

Minutes of the Housing Authority of the County of Dodge

The Dodge County Housing Authority met Wednesday, August 26, 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

Excused: 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 Shirley Kitchen to approve the agenda. The motion was seconded Eugene Wurtz. Motion carried.

Motion was made by Eugene Wurtz and seconded by Mary Reak to dispense the reading of the July 22, 2015 minutes and approve them as presented. Motion carried.

Public Forum: None

Communications: None

The Financial reports were reviewed. A motion was made by Mary Reak and seconded by Shirley Kitchen 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 Shirley Kitchen and seconded by Mary Reak to approve the bills and pay as due. Motion carried.

Unfinished Business:

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

Theresa	12-12	Burnett	12-11	Iron Ridge	8-8	Waupun	48-46
Ashippun	12-12	Lowell	12-11	Juneau	15-13	Oak Gove	24-22
Reeseville	14-14	Hustisford	14-14	Beaver Dam	17-16		

Progress report on Housing Choice Voucher Section 8 Program: Vouchers – 140 + 1 port out

Occupancy report- A few tenant transfers. Remodeling Burnett, so will keep one unit open for moving tenants around. Remodeling Juneau units continues. Oak Grove- 2 tenant move outs for 7/31. Tenant transferred from two bedroom to three bedroom. Vacant units will be filled from waiting list.

Maintenance report- Juneau lift passed five year 500lb test. Emergency phone connection needs updating.

Tenant/Program participation report- Donna reported on several tenant issues and concerns.

HUD program-Continuing to process applicants, briefing and issuing vouchers. Of the 6 VL applications pulled 4 leased up for 8/1/2015. Pulled two more VL names to remain at 75% extremely low income level new admission ratio. Holding another briefing to issue voucher for final batch of the year. Numbers are coming up, but have had several removals and terminations.

Management report- Rural Development conducted file review and some building visits as part of the Triennial Review. Remainder of building visits will be conducted on September 10, 2015. Received a High Performer status on SEMAP review for HUD Voucher program administration. Department of Safety and Professional Services received complaint that alleged mold and ventilation issues in Iron Ridge. After review the case is closed for no violations. Received and responded to the WHEDA review of Oak Grove Apartments. Follow up with a few tenant apartment condition issues. No file findings.

Old Business: NONE

New Business:

The board discussed ideas but no action was taken on the Tenant Handbook Changes.

The next meeting of the Dodge County Housing Authority is scheduled for September 23, 2015 at 8:30am.

A motion was made by Shirley Kitchen to adjourn. The motion was seconded by Mary Reak Motion carried.

Meeting adjourned at 9:48 a.m.

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Glenn Stousland, Chairperson

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Donna Braun, Executive Director

# DODGE COUNTY HOUSING AUTHORITY

491 East Center Street  
Juneau, WI 53039

Office 920-386-2866

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## OCCUPANCY REPORT---Rural Development

August 1, 2015

Move-Outs/Move Ins

September 1, 2015

### Dodge 1

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%

Transfer to Waupun

2 M/O

Theresa 12-12  
Ashippun 12-12  
Reeseville 14-14  
Burnett 12-11  
Hustisford 14-14  
Lowell 12-11  
Iron Ridge 8-7  
Juneau 15-13  
Beaver Dam 17-14  
Total Vacancies 116 - 108  
Percent Vacancy 6.9%

### Dodge 6

Waupun 48- 46  
Total Vacancies 48-2  
Percent vacancy 4.2%

Transfer from Iron Ridge

Waupun 48-47  
48 - 1  
Percent Vacancy 2.1%

### Dodge 8/OGLLC

Oak Grove 24 -22  
Percent Vacancy 8.3%

1 tenant transfer 2BR to 3BR

Oak Grove 24-22  
Percent Vacancy 8.3%

## **HUD HOUSING CHOICE VOUCHER PROGRAM**

**August 1, 2015**

Total program participants paid by Dodge County 140 + 1 port out = 141 total

**September 1, 2015**

Less 5 household removed (1 terminated, 1 moved to income based property,  
3 voluntarily removed)

Less voucher searching

Less 1 Port out

Added 5 New

Added voucher searching back on program

Program Participants in Dodge County 140

Paying for port out 2

Total program participants we are paying for 142

Current program participants searching 2

Current Vouchers Issued 15 as of 9/15/15, 5 expire 9/28/15, Balance in October

Waiting List / with local preference, and not very low 1455/1720

Prepared - September 15, 2015