

COMMUNITY DEVELOPMENT AUTHORITY
MINUTES

05/23/23

MEMBERS PRESENT: Sarah Napgezok, John Wagman, David Welles,
Chad Henke, Rachael Hass, Carol Lukens

MEMBERS ABSENT:

OTHERS PRESENT: Liz Brodek, Betty Noel, Juli Birkenmeier, Tammy King

(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 03/28/2023

Welles made a motion to approve the minutes from 03/28/23. Hass seconded. Motion was approved unanimously.

(3) Consideration and Possible Action on Resolution #23-003 Admissions and Continued Occupancy Policy (ACOP) Update – 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 #23-003. Welles seconded. Motion carried on a roll call vote 6-0.

(4) Consideration and Possible Action on Resolution #23-004 Lease & House Rules Revisions – Public Housing Program

Birkenmeier stated that Tammy King, worked closely with Tara Alfonso, Assistant City Attorney, to update the Scattered Sites Lease and House Rules. She said updates were necessary for continued compliance with HUD regulations and Wisconsin State Statutes. Birkenmeier stated the new lease and house rules will carry an effective date of July 1, 2023. Wagman moved to approve Resolution #23-004. Hass seconded. Motion carried on a roll call vote 6-0.

(5) Presentation and Review of 2023 First Quarter Financials

Noel stated that due to schedule conflicts, the finance committee was unable to meet to review the first quarter financials, so the 2023 first quarter financials were presented to the full board.

Noel first reviewed the Capital Fund Program (CFP) grant summary stating that 2022 and 2023 are the only open grants. She further reviewed the obligation and expenditure deadlines, current fund balances and budget detail for each grant. Noel stated that the 2022 grant will be fully expended upon completion of the Bopf Street roof replacement project which is due to begin in early June.

Noel reviewed the 2023 first quarter financials for the WCDA's budgeted programs. She gave an overview of the *Year-To-Date* versus *Budget* line items and explained budget variances.

Noel then reviewed the 2023 first quarter financials for Riverview Towers LLC, summarizing *Year-To-Date* versus *Budget* line items and further explained any budget variances.

(6) Operational Issues and Current Activities

Occupancy Overview - Noel reported 99% occupancy at Riverview Towers, 94% at Riverview Terrace and 100% at the Scattered Sites and said staff is currently administering 300 Housing Choice Vouchers.

CDA Staff Reclassifications – Birkenmeier reported that she, Noel and Brodek met with the City's Human Resources Director, James Henderson, relative to two proposed job reclassifications for the CDA's Administrative Assistant and Occupancy Specialist. Following a thorough review of job responsibilities, she said Director Henderson recommended reclassifications which would move each position to one higher pay grade. She then reported that both reclassifications were approved at the May 8th, Human Resources Committee meeting and would soon be taken to Finance and City Council to finalize the reclassification process. Noel said that although the reclassifications will not have any fiscal impact on the City's budget, they will each add approximately \$2,000 to staff salaries for the remainder of 2023. She noted that because staff salaries are spread over various CDA programs, the increases will not burden one specific budget. Birkenmeier and Noel said although it is ultimately being driven by the City's Human Resources Director, they wanted to ensure the board was aware of the proposed reclassifications.

2022 Single Audit Update – Noel reported that the CDA's single audit went well, and the auditor from CliftonLarsonAllen (CLA) are nearing their final review. She said Brodek has prepared the MD&A which she will submit to the auditors following the board meeting. Noel expects that CLA will present both the Riverview Towers LLC and CDA audits to the full board at a future board meeting. Noel then added that 2022 was the final audit year of the City's contract with CLA and reiterated that the City includes CDA as an added component of their RFP for auditing services. She anticipates that Finance Director, Groat, will begin that RFP process in the very near future.

Adjournment

Respectfully Submitted,



Sarah Napgezek
Vice Chairperson