

**COMMUNITY DEVELOPMENT AUTHORITY**  
**MINUTES**

12/12/23

**MEMBERS PRESENT:** Sarah Napgezok, David Welles, Chad Henke, John Wagman, Patrick Gosz, Rachael Hass

**MEMBERS ABSENT:** Carol Lukens

**OTHERS PRESENT:** Liz Brodek, Juli Birkenmeier, Tammy King, Anne Jacobson, Dejan Adzik & Gary Olsen – North Central Health Care, Sara Satterfield – Opportunity Inc., Barbara Betz, Jamie Collins

**(1) Call Meeting to Order**

Meeting was called to order at 12:00 pm at 550 E Thomas Street, Wausau, Wisconsin.

**(2) Approval of Minutes from 11/13/2023**

Welles made a motion to approve the minutes from 11/13/23. Wagman seconded. Motion was approved unanimously.

**(3) Discussion and Possible Action on Request of North Central Health Care (NCHC) for approval to assign the NCHC Lease for the CDA office space to Opportunity, Inc.**

Napgezok introduced North Central Health Care and Opportunity, Inc. to discuss the request to assign the current lease with NCHC for the office space located in the CDA office. Gary Olsen, NCHC, provided a brief overview of the NCHC residential supportive apartment program in place at Riverview Towers and Riverview Terrace. He stated that these programs were transferred from Counties in 1999 to the private sector with only Langlade County and Marathon County still providing these programs. He furthered that this put them in competition with the private sector and began discussions of transferring the residential supportive apartments to another agency. He explained they pursued Opportunity Inc. as the best option as they are the biggest competitor in the area providing similar services to community members. Olsen explained if Opportunity Inc. was not provided the assignment of the lease with the CDA it would be detrimental to the residents currently receiving these services in the buildings. Olsen furthered that Riverview Towers and Riverview Terrace were the only remaining buildings that had not assigned a lease to Opportunity, Inc. Olsen added that the bulk of the NCHC staff are now employed with Opportunity, Inc.

Sara Satterfield, Opportunity Inc, gave a brief overview of Opportunity Inc and provided a packet of information for the board to review. She stated that one goal of their organization is to keep individuals in their home as long as possible, providing similar services to what the residents are currently receiving at Riverview Towers and Riverview Terrace. She furthered that there has not been a disruption in services with the November 1<sup>st</sup> transition from NCHC care providers to Opportunity Inc.

Wagman questioned how the lease for the office space would support her services. Satterfield stated that due to her staff being at the building 24 hours a day, 7 days a week it served as a home

base for the staff when they were not with a client. Satterfield went on to state that she does not require the office space and would be able to continue to provide services to the residents without it. She noted the drawback would be that her staff would not have a place to go when they are not with residents as well as to complete paperwork that is needed. Napgezok questioned the average number of staff utilizing the office. Satterfield stated that there are 3-4 per shift during the daytime hours and one person during the overnight hours. Napgezok questioned how close their corporate office building was. Satterfield stated that the corporate office is located on River Drive which is approximately ½ mile from the CDA office. Brodek questioned if the corporate office could be used for the paperwork needs. Satterfield stated that it may work but they would look at using a different site. She furthered that having employees go off site would affect the level of care and response time. Satterfield furthered that there would also be the issue of mileage which would be billed to the clients. Welles questioned if it is their intent to continue with 24-hour care. Satterfield stated that they were, and the use of the commercial kitchen space is essential to have the community dining program that is offered seven days a week. Brodek questioned if the meals were prepared off site would the dining area still be able to be utilized. Birkenmeier stated that the dining area could be continued to be utilized by tenants for the evening meal even if the meals are not prepared in the commercial kitchen. Brodek asked if the cares are arranged by a schedule or on a call basis. Satterfield stated that Opportunity Inc. works under the community supportive living model which would be flexible and scheduled supports dependent on the client needs. Brodek asked if most hours are scheduled or non-scheduled. Satterfield stated both. Brodek questioned if there is a percentage that could be given, and Satterfield stated that depending on the day it could vary. Birkenmeier questioned what happens when they do not have staff for the overnight shift. Satterfield stated that the keys would be given to the person on call which may be off site. Brodek asked if there were other agencies that provide services in our building and how does that work. Birkenmeier stated that there are other agencies however tenants provide a keycard to the provider to gain entrance into the building and then would utilize the keyless entry to enter the client apartment.

