

Minutes of the Housing Authority of the County of Dodge

The Dodge County Housing Authority met Wednesday, July, 22 2015 in the board room of the Housing Authority office located at 491 E Center Street, Juneau, Wisconsin.

The meeting was called to order at 8:30 am by Glenn Stousland, Chairman.

Roll Call: Glenn Stousland, Chairman, Mary Reak, Eugene Wurtz, Shirley Kitchen, Ken Neumann

Also Present: Donna Braun, Executive Director and Jamie Rhodes, Housing Supervisor

Pledge of Allegiance

Verification of proper meeting posting

Motion was made by Ken Neumann to approve the agenda. The motion was seconded Mary Reak. Motion carried.

Motion was made by Shirley Kitchen and seconded by Ken Neumann to dispense the reading of the June 24, 2015 minutes and approve them as presented. Motion carried.

Public Forum: None

Communications: Received a letter from Office of the Dodge County District Attorney regarding a citizen complaint. Based on the investigation, the issue will not be pursued further.

The Financial reports were reviewed. A motion was made by Shirley Kitchen and seconded by Ken Neumann to approve the financial reports as presented. Motion carried.

Bills for Dodge 1, 6, OGLLC, HA and HUD were presented. A Motion was made by Mary Reak and seconded by Ken Neumann to approve the bills and pay as due. Motion carried.

Unfinished Business:

11. A Dodge 1, 6 and OGLLC Occupancy Report for period July 2015.

Theresa	12-12	Burnett	12-11	Iron Ridge	8-7	Waupun	48-46
Ashippun	12-11	Lowell	12-12	Juneau	15-14	Oak Gove	24-24
Reeseville	14-14	Hustisford	14-14	Beaver Dam	17-15		

Progress report on Housing Choice Voucher Section 8 Program: Vouchers – 130 + 1 port out

Occupancy report- Reviewed details of the occupancy report. Processing applications for available units with several move in and tenant transfers scheduled to fill openings.

Maintenance report- Juneau and Burnett held open for remodeling. Iron Ridge move in for 8/1 Beaver Dam move in for 7/15. Will remodel Beaver Dam apartment after new gutters are installed. Juneau, Iron Ridge, Burnett and Oak Grove all had tenant transfers. Replaced patio table and chairs in Burnett. K&B will be cleaning up storm damage in Reeseville. Bid was for

clean-up, stump removal, and fill. Reeseville antenna was repaired for Madison channels. Storms also brought water into the lower level in Beaver Dam.

Tenant/Program participation report- Few tenants having issues with neighbors. Issued 5 day for smoking. Police contact with tenant in OGLLC. Tenant is leaving at month end. Issued 60 day notice to tenants still at Beaver Dam Apartment complex to terminate HAP contracts because of property conditions. Several pending HUD program terminations for fraud- unreported income.

HUD program-Continuing to process applicants, briefing and issue vouchers. Year to date we have pulled 153 names off of the waiting list. We have leased up 7% of the 153 names pulled off of the waiting list. Processed ACH application for HUD checks. Sending notice to landlords to participate.

Management report- WHEDA OGLLC file and unit review was 7/9. This audit is every three years. File review went well. Inspected five units. One unit will need follow up inspections. A133 Auditor was in the office 7/13-7/16. Kim will attend training in Madison in October. Oak Grove insurance renewed with current carrier. Phone call requesting Interpreter services was handled properly.

Old Business: A motion was made by Shirley Kitchen and seconded by Ken Neumann to adopt new Public Form policy.

New Business:
NONE

The next meeting of the Dodge County Housing Authority is scheduled for August 26, 2015 at 8:30am.

A motion was made by Shirley Kitchen to adjourn. The motion was seconded by Ken Neumann Motion carried.

Meeting adjourned at 9:20 a.m.

