



## Minutes

### Beloit Community Development Authority

100 State Street, Beloit WI 53511

July 25, 2018

4:30 P.M.

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, July 25, 2018 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 5:05 p.m.

**Present:** Commissioners Baker, DeBrock, Ellison, Kenitzer and Leavy (by phone)

**Absent:** Commissioners Forbeck and Murray

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

#### 2. Public Comments

None

#### 3. Consider Approval of Minutes of the Regular Meeting held on June 27, 2018

A motion was made by Commissioner DeBrock and seconded by Commissioner Kenitzer to approve the minutes of the Regular Meeting held on June 27, 2018. Motion carried unanimously.

#### 4. Beloit Housing Authority:

##### a. Presentation of June Activity Report

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

##### b. Presentation of May Financial Report

Clinton Cole gave a brief summary of the report.

##### c. Presentation of 2017 Audit Report

Julie Christensen, Community Development Director, presented the report.

Each year the CDA Board will receive the portions of the report pertaining to the CDA/BHA. Although the two findings identified in the Audit have been resolved, they will remain in the audit for one year.

Councilor Leavy asked what would happen if a fund is depleted or there is a surplus at year end now that we are allocating work hours correctly. Clint stated that the funds are solvent enough that there is no risk of running out of money. Julie added

that since we now have actual numbers in our monthly reports, we are able to monitor funds and adjust workloads, if necessary.

- d. Presentation of the Beloit Housing Authority Monitoring Review Letter and Report  
Clinton Cole presented the report. Julie stated that we were advised by HUD that some of the compliance issues pertain to all housing authorities. We want to ensure that all of our housing policies protect BHA as well as our residents.

- e. Consideration of Resolution 2018-11, Approving the 2018 Beloit Housing Authority Second Quarter Write-offs  
Clinton Cole presented the staff report and recommendation.

Clint explained that it took approximately four months for this tenant to be terminated, evicted and finally move out.

Commissioner Kenitzer moved and Commissioner DeBrock seconded a motion to approve Resolution 2018-11. Motion carried unanimously.

- f. Consideration of Resolution 2018-12, Approving the Collateralization Policy  
Julie Christensen presented the staff report and recommendation.

Commissioner Baker moved and Commissioner Ellison seconded a motion to approve Resolution 2018-12. Motion carried unanimously.

## 5. Community and Housing Services

- a. Review of 2019 CDBG Planning and Budget Process  
Teri Downing, Community and Housing Services Director, reviewed the process.

Teri explained the timeline for the CDBG application process. She also distributed a blank application so that CDA Board members could familiarize themselves with it. New for 2018 are the CDBG Application Score Sheet and Subrecipient Risk Analysis Worksheet which will be completed by staff and included with each application. The Score Sheet is completed for each application based on funding priorities. The Worksheet is a monitor to see if there is a risk involved in funding an agency based on site visits, participant files, financial records, etc.

The date for presentations to the CDA was changed from August 22 to August 29, 2018. This would provide ample time for staff and the CDA Board to review applications before presentations.

## 6. Adjournment

Motion by Commissioner DeBrock and seconded by Commissioner Ellison to adjourn at 5:45 p.m. Motion carried unanimously.