

Minutes

Beloit Community Development Authority

Parker Bluff – 220 Portland Avenue, Beloit, WI 53511

December 4, 2019

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, December 4, 2019 in the Community Room of Parker Bluff Apartments, 220 Portland Avenue.

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 and Leavy

Absent: Commissioner Murray

Staff Present: Julie Christensen, Clinton Cole, and Ann Purifoy

2. Public Comment

None

3. Consideration of the Minutes of the Regular Meeting held on October 23, 2019

A motion was made by Commissioner Forbeck and seconded by Commissioner Leavy to approve the minutes of the Regular Meeting held on October 23, 2019. Motion carried unanimously.

4. Beloit Housing Authority:

a. Presentation of the October Activity Report

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

Clint reported that the Public Housing Phase 2 file review for investors revealed that our files were impeccable with no errors being found.

b. Presentation of the September Financial Report

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

Clint stated that the LIPH (Low Income Public Housing) deficit is an accounting error which resulted when the sale of 1238 Elm Street was incorrectly credited to the Project-based account.

Clint indicated that BHA will be working with the City Finance Director, Eric Miller, to determine ways to save money by taking advantage of systems already in place. Julie stated that the City Manager, Lori Luther, has asked that we evaluate the value of using the City's financial software, rather than the current software we use. Councilor Leavy asked if we would still need both the Fee Accountant and the BHA Financial Assistant if this happens. Clint stated that the Fee Accountant duties could be

performed by the City, but the BHA Financial Assistant position would still be necessary.

c. Presentation of the December 2018 Financial Report

Clinton Cole presented the staff report and recommendation.

Clint stated that the LIPH (Low Income Public Housing) deficit is due to the way supplies were previously charged. Each phase is now charged for supplies directly rather than the previous payback method. The HCV (Housing Choice Voucher) deficit is a reflection of the correlation between administrative fees and the number of units leased up. This is a delicate balance we try to maintain and are currently aggressively leasing up Section 8 vouchers.

d. Presentation of the 2018 Audits

Julie Christensen, Community Development Director, gave a brief summary of the audits.

Overall, the audit looked good. However, Julie plans to meet with Eric Miller, the City Finance Director, to get a better understanding of the collateralization issue raised in the audit and determine if BHA funds are really uninsured and uncollateralized. All issues from the previous audit have been resolved.

5. **Community and Housing Services**

a. Consideration of Resolution 2019-30, Approving a Release to a Memorandum of Agreement

Julie Christensen, Community Development Director, presented the staff report and recommendation.

Commissioner Forbeck moved and Commissioner Leavy seconded a motion to approve Resolution 2019-30. Motion carried unanimously.

6. **Adjournment**

Motion by Commissioner Baker and seconded by Commissioner Forbeck to adjourn at 5:06 p.m. Motion carried.

Respectfully submitted, Ann Purifoy