

Minutes
Beloit Community Development Authority
100 State Street, Beloit WI 53511
July 28, 2017
12:00 PM

The regular meeting of the City of Beloit Community Development Authority was held on Friday, July 28, 2017 in the Third Floor Community Room at Beloit Housing Authority.

1. **Call to Order and Roll Call:**

Meeting was called to order by Commissioner Baker at 12:24 p.m.

Present: Commissioners Baker, Evans, Ellison and Leavy (by phone)

Absent: Commissioners Forbeck, DeBrock and Kinzer

Staff Present: Cathy Pollard and Clinton Cole

2. **Citizen Participation:**

None

3. **Review and Consideration of the Minutes of the Regular Meeting held on June 28, 2017**

There was no discussion of the minutes. A motion was made by Commissioner Baker and seconded by Commissioner Ellison to approve the minutes of the Regular Meeting held on June 28, 2017.

Motion carried unanimously.

4. **Housing Authority:**

a. **Presentation of May Activity Report**

Cathy Pollard, Beloit Housing Authority Director, gave a brief summary of the report. The Public Housing Program has experienced vacancies but units are being filled as soon as a vacancy happens. However, June will have a high vacancy due to tenant lease violations.

BHA is still not issuing any new Section 8 Vouchers at this time due to HUD funding issues.

b. **Presentation of April Financial Report**

Cathy Pollard gave a brief summary of the report. LIPH is showing a deficit due to the volume of expenses going through the 100 account. These expenses are reconciled bi-annually.

Both Phase 1 and Phase 2 are showing surpluses at this time. All Reserves are stable.

- c. Review and consideration of Resolution 2017-18, Acceptance of Capital Fund Grant W139-PO64-50117 in the Amount of \$252,344

Cathy Pollard, BHA Director, presented the staff report and recommendation.

HUD has released the 2017 AAC. BHA has been offered a contract for \$252, 344. These monies will be used to maintain and repair public housing properties and to supplement public housing admin costs.

Commissioner Leavy moved and Commissioner Ellison seconded a motion to approve Resolution 2017-18. Motion carried unanimously.

- d. Review and Consideration of Resolution 2017-19, Approval of 2016 Second Quarter Write-offs

Cathy Pollard, BHA Director presented the staff report and recommendation.

Per HUD's recommendation, BHA quarterly writes off outstanding public housing tenant debts. These debts will be turned over for collection and reported to the HUD Happy Software System. The amount written off for the 2017 Second Quarter is \$6,364.41.

Commissioner Ellison moved and Commissioner Evans seconded a motion to approve Resolution 2017-19. Motion carried unanimously.

- e. Discussion of Changes to the Public Housing Lease and the Public Housing Rules of Occupancy

Cathy discussed the need for verbiage changes in the Public Housing Lease and Rules of Occupancy in order to clarify rule for tenants. There were issues with satellite installations and unauthorized changes to public housing units.

5. **Adjournment:**

Motion by Commissioner Evans and seconded by Commissioner Baker to adjourn at 12:58 p.m. Motion carried.