

**Minutes**  
**Beloit Community Development Authority**  
**100 State Street, Beloit WI 53511**  
**January 23, 2019**  
**4:30 P.M.**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, January 23, 2019 in the Forum of Beloit City Hall, 100 State Street.

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

Meeting was called to order by Commissioner Baker at 4:30 p.m.

**Present:** Commissioners Baker, Ellison, Forbeck, Kenitzer, Leavy and Murray

**Absent:** Commissioner DeBrock

**Staff Present:** Julie Christensen, Teri Downing, Clinton Cole and Ann Purifoy

2. **Election of Officers**

a. **Nomination and election of Chairperson**

The nomination for Chairperson was opened. Commissioner Baker was nominated. Commissioner Baker accepted the nomination and was elected by unanimous vote.

b. **Nomination and election of Vice-Chairperson**

The nomination for Vice-Chairperson was opened. Commissioner Ellison was nominated. Commissioner Ellison accepted the nomination and was elected by unanimous vote.

3. **Public Comment**

None

4. **Consideration of the Minutes of the Regular Meeting held on December 12, 2018**

A motion was made by Commissioner Baker and seconded by Commissioner Forbeck to approve the minutes of the Regular Meeting held on December 12, 2018. Motion carried unanimously.

5. **Housing Authority:**

a. **Presentation of November Activity Report**

Clinton Cole, Beloit Housing Authority Director, gave a brief summary of the report.

b. **Presentation of October Financial Report**

Clinton Cole gave a brief summary of the report.

Clint explained that the government shutdown will not affect our Section 8 tenants through March. HUD has already disbursed HAP (housing assistance payment) funds for February; however, we will need to dip into our reserves to make March payments if the shutdown continues. Each month our HAP payments to landlords are around \$240,000.

The HAP contract signed by landlords protects Section 8 tenants from eviction as long as they continue to pay their portion of the rent, even if the HAP payment is not made. Once the shutdown is over, back HAP payments will be made to landlords.

Councilor Leavy expressed a concern that some landlords might use this as an opportunity to evict Section 8 tenants if HAP payments are not received for an extended length of time. Clint explained that the HAP contract does not allow landlords to evict tenants if they do not receive their HAP from BHA. Clint stated that we will advocate for tenants and link them with legal resources if this happens. We will also communicate to Section 8 participants to let them know that landlords cannot hold them responsible for the HAP portion of their rent due to lack of HUD funding.

c. Consideration of Resolution 2019-01 Approving the Beloit Housing Authority's 2018 Fourth Quarter Write-offs

Clinton Cole presented the staff report and recommendation.

Clint stated that the write-off amount is higher than we would like to see. Two of the write-offs were for evictions, and since that process takes some time, it extends the time that the tenant is in the unit.

Commissioner Forbeck moved and Commissioner Murray seconded a motion to approve Resolution 2019-01. Motion carried unanimously.

d. Consideration of Resolution 2019-02 Approving the Beloit Housing Authority's 2018 SEMAP Submission

Clinton Cole presented the staff report and recommendation.

Commissioner Baker moved and Commissioner Forbeck seconded a motion to approve Resolution 2019-02. Motion carried unanimously.

6. **Community and Housing Services**

a. Presentation of the Consolidated Planning Process

Teri Downing, Community and Housing Services Director, presented a PowerPoint of the Consolidated Planning Process.

She explained that the Consolidated Plan is a written strategic plan outlining how the City plans to use its Community Development Block Grant (CDBG) funding over five years. The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

She provided information on the upcoming input sessions which will be held in the coming months.

7. **Adjournment**

Motion by Commissioner Baker and seconded by Commissioner Forbeck to adjourn at 5:32 p.m. Motion carried.

Respectfully submitted,  
Ann Purifoy