

PUBLIC MEETING NOTICE

CHIPPEWA COUNTY HOUSING AUTHORITY
MONDAY, APRIL 26, 2021 at 3:30 P.M.
THE MEETING WILL BE ACCESSIBLE VIA CONFERENCE CALL
CALL IN NUMBER: 1-415-655-0001
MEETING NUMBER: 126 584 8427
MEETING PASSWORD: 34977447

The meeting will immediately follow the Section 8 Appeal Hearings which begin at 3:30 p.m.

1. Call to Order
2. Roll Call
3. Members of the Public Wishing to be Heard
4. Consent Agenda
(Unless separation of an item is requested, all will be adopted in one motion)
 1. Approve the Agenda
 2. Approval of the Minutes of the Monday, March 22, 2021 Meeting
 3. Schedule next meeting date – May 24, 2021
5. Reports:
 1. Update on Staff and Office Schedule
 2. Foster Youth to Independence Voucher Award
 3. Update on Hope Village Community Center Project
 4. Update on 218 W. 1st Ave, Stanley
 5. 3/31/21 FYE
6. Business Items:
 1. Authorization to Post Commission Agendas and Minutes on the Authority's Website
 2. Authorization to Increase Section 8 Payment Standards
 3. Resolution 2021-6: To Amend the Housing Choice Voucher Administrative Plan
 4. Resolution 2021-7: To Submit Tenant Based Rental Assistance Application
7. Agenda Items for Future Consideration
8. Adjournment

Cc: County Media, County Board Chairman, County Clerk and County Administrator

Persons needing additional accommodations should contact Jessica Oleson-Bue at 715-726-7933.



Equal Opportunity

This Institution is an Equal Opportunity Employer and Housing Provider

**PUBLIC MEETING MINUTES
CHIPPEWA COUNTY HOUSING AUTHORITY (CCHA)
MONDAY, MARCH 22, 2021 AT 3:30 P.M.
VIA OPEN CONFERENCE CALL**

1. CALL TO ORDER

Hoffman called the meeting to order at 3:32 p.m.

2. ROLL CALL

Members present: Danielson, Hoffman, Klingenberg, Jankoski, and McGill

Members absent: None

Others present: Oleson-Bue

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

None.

4. CONSENT AGENDA

Jankoski and Danielson made a motion to approve the meeting agenda, minutes of the February 22, 2021 meeting as printed, and schedule the next meeting for April 26, 2021. Motion carried with all present voting aye.

5. REPORTS

1. Update on Potential Conversion Project at 15 E. Walnut St. Chippewa Falls: Oleson-Bue provided an update that the Authority has received a construction cost estimate of \$250-\$300 per square foot to convert this property to seven rental units. Oleson-Bue further described the expected revenue and expenses for the rental units compared with the loan financing that would need to be secured, and concluded that the project is not financially feasible. Oleson-Bue recommended that the Authority cease pursuing this project. Discussion included Commission support of the concept to convert a building for the creation of affordable rental units. Oleson-Bue noted that the Authority staff will continue to look for a building that could be used for this purpose.

2. Update on CARES ACT Administrative Fee Funding: Oleson-Bue referenced the written reports and described the expenditures listed on the financial statement. Oleson-Bue noted that the Authority has expended all funds well ahead of the 12/31/21 deadline.

6. BUSINESS ITEMS

1. Approval of the Financial Reports for February 2021: The written reports were referenced. Oleson-Bue noted that the income and expenses both appear to be lower than budgeted for the fiscal year to date, but the 4th quarter billings and reimbursements have not yet been accounted for. Hoffman called for questions; there were none. Hoffman and Danielson made a motion to approve the financial reports for February 2021 as presented. Motion carried with all present voting aye.

2. Authorization to Amend CDBG Subordination Policy: Oleson-Bue referenced the written reports and called for questions. There were none. Jankoski and McGill made a motion to approve the amendment to the CDBG subordination policy to increase the limit on closing costs from \$2,000.00 to \$3,000.00. Motion carried with all present voting aye.

3. Modification to Authorization to Hire Firm to Conduct Feasibility Study for Potential Conversion Project at 15 E. Walnut St., Chippewa Falls: Jankoski and Hoffman made a motion to deny authorization to hire firm to conduct feasibility study due to the conclusion that the project is not financially feasible. Motion carried with all present voting aye.

4. Resolution 2021-5: Authorization to Sell 910 Bluff View Circle, Chippewa Falls: Danielson and McGill made a motion to approve Resolution 2021-5. Motion carried with all present voting aye.

