

MINUTES OF MEETING – TOMAH PUBLIC HOUSING AUTHORITY

A Tomah Public Housing Authority meeting was held on the 10th of May 2023 at 4:15 P.M. at the Tomah Manor, 901 McLean Ave., Tomah, WI 54660.

Members present: Rick Murray, Richard Yarrington, Max Brohaugh, Brian Forsythe

Non-member(s) present: Lamont Kiefer, Carrie Nilssen

Meeting called to order at 4:18 p.m. by Chairman Rick Murray inside the Manor Community Room. Roll call taken.

Richard Yarrington moved seconded by Max Brohaugh that the minutes of the April 12, 2023 meeting be approved. All Ayes motion carried.

Discussion/Action – Manor TDS Fiber Installation

Discussion was held on the scope of work to install fiber within the Manor. The discussion covered pricing, package deals for tenants, installation within the building and each apartment, time needed to install and where would be the hub. Additional questions were asked: does this include telephone, how would Spectrum perceive this, do we have a contract with Spectrum currently, etc. Brian Forsythe made a motion to allow TDS to have access into the Manor building to install their distribution system. Max Brohaugh seconded. All Ayes, motion carried.

Discussion/Action – Election of Tomah Public Housing Board Members

Brian Forsythe made a motion to elect Rick Murray as the Board Chairman and Richard Yarrington as the Vice Chairperson for the next year. Max Brohaugh seconded. All Ayes, motion carried.

Discussion/Action – Annual Audit

Considerable discussion was held on the emails from Marc Roen of Collins & Associates, S.C. stating their firm would need to increase the scope of auditing procedures especially with Account Receivables, Accounts Payables and cash handling. The email hinted at an increase cost to the local public housing authority over and above the signed contract. Richard Yarrington made a motion to agree upon continuation of this year's audit with Collins & Associates, S.C. Brian Forsythe seconded the motion. All Ayes, motion carried.

Discussion/Action – Guthrie Fire Alarm System

The date has been set for the Fire Alarm System upgrade at the Manor as June 20 and June 21, 2023.

Discussion/Action – Money Market Funds

Discussion was held on the security of funds within the Money Market account. Brian Forsythe made a motion to call the Bank and inquire about the funds over \$250,000 to inquire on the level of insurance we have and current Certificate of Deposit rates. Richard Yarrington seconded the motion. All Ayes, motion carried.

Discussion/Action – Tour of the Manor Facility

Carrie Nilssen provided the Board Members a tour of the Manor Facility including some apartments.

Discussion/Action – Bank Statements

The Fee Accountant is working on the monthly financial reports.

There being no additional business for the Tomah Public Housing Authority Max Brohaugh moved seconded by Richard Yarrington to adjourn meeting at 6:14pm.

Submitted by: Carrie Nilssen