

CITY OF DODGEVILLE HOUSING AUTHORITY

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

Juky 12, 2023, 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 June 14, 2023
- Financials
 - ✓ June 2023
- Program updates
 - ✓ Status of program
- Other Business
 - ✓ VMS Data Validation Review June 27
 - ✓ HUD Held Reserve Balance
 - ✓ Admin Plan
 - ✓ Management Contract update
- Next meeting
 - ✓ August 9, 2023
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, June 14, 2023

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

Chairman Edwards called the meeting to order at 10:00 a.m. Jeff Thomas made the motion, Gretta Stilson second, to approve the Certification of Public Notice and Agenda. Motion passed unanimously. Terry Edwards presented the minutes from the May 10, 2023 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 May, 2023. It was noted that the expected request for payment of the port-out from the City of Joliet came through in May after being six months in arrears. Allegiant requested funds from DHA's HUD held reserve to cover the cash shortage created by the port-out. The request was approved with the money received in June. DHA's June financial statements should reflect this activity. Jeff Grayson made the motion, Gretta Stilson second, to approve the financial report as presented. Motion passed unanimously.

Program Updates:

- Cindy Knutson provided the Housing Choice Voucher program update. DHA currently has 58 lease-ups, down one from the time of last month's review. There are 10 potential clients on the waiting list and five additional vouchers issued but not yet leased. There are no additional briefings scheduled at the present time.

The following New Business was conducted:

- The commissioners asked Cindy for a report on the remaining balance in our HUD held reserve at the July meeting.
- Cindy reported that HUD will conduct Voucher Management System review of DHA on June 27.

The following was reviewed under Old Business:

- The letter to landlords regarding a possible grant or loan program for apartment improvements continues to be delayed due to staffing shortages at Allegiant.
- Review of our Administrative plan was tabled until July. Cindy will e-mail a copy of the plan to the Commissioners prior to the July meeting. If there are any questions about the plan, Commissioners are to e-mail Cindy.
- There has been no activity on the Foster Youth Initiative.
- The Commissioners will review "Authorized signers" at the July meeting. Jeff Grayson will present the necessary information to be reviewed.

The next meeting of DHA will be held Wednesday, July 12, 2023 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, Patricia Rock made the motion, Gretta Stilson second, to adjourn the meeting at 10:34 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

As of June 30, 2023

07/10/23

Accrual Basis

	<u>Jun 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	28,791.16
1120.05 · Cash - Restricted	147.49
Total Cash - Merchants	<u>28,938.65</u>
Total Checking/Savings	<u>28,938.65</u>
Total Current Assets	28,938.65
Other Assets	
WRRP Grant Project	
WRRP - BMO Cert of Deposit	25,251.89
WRRP - BMO Money Market	29,227.96
WRRP - Fund Balance	-51,594.90
WRRP - Revenue - Interest	-406.98
WRRP - Revenue - PHA Admin	-2,477.97
Total WRRP Grant Project	<u>0.00</u>
Total Other Assets	<u>0.00</u>
TOTAL ASSETS	<u>28,938.65</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	2,558.23
Total Accounts Payable	<u>2,558.23</u>
Total Accounts Payable	<u>2,558.23</u>
Total Current Liabilities	<u>2,558.23</u>
Total Liabilities	2,558.23
Equity	
Retained Earnings	27,576.19
Net Income	-1,195.77
Total Equity	<u>26,380.42</u>
TOTAL LIABILITIES & EQUITY	<u>28,938.65</u>

Dodgeville Housing Authority
Profit & Loss YTD Comparison
June 2023

	Jun 23	Jan - Jun 23
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	38,228.00	157,369.00
3410.01 · Revenue - HUD Admin	3,242.00	19,706.00
Total Operating Revenue	41,470.00	177,075.00
Total Income	41,470.00	177,075.00
Gross Profit	41,470.00	177,075.00
Expense		
Administration		
4190.01 · Office Expense	60.00	2,777.97
4195.00 · Management Fees	2,558.23	15,517.21
4395.00 · Membership Fees	0.00	70.00
Total Administration	2,618.23	18,365.18
HAP		
4715.01 · HAP Occupied Units	23,418.00	146,251.00
4715.04 · HAP Utility	678.00	3,376.00
Total HAP	24,096.00	149,627.00
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	1,433.00	10,031.00
4715.07 · Port Out - Admin Fees	35.37	247.59
Total HAP - Port outs	1,468.37	10,278.59
Total Expense	28,182.60	178,270.77
Net Ordinary Income	13,287.40	-1,195.77
Net Income	13,287.40	-1,195.77