**(4) Discussion and Possible Action Regarding Termination or Assignment of Courtesy Patrol Agreement between NCHC and CDA for Riverview Terrace**

Birkenmeier provided an overview of the Riverview Terrace Courtesy Patrol Agreement. Olsen stated that he believes that they are the only entity that provides overnight care, so it made sense for them to help with the courtesy patrol. Birkenmeier clarified that this service was in exchange for the use of the office at Riverview Terrace.

Wagman motioned to go into closed session, Welles second. Roll call vote 6-0.

**Closed session proceedings.**

**(5) CLOSED SESSION: Pursuant to s. 19.85(1)(e) of the Wisconsin Statutes for deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting other specific public business, whenever competitive or bargaining reasons require a closed session, relating to request from NCHC to assign its lease with the Community Development Authority for office space to Opportunity, Inc. and assign or terminate its Courtesy Patrol Agreement with the Community Development Authority.**

**(6) RECONVENE into open session to take action on closed sessions items, if necessary**

Henke motioned to go into open session, Welles second. Motion was approved unanimously.

Napgezek opened the floor for discussion and possible action on request of North Central Health Care (NCHC) for approval to assign the NCHC Lease for the CDA office space to Opportunity, Inc.

Wagman moved for the WCDA to terminate the lease with NCHC effective January 31, 2024, and directed staff to engage in conversation with Opportunity, Inc. as to the actual needs for the space. Hass second. Motion was approved unanimously.

Napgezek opened the floor for discussion and possible action regarding termination or assignment of the Courtesy Patrol Agreement between NCHC and the CDA for Riverview Terrace.

Wagman moved for the WCDA to terminate the Courtesy Patrol Agreement with NCHC effective January 31, 2024, and directed staff to engage in conversation with Opportunity, Inc. regarding this agreement. Hass second. Motion was approved unanimously.

#### **(7) Finance Committee Report**

Gosz provided his Chair report from the November 9, 2023, Finance Committee meeting and reviewed the WCDA's investment sheet as of September 30, 2023. Gosz made a note that all accounts are earning an interest rate over 4% which has remained consistent through 2023.

Gosz then reviewed the Capital Funds Program (CFP) grant stating that the 2022 grant has been fully disbursed. He reported that the 2023 grant of \$100,779 currently has an obligation balance of \$29,681.62 with a disbursement balance of \$72,247.38. He noted that \$71,097.38 was used for the remainder of the Bopf Street roof project as well as tree removal at some of the scattered sites properties.

Gosz then reviewed the third quarter financial statements and summaries for the WCDA's budgeted programs as well as the financial statements and summaries for Riverview Towers LLC., and further reviewed the items of note contained in his report.

Gosz gave an overview of the 2024 budgets for Riverview Towers LLC, Public Housing, Riverview Terrace and Housing Choice Voucher. Birkenmeier made note that the CDA salary allocation variances will need to be adjusted at the end of the year. Birkenmeier stated that the Finance Committee did approve all budgets for full board approval.

#### **(8) Consideration and Possible Action on 2024 Riverview Towers, LLC Program Budget**

Birkenmeier reviewed the 2024 Riverview Towers budget. She briefly mentioned any budget line items of importance. Birkenmeier stated that she did adjust the property and liability insurance after the finance committee meeting due to significant increases. Hass moved to approve the 2024 Riverview Towers LLC budget. Wagman seconded. Motion was approved unanimously.

#### **(9) Consideration and Possible Action on Resolution #23-006 – 2024 Public Housing Program Budget**

Birkenmeier stated that the Public Housing budget is the only budget that HUD requires a board resolution. She explained any budget line items of importance which were similar to the adjustments for Riverview Towers. Henke moved to approve Resolution 23-006. Hass seconded. Roll call vote 6-0.

