Stoughton Housing Authority
Wednesday, May 18, 2022 @ 2:00 p.m.

The meeting was a hybrid meeting located in the City Hall conference room (207 S. Forrest St) as well as concurrently held via Zoom.

Committee members present: Cindy McGlynn (Chair), Fred Hundt (Vice Chair), and Dave Ehlinger
Members absent: Bob McGeever and Jessica Royko
Guests present: Sue Broihahn (remote), Kathy Olson, Wendy Skoien, and Tim Swadley

1. **Call to order** – McGlynn called the meeting to order at 2:04 p.m.
2. **Establish a quorum –** A quorum was present.
3. **Election of Treasurer** – Motion by Hundt/McGlynn to nominate Ehlinger as Treasurer. No other nominations occurred. The motion passed 3-0.
4. **Communications** - None
5. **Approval of July 21, 2021 Stoughton Housing Authority minutes** – Motion by Ehlinger/Hundt to approve the minutes as drafted. The motion passed 3-0.
6. **Latest management report, financials, and renovation update** – Olson indicated that the financials have forwarded to the Rural Development Association. Broihahn gave a brief overview of the owner's report provided with the packet. McGlynn requested that the Complaint Log document filled out by residents indicate multiple people that would receive the complaint for possible action.
7. **Discussion and possible action regarding fire system update** -- We are still waiting for the work signed for last year. The delays have been attributed to supply chain issues but the work is anticipated to be started in June 2022. McGlynn will contact Mark Miller at the Stoughton Fire Department to help move the process forward.
8. **Grant and Low-Income Housing Tax Credit (LIHTC) updates** – Comments from Paul Schechter with Sunnyside Development were included in the owner's report under "funding update." Swadley indicated that the recent application to WHEDA for LIHTC credits for the 51 West Development project was not granted. It appears that WHEDA may be holding funds in reserve for construction cost increases as so many were delayed.
9. **Insurance updates –** Broihahn indicated that our last renewal with Rockford Mutual was in August 2021. Comments received from peers is to expect large increase percentages and changes in deductible structuring. We should receive the next renewal quote in July 2022.
10. **2021 financial audit summary and formal acceptance of the reports** - Motion by McGlynn/Hundt to accept the Baker Tilly financial statements and audit management communication letter. Motion passed 3-0.
11. **Set calendar year 2022 meeting schedule –** By consensus, it was agreed to meet every three months with the meeting on the third Wednesday of the week at 2:00 p.m. Thus, the next two scheduled meetings are Wednesday, August 17th at 2:00 p.m. and Wednesday, November 16th at 2:00 p.m.
12. **Future agenda items**
    a. Swadley requested that Paul Schechter with Sunnyside Development be available at the meeting to discuss looking for LIHTC grants
    b. Discussion with Dane County Housing Authority about grants
    c. Discussion about potential new fire alarm vendor
13. **Adjourn –** Motion by Ehlinger/Hundt to adjourn at 2:41 p.m. The motion passed 3-0.

Respectfully submitted,

David P. Ehlinger, CPA
Director of Finance/Comptroller