

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

10/28/14

MEMBERS PRESENT: Russ Wilson, Andy Witt, Dorothy Korzilius, David Welles, Sarah Napgezok, Romey Wagner, Gary Gisselman

MEMBERS ABSENT:

OTHERS PRESENT: Ann Werth, Anne Jacobson, Betty Noel, Juli Birkenmeier, Tammy Stratz

(1) Call Meeting to Order

Meeting was called to order at 12:04 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, WI.

(2) Approval of Minutes

Welles moved to approve the minutes from 9/23/14. Witt seconded the motion. Motion approved unanimously.

(3) Consideration and Action on Resolution 14-008 – Administrative Plan Update

Noel explained that the WCDA is required to have Board approval for any changes made to the Administrative Plan, which is applicable to the operation of its Section 8 Housing Choice Voucher Program. Birkenmeier offered a brief overview of the sections modified. Noel presented the updated Administrative Plan and sought board approval to submit the Plan to HUD's Milwaukee Field Office for retention in their files. Napgezok moved to approve Resolution 14-008. Gisselman seconded. Roll call vote was taken with unanimous consent.

(4) Consideration and Action on Resolution 14-009 – Admissions and Continued Occupancy Policy (ACOP) Update

Noel explained that the WCDA is also required to have Board approval for any changes or updates made to the Admissions and Continued Occupancy Policy (ACOP), which is applicable to the operation of its Public Housing Program. Birkenmeier outlined the sections that required modification to remain compliant. Noel sought board approval to submit the ACOP to HUD's Milwaukee Field Office for retention in their files. Welles moved to approve Resolution 14-009. Napgezok seconded. Roll call vote was taken with unanimous consent.

(5) Consideration and Action on Resolution 14-010 – 2014 Doubtful Accounts – Section 8 Housing Choice Voucher Program

Noel presented Resolution 14-010 which included the names of doubtful Housing Choice Voucher tenant accounts to be written off the books for 2014. Noel furthered that although these accounts appear to be doubtful, the WCDA continues to make every attempt to collect the outstanding debts through small claims action, as well as tax intercepts. Napgezok moved to approve Resolution 14-010. Witt seconded. Roll call vote was taken with unanimous consent.

(6) WHEDA Vouchers – Section 8 Housing Choice Voucher Program

Noel gave an overview of the administration of the WCDA's Housing Choice Voucher Program. She reiterated that the WCDA currently administers an average of 243 HUD vouchers and 34 WHEDA vouchers. Noel said that while the HUD vouchers are primarily located within a 5-mile radius of Wausau, the WHEDA vouchers can span the entire county, including 7 located in Shawano County. Noel further explained that WHEDA has a procurement policy which required them to put out an RFQ (Request for Qualifications) for their entire portfolio. She said that in order to remain as a voucher administrator for WHEDA, the WCDA was required to submit an application to retain the, roughly, 34 vouchers. After re-evaluating the WCDA's entire voucher portfolio, Noel concluded that because the WHEDA vouchers required additional travel, an additional layer of reporting and compliance, and reduced admin fee income, WCDA administrative staff chose not to submit an application to retain the WHEDA vouchers but rather plans to concentrate on further building their HUD voucher portfolio. She said doing so will afford the WCDA more admin fee income, minimize staff burden and eliminate costly travel expense.

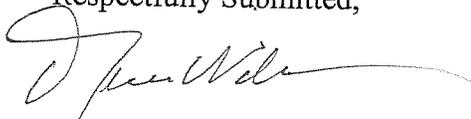
(7) Operational Issues

- **Occupancy Update** – Noel stated that we are maintaining our occupancy at approximately 95% in all of our programs.
- **Public Housing Assessment System (PHAS) Score** – Werth reported that the WCDA was awarded a high performer rating from HUD. Noel added that high performer status would afford the WCDA benefits such as REAC inspections every three years and a potential 2016 Capital Funding bonus.
- **Per Mar Security Contracts** – Werth thanked Anne Jacobson and Chairman Wilson for all of their assistance with finalizing the contracts for Riverview Towers and Riverview Terrace. She said she is expecting fully executed contracts from Per Mar within the next day or two.
- **Scattered Site Projects** – Werth mentioned that the Bopf Street Flooring Project is complete and the both the tenants and the WCDA are very happy with the end product.
- **303-305 S. Second Avenue Update** – Werth stated that AECOM would like to meet with the Board in November to further discuss the project and additional costs associated with the remainder of the project.
- **Yardi Software Training** – Noel reported that a consultant from Yardi Software had recently been on-site training staff in more efficient administration of the WCDA's housing programs and processes.
- **Dates for Remaining 2014 Board Meeting** – Noel offered possible dates for the remaining 2014 board meetings. To avoid potential holiday conflicts, the remaining 2014 meeting dates were changed to Tuesday, November 18, and Tuesday, December 16.

(8) Adjourn

Wagner moved to adjourn, Gisselman seconded. Meeting adjourned.

Respectfully Submitted,



Russ Wilson
Chairperson