**(10) Consideration and Possible Action on 2024 Riverview Terrace Program Budget**

Birkenmeier reviewed the 2024 Riverview Terrace Budget noting adjustments made to budget line items. She again explained any budget line items of importance and the adjustments made. Wagman moved to approve the 2024 Riverview Terrace budget. Gosz seconded. Motion was approved unanimously.

**(11) Consideration and Possible Action on 2024 Housing Choice Voucher (HCV) Program Budget**

Birkenmeier reviewed the 2024 Housing Choice Voucher Program Budget, noting budget line items of importance. Henke moved to approve the 2024 Housing Choice Voucher Program budget. Welles seconded. Motion was approved unanimously.

**(12) Consideration and Possible Action on Resolution #23-007 Doubtful Accounts for the Public Housing Program**

Birkenmeier presented Resolution 23-007 reflecting two Public Housing doubtful accounts totaling \$1,735.29 and sought board approval to have the balance written off for 2023. She stated that staff will make continued efforts to collect the outstanding balance via tax intercepts. Wagman moved to approve Resolution 23-007. Haas seconded the motion. Roll call vote 6-0.

**(13) Consideration and Possible Action on Resolution #23-008 Doubtful Accounts for Riverview Towers LLC**

Birkenmeier presented Resolution 23-008 reflecting two Riverview Towers LLC doubtful accounts totaling \$928.71 and sought board approval to have the balance written off for 2023. She reiterated that staff would make continued efforts to collect outstanding balances via tax intercept. Henke moved to approve Resolution 23-008. Welles seconded the motion. Roll call vote 6-0.

**(14) Consideration and Possible Action on Resolution #23-009 Administrative Plan (Admin Plan) Update – Housing Choice Voucher Program**

Betz gave a brief overview of the revisions made to the Administrative Plan (Admin Plan), which is applicable to the operation of its Voucher Programs. She noted that the WCDA subscribes to policy update services from Nan McKay & Associates to ensure that all policies remain consistent, current, and compliant with HUD regulations. Wagman moved to approve Resolution #23-009. Hass seconded. Roll call vote 6-0.

**(15) Consideration and Possible Action on Resolution #23-010 Admission and Continued Occupancy Policy (ACOP) – Public Housing Program**

King gave a brief overview of the revisions made to the Admissions and Continued Occupancy Policy (ACOP), which is applicable to the operation of its Public Housing Program. She noted that the WCDA subscribes to policy update services from Nan McKay & Associates to ensure that all policies remain consistent, current, and compliant with HUD regulations. Wagman moved to approve Resolution #23-010. Hass seconded. Roll call vote 6-0.

**(16) Operational Issues & Current Activities**

**Occupancy Overview** - Birkenmeier reported 99% occupancy at Riverview Towers, 98% at Riverview Terrace, 100% at the Scattered Sites, and that staff is currently administering 298 Housing Choice Vouchers.

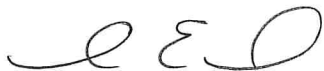
**Fulton Street Update** - Birkenmeier provided an update on the transfer of 703 Fulton Street from Community Development Department to the CDA effective January 1, 2024. She reported that maintenance has completed inspections of the units, and any necessary repairs were in process of completion. She furthered the necessary transfer documents were with the City Attorney and would be signed prior to year-end.

**The Landmark apartments – Project-based Voucher Update** - Birkenmeier reported that the environmental review for the Landmark Apartments was approved by HUD. She noted that staff has communicated with Gorman & Co to schedule the HQS inspections of the eight set units within the building. She furthered that staff was hoping to have the HAP contract in place by January 1<sup>st</sup> but is estimating this will be completed within the first quarter of 2024.

**CDA Staffing Update** - Birkenmeier introduced Jamie Collins as the WCDA's new Occupancy Specialist. She furthered Collin's previously worked for North Central Health Care and felt she will be an excellent fit for the WCDA and this position.

### **Adjournment**

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'S. Napgezsek', written in a cursive style.

Sarah Napgezsek  
Chairperson