7. **AGENDA ITEMS FOR FUTURE CONSIDERATION**

McGill noted that the Authority's agendas and minutes are not available on the County or the Authority's websites and would like to discuss this option.

Jankoski requested an update on the Hope Village project and the project at 218 W. 1st Ave. Stanley.

8. **ADJOURNMENT**

Jankoski and Klingenberg made a motion to adjourn at approximately 3:56 p.m. Motion carried with all present voting aye.

Respectfully Submitted,

Certified:

4/26/2021

Jessica Oleson-Bue
Executive Director/Secretary to the Commission

Greg Hoffman
Chair

Date

**Attachment to the Agenda of the April 26, 2021 Meeting
Chippewa County Housing Authority (CCHA) Commission Meeting**

Reports:

1. **Update on Staff and Office Schedule:** Since March 2020, staff members have been on a rotating schedule of working in the office and working from home. Now that the COVID-19 vaccines are widely available to all employees who want to get vaccinated, I am planning to bring staff back to the office full time by June 1, 2021. Most of our CCHA staff members are really looking forward to returning to their normal office schedules. In some instances, staff have found that they are able to work more efficiently on various tasks at home with fewer distractions from their coworkers in the office. On a case-by-case basis, I am planning to allow staff to continue working remotely one or two days per week if they want to and if it will improve their efficiency.
2. **Foster Youth to Independence Voucher Award:** CCHA has been awarded 5 Foster Youth to Independence (FYI) Vouchers. Our primary partner with this program is the Family and Children's Center who will be providing the required supportive services for these youth and will be the sole agency to certify youth eligibility and make the referral to the Authority. Chippewa County Human Services and WestCAP will be providing referrals to the Family and Children's Center when appropriate. Eligible youth will be able to utilize the FYI vouchers for 36 months. CCHA will implement an auto-transfer option for these youth to come over to the long-term Section 8 program when their 36 months with the FYI program concludes. This is similar to what we have done with the Tenant Based Rental Assistance program for homeless households, since that is also a time-limited program.
3. **Update on Hope Village Community Center Project:** The City of Chippewa Falls sponsored a grant application for the Hope Village Community Center project, and the grant was awarded. The Authority will serve as the grant administrator. We are currently working through the Environmental Review process and updating the grant timeline. This funding will enable Hope Village to convert the existing building located at 1825 Kennedy Road, Chippewa Falls into a community center. The funds will also be used for infrastructure including a driveway, ten concrete slabs, electrical to the tiny houses, sidewalks, parking spaces, garbage enclosure and a privacy fence. The infrastructure will be placed on the two vacant parcels of land adjacent to the community center property. The grant will also provide funding for motel vouchers for folks who are homeless and impacted by COVID-19. No funds can be committed until the Environmental Review is approved by the State. We are hopeful that construction can begin in the fall of 2021, but it will depend on contractors' availability.
4. **Update on 218 W. 1st Ave, Stanley:** The property was used for a training burn on March 27, 2021 in partnership with the Stanley fire department and Chippewa Valley Technical College. We have contracted with Dairyland Construction to clean up the lot by 4/28/21. We found a blueprint of a home we have built in the past that would work well for that lot and we are sending it over to the lumber yard for material estimate and we will work to get a labor estimate as well. The market is still unstable for construction materials, with prices changing daily at times. We are trying to get an idea of the cost for a stick-built home and then we will do a comparison with the cost for a modular home. We may have to wait a while for costs to stabilize before we will be able to proceed with replacement housing on this lot.

5. **3/31/21 FYE:** We are working on closing out our 3/31/21 fiscal year end. Our contracted accountant will be working with Bliss and I on 4/30/21 to review our financials and make any necessary adjustments. Then we will be working on pulling final numbers and reports to send to our fee accountant who will prepare our unaudited financial statements and submit them to HUD. We have Mark Babcock as our auditor again for this fiscal year end, and then our contract with him will end. The finalized March financials will be put on the agenda for approval at our May meeting.

