administration	<u>4,087.26</u>	<u>27,129.00</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	20,396.00	212,571.00
4715.04 · HAP Utility	25.00	2,255.00
Total HAP	<u>20,421.00</u>	<u>214,826.00</u>
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	1,358.00	13,519.00
4715.07 · Port Out - Admin Fees	43.14	431.40
Total HAP - Port outs	<u>1,401.14</u>	<u>13,950.40</u>
Total Expense	<u>25,909.40</u>	<u>256,255.40</u>
Net Ordinary Income	<u>4,663.60</u>	<u>6,388.60</u>
Net Income	<u><u>4,663.60</u></u>	<u><u>6,388.60</u></u>