

CITY OF DODGEVILLE HOUSING AUTHORITY

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

April 20, 2022, 10:00 a.m.

Virtual & In Person Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/4335923538>

Meeting ID: 433 592 3538

Passcode: Dodgeville

- Certification of Public Notice and Approval of Agenda
- Approval of Minutes from March 9, 2022
- Financials
 - ✓ March 2022
- Program updates
 - ✓ Status of program
- Other Business
 - ✓ April Board Review
 - 1) Policies (online, City of Dodgeville Website)
 - 2) Management Contract
 - 3) Five year Plan Review
 - 4) Admin Plan
- Next meetings? May 13, 2022
- Motion to Adjourn.

Dodgeville Housing Authority (DHA) Minutes, March 9, 2022

Zoom meeting. Present: Commissioners Terry Edwards, Jeff Thomas, Jeff Grayson, Patricia Rock, Tom DeVoss, John Ziehr, and Gretta Stilson. Representing Allegiant Property Management: Cindy Knutson.

Chairman Edwards called the meeting to order at 10:03 a.m. Jeff Grayson 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 February 16, 2022 meeting. Jeff Grayson made the motion, Jeff Thomas second, to approve the minutes with the following corrections: 1. In the second bullet point under new business, "child welfare system" be replaced with "foster care system." 2. In the same bullet point, "Section 8 program" be replaced with "Housing Choice Voucher Program." Motion passed unanimously.

Cindy Knutson presented the financial report for January, 2022. John Ziehr made the motion, Gretta Stilson second, to approve the financials as presented. Motion passed unanimously.

The following was reviewed under New Business:

- Cindy Knutson provided the Section 8 program update. DHA currently has 54 lease-ups, up one from the time of review at last month's meeting. Two existing clients are completing paperwork for recertification and two new clients are expected to be leased-up by April 1. There are six potential clients on the waiting list and nine clients with vouchers. Cindy reviewed the process of using the "Two-year Tool," which assists in determining how many vouchers the Housing Authority can issue. Cindy also informed the commissioners that the HUD held reserve balance is \$52,199. Commissioner Jeff Thomas reported that the rental market continues to be tight in Dodgeville, but 100 new units are currently being constructed in the city in three phases, with the first phase being completed this summer.
- The commissioners reviewed a Memorandum of Understanding (MOU) between Dodgeville Housing Authority (DHA), Southwest Wis. Workforce Development Board (SWWDB), and Southwest Wisconsin Community Action Program (SWCAP). Essentially the parties agree to cooperate to provide affordable housing to young people at least 18 years of age and not older than 24 years of age, who have left foster care or are within 90 days of leaving foster care. DHA's responsibility would be to issue housing choice vouchers to eligible participants through HUD. John Ziehr made the motion, Gretta Stilson second, to approve of the MOU and DHA's participation in this program. Motion passed unanimously.
- The commissioners reviewed a list, provided by Cindy, of items scheduled to be reviewed quarterly.

The following was reviewed under Old Business:

- Cindy reported that a letter to our clients, making them aware of the Wisconsin Water Assistance program and Wisconsin Energy and Weatherization assistance program, with the accompanying pamphlets, has been mailed.

The next meeting of DHA will be held Wednesday, April 20, 2022 at 10:00 a.m. at Dodgeville City Hall, with a Zoom option available. There being no further business, John Ziehr made the motion, Gretta Stilson second, to adjourn the meeting at 10:38 a.m. Motion passed unanimously.

Respectfully submitted,

Terry Edwards, Acting Secretary

Dodgeville Housing Authority

Balance Sheet

As of March 31, 2022

	<u>Mar 31, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Merchants	
1120.04 · Cash - Unrestricted	21,322.45
1120.05 · Cash - Restricted	5,560.20
Total Cash - Merchants	<u>26,882.65</u>
Total Checking/Savings	<u>26,882.65</u>
Total Current Assets	26,882.65
Other Assets	
WRRP Grant Project	
WRRP - BMO Money Market	51,552.77
WRRP - Expenses Bank Fees	5.00
WRRP - Fund Balance	-51,551.41
WRRP - Revenue - Interest	-6.36
Total WRRP Grant Project	<u>0.00</u>
Total Other Assets	<u>0.00</u>
TOTAL ASSETS	<u><u>26,882.65</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	
2111.00 · A/P - Vendors & Contractors	3,222.86
Total Accounts Payable	<u>3,222.86</u>
Total Accounts Payable	<u>3,222.86</u>
Total Current Liabilities	<u>3,222.86</u>
Total Liabilities	3,222.86
Equity	
Retained Earnings	21,081.19
Net Income	2,578.60
Total Equity	<u>23,659.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>26,882.65</u></u>

Dodgeville Housing Authority
Profit & Loss YTD Comparison
March 2022

	Mar 22	Jan - Mar 22
Ordinary Income/Expense		
Income		
Operating Revenue		
3410.00 · Revenue - HUD Grants	21,432.00	66,316.00
3410.01 · Revenue - HUD Admin	3,645.00	9,433.00
Total Operating Revenue	25,077.00	75,749.00
Total Income	25,077.00	75,749.00
Gross Profit	25,077.00	75,749.00
Expense		
Administration		
4195.00 · Management Fees	2,872.86	7,416.98
4395.00 · Membership Fees	0.00	70.00
Total Administration	2,872.86	7,486.98
General Expenses		
4590.00 · Other General Expenses	350.00	350.00
Total General Expenses	350.00	350.00
HAP		
4715.01 · HAP Occupied Units	19,534.00	60,279.00
4715.04 · HAP Utility	304.00	912.00
Total HAP	19,838.00	61,191.00
HAP - Port outs		
4715.06 · HAP Portable Initial PHA	1,358.00	4,013.00
4715.07 · Port Out - Admin Fees	43.14	129.42
Total HAP - Port outs	1,401.14	4,142.42
Total Expense	24,462.00	73,170.40
Net Ordinary Income	615.00	2,578.60
Net Income	615.00	2,578.60