Business Items:

1. **Authorization to Post Commission Agendas and Minutes on the Authority's Website:** I have done some research and found that many housing authorities do have their agendas and meeting minutes posted online. I have spoken with Chippewa County about the history and potential option to have our meeting packets posted on their website in the same location as other committees. Since the Authority is a quasi-governmental agency and not an official county committee, they prefer to keep separation and do not want to post our agendas and minutes in the same location as the other committees. The Authority has its' own webpage under the county's site and we could post our agendas and minutes in that location.
2. **Authorization to Increase Section 8 Payment Standards:** We recently updated our payment standards for efficiency and one-bedroom units effective 1/1/21 so that we were meeting the criteria established by HUD that our payment standards must be within 90 - 110% of the published Fair Market Rents. Since that time, we updated our utility allowance schedule as required by HUD based on actual utility costs in the various municipalities within Chippewa County. Our utility allowances have increased since the last review and as a result, we are struggling to lease anyone up on the program because the rents are higher than our payment standards. I am proposing to raise our payment standards for the Section 8 program for all bedroom sizes effective 6/1/21 so that they are all at 101% of HUD's Fair Market Rent. See chart below:

	Efficiency	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom
FY 2021 FMR	\$573	\$659	\$868	\$1,178	\$1,354	\$1,557
Current 2021 payment standard	\$544	\$640	\$809	\$1,153	\$1,321	\$1,519
Proposed 2021 payment standard	\$579	\$666	\$877	\$1,190	\$1,368	\$1,573

3. **Resolution 2021-6: To Amend the Housing Choice Voucher Administrative Plan:** As a condition of the Foster Youth to Independence (FYI) Voucher award, we need to update our administrative plan in accordance with HUD's requirements for waiting list management of the program.
4. **Resolution 2021-7: To Submit Tenant Based Rental Assistance Application:** This application is due by May 27, 2021 to renew our funding through June 30, 2023 for individuals and families who are homeless or at risk due to fleeing domestic violence. The Family Support Center will continue to provide case management services.

RESOLUTION 2021-6

Resolution to Amend the Housing Choice Voucher Administrative Plan

WHEREAS the Department of Housing and Urban Development (HUD) has made \$10 million available on a non-competitive basis to public housing agencies (PHAs) that partner with public child welfare agencies (PCWAs) through the Foster Youth to Independence Initiative (FYI) for Family Unification Program (FUP)-eligible youth; and

WHEREAS HUD FYI Vouchers are targeted to eligible youth who are at least 18 years of age and not more than 24 years of age, and have left foster care, or will leave foster care within 90 days in accordance with a transition plan described in section 475(5)(H) of the Social Security Act, and are homeless or at risk of becoming homeless; and

WHEREAS HUD awarded 5 Foster Youth to Independence Vouchers to Chippewa County Housing Authority; and

WHEREAS a condition of the funding award is that Chippewa County Housing Authority will update the administrative plan in accordance with applicable program regulations and requirements.

NOW THEREFORE BE IT RESOLVED THAT the Commission approves amending the Administrative Plan to include the following language: The PHA, upon receipt of a referral(s) from the PCWA of an eligible youth, must compare the name(s) with youth already on the PHA's HCV waiting list. Any youth on the PHA's HCV waiting list that matches with the PCWA's referral must be assisted in order of their position on the waiting list in accordance with PHA admission policies. Any youth certified by the PCWA as eligible and not on the HCV waiting list must be placed on the waiting list (pending HCV eligibility determination). If the PHA has a closed HCV waiting list, it must reopen the waiting list and place on the waiting list a FYI applicant youth who is not currently on the PHA's HCV waiting list. The PHA may reopen the waiting list to accept an FYI eligible youth without opening the waiting list for other applicants.

Dated this day 26th day of April 2021

Gregory Hoffman, Chairman

Colleen Danielson, Commissioner

David Jankoski, Vice Chairman

Art Klingenberg, Commissioner

Ronald McGill, Commissioner

RESOLUTION 2021-7

Authorization to Submit a Tenant Based Rental Assistance Application

WHEREAS Chippewa County Housing Authority has been administering a successful Tenant Based Rental Assistance Program since 2003; and

WHEREAS current funding for the program will be disbursed by June 30, 2022, and new funding would allow the program to continue through June 30, 2023; and

WHEREAS the program provides rental assistance to households who are homeless or at risk of being homeless due to fleeing domestic violence, and there continues to be a great need for this type of assistance; and

WHEREAS Family Support Center has indicated an interest in continuing to provide the case management and supportive services required for the program as a cooperative agreement in administering the program.

NOW THEREFORE BE IT RESOLVED THAT the Executive Director is authorized to write and submit an application for Tenant Based Rental Assistance is authorized to execute all documents required for the submission of the application.

Dated this 26th day of April 2021

Gregory Hoffman, Chairman

Colleen Danielson, Commissioner

David Jankoski, Vice Chairman

Art Klingenberg, Commissioner

Ronald McGill, Commissioner