Glenn Stousland, Chairperson

Donna Braun, Executive Director

DODGE COUNTY HOUSING AUTHORITY
491 East Center Street
Juneau, WI 53039

Office 920-386-2866

Fax Number 920-386-2725

OCCUPANCY REPORT---Rural Development

July 1, 2015

Move-Outs/Move Ins

August 1, 2015

Dodge 1

Theresa 12-12
 Ashippun 12-11
 Reeseville 14-14
 Burnett 12-11
 Hustisford 14-14
 Lowell 12-12
 Iron Ridge 8-7
 Juneau 15-14
 Beaver Dam 17-15
 Total Vacancies 116 -110
 Percent Vacancy 5.2%

Transfer from Juneau

 1 M/O
 1 M/I
 Transfer to Ashippun
 1 M/I

Theresa 12-12
 Ashippun 12-12
 Reeseville 14-14
 Burnett 12-11
 Hustisford 14-14
 Lowell 12-11
 Iron Ridge 8-8
 Juneau 15-13
 Beaver Dam 17-16
 Total Vacancies 116 - 111
 Percent Vacancy 4.3%

Dodge 6

Waupun 48-46
 Total Vacancies 48-2

 Percent vacancy 4.2%

Waupun 48-46
 48 - 2

 Percent Vacancy 4.2%

Dodge 8/OGLLC

Oak Grove 24 -24
 Percent Vacancy 0%

Oak Grove 24-22
 Percent Vacancy 8.3%

HUD HOUSING CHOICE VOUCHER PROGRAM

July 1, 2015

Total program participants paid by Dodge County 131 + 1 port out = 132 total

August 1, 2015

Less 1 household removed
 Less 1 voucher searching
 Less 1 Port out absorbed
 Added 11 New
 Added 1 voucher searching back on program
 Program Participants in Dodge County 140
 Paying for port out 1
 Total program participants we are paying for 141
 Current program participants searching 2
 Current Vouchers Issued 19 as of 8/13/15
 Waiting List / with local preference, and not very low 1455/1682

Prepared - August 13, 2015



U.S. Department of Housing and Urban Development
Milwaukee Field Office
Suite 950
310 West Wisconsin Avenue
Milwaukee, WI 53203-2289
<http://www.hud.gov/local/mil/wis.html>

August 4, 2015

Donna Braun, Executive Director
Dodge County Housing Authority
491 East Center Street
Juneau, WI 53039

Dear Ms. Braun:

Thank you for completing your Section 8 Management Assessment Program (SEMAP) certification for the Dodge County Housing Authority. We appreciate your time and attention to the SEMAP assessment process. SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The Dodge County HA final SEMAP score for the fiscal year ended 3/31/2015 is **100** percent. The following are your scores on each indicator:

Indicator	1 Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator	2 Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator	3 Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20
Indicator	4 Utility Allowance Schedule (24 CFR 982.517)	5
Indicator	5 HQS Quality Control (24 CFR 982.405(b))	5
Indicator	6 HQS Enforcement (24 CFR 982.404)	10
Indicator	7 Expanding Housing Opportunities	NA
Indicator	8 Payment Standards(24 CFR 982.503)	5
Indicator	9 Timely Annual Reexaminations(24 CFR 5.617)	10
Indicator	10 Correct Tenant Rent Calculations(24 CFR 982, Subpart K)	5
Indicator	11 Pre-Contract HQS Inspections(24 CFR 982.305)	5
Indicator	12 Annual HQS Inspections(24 CFR 982.405(a))	10
Indicator	13 Lease-Up	20
Indicator	14 Family Self-Sufficiency (24 CFR 984.105 and 984.305)	NA
Indicator	15 Deconcentration Bonus	0

Your overall performance rating is **High**.

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The SEMAP rating is subject to change with the receipt of conflicting information from the Annual IPA Audit due 9 months after the end of the PHA fiscal year (not applicable if the PHA expends less than \$300,000 per year and is not audited).

Thank you for your cooperation with the SEMAP process. If you have any questions and/or comments, please feel free to contact Sally Czarnecki Carter of my staff, at (414) 935-6728.

Sincerely,



John Finger, Program Center Coordinator
Wisconsin Public Housing
Program Center, 5IPH