

**MINUTES**  
**COMMUNITY DEVELOPMENT AUTHORITY**  
**City Hall Forum - 100 State Street, Beloit, WI 53511**  
**4:30 PM**  
**Wednesday, February 28, 2024**

The regular meeting of the City of Beloit Community Development Authority was held on Wednesday, February 28, 2024 in the Forum of Beloit City Hall, 100 State Street.

**1. CALL TO ORDER AND ROLL CALL**

Meeting was called to order by Vice Chairperson Jasmine Hartke at 4:31 p.m. Councilor Forbeck, Commissioner Rodriguez and Commissioner Bullock were present. Councilor Leavy was present by phone, arriving in person at 4:46 p.m., Chairperson Gorman was absent.

**2. ELECTION OFFICERS**

**2.a. Election of Chairperson**

Vice-Chairperson Hartke opened the nominations for Chairperson. Commissioner Bullock nominated herself for Chairperson. No other nominations were made. Vote approved by acclamation.

**2.b. Election of Vice-Chairperson**

Chairperson Bullock opened the nominations for Vice-Chairperson. Commissioner Hartke nominated herself for Vice-Chairperson. No other nominations were made. Vote approved by acclamation.

**3. MINUTES**

**3.a. Consideration of the minutes of the December 20, 2023 Community Development Authority meeting**

Motion was made by Councilor Forbeck to approve the minutes and seconded by Vice-Chairperson Hartke. Motion was approved, voice vote (5-0).

**4. PUBLIC COMMENT**

There were no public comments.

**5. BELOIT HOUSING AUTHORITY**

**5.a. Presentation of the December 2023 Activity Report**

The December Activity Report was presented by Clinton Cole, Director of the Beloit Housing Authority. Councilor Forbeck asked if there are inspections associated with the Section 8 program. Clint stated that all participants have an initial inspection prior to move-in, an annual inspection, and may request a special inspection to allow the BHA Inspector to identify specific concerns.

Councilor Leavy asked if the Section 8 landlords are responsive and make repairs within the allowable timeframes. Clint stated that the majority are very responsive. Councilor Leavy also asked if we see repeat deficiencies and noncompliance with the same landlords. Clint stated that there are a handful of landlords that are less compliant than the majority of landlords, but the BHA works with them to ensure that repairs are made in accordance with HUD guidelines. Generally, the landlords have 30 days to make any repairs, or the unit is abated and their Housing Assistance Payment would be held. Councilor Leavy asked if Clint could provide the Board a listing of noncompliant landlords. Clint stated he would check with HUD and get back to the Board.

**5.b. Presentation of the January 2024 Activity Report**

The January Activity Report was presented by Clinton Cole, Director of the Beloit Housing Authority.

**5.c. Presentation of the October 2023 Financial Report**

The September Financial Report was presented by Clinton Cole, Director of the Beloit Housing Authority. Councilor Forbeck asked about the operational expenses at 240 Portland Avenue. Clint stated the operational expenses are primarily the utilities for the unit. Clint also stated that he is working with HUD to decide what may be done with the unit moving forward, hopefully affordable housing in some form.

Councilor Leavy questioned the Fee Accountant charges, and whether those duties can be performed by BHA staff. Clint stated that BHA's Fee Accountant provides oversight to BHA's finances, and they perform specialized duties such as the calculation of the Public Housing operating subsidy. Julie added that the separation of these duties is a form of internal control that is mandated by HUD and the auditors.

**5.d. Presentation of the November 2023 Financial Report**

The September Financial Report was presented by Clinton Cole, Director of the Beloit Housing Authority

**5.e. Consideration of Resolution 2024-01, Approving Beloit Housing Authority's Fiscal Year 2023 Section Eight Management Assessment Program (SEMAP) Submission**

The staff report and Resolution 2024-01 were presented by Clinton Cole, Director of the Beloit Housing Authority. Motion to approve was made by Councilor Forbeck, seconded by Councilor Leavy. Motion was approved, voice vote (5-0).

**6. COMMUNITY AND HOUSING SERVICES**

There was no business to discuss.

**7. SUCH OTHER MATTERS AS AUTHORIZED BY LAW**

Councilor Leavy requested to have BHA staff attend a future CDA meeting to describe their job duties and answer any questions the Commissioners may have. Councilor Forbeck asked

whether BHA could share its waiting list with the new affordable housing developments coming to the city. Clint stated that the BHA is unable to share applicant information due to the protection of privacy; however, the BHA maintains a resource listing and the new developments would be added to that list.

8. **ADJOURNMENT**

Motion was made by Chairperson Bullock, seconded by Councilor Forbeck to adjourn the meeting at 4:56 p.m. Motion was approved, voice vote (5-0).

  
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Michelle Bullock, Chairperson