

STEVENS POINT HOUSING AUTHORITY (SPHA)

1300 Briggs Court
 Stevens Point, Wisconsin 54481



HI-RISE MANOR
 MADISON VIEW APARTMENTS
 SCATTERED SITE FAMILY HOUSING

Stevens Point Housing Authority (SPHA) Regular Board Committee Meeting Minutes

Regular Meeting: Tuesday, November 18, 2025, at 4:15 p.m. CT

Where: Hi-Rise Manor Dining Room - 1300 Briggs Court Stevens Point, WI 54481 and Via Zoom

Attendance:

Board Members	Present	Absent	Notes
Mr. George Doxtator, Chair	X		In person
Ms. Nicole Tank, Vice Chair	X		In person
Ms. Trisha Steinhorst	X		In person
Mr. Justin P. Adamski	X		In person – <i>Left at 5:06pm</i>
Mr. Eric Riskus		X	In person

Also Present:

- Ms. Idowu Odedosu – SPHA Executive Director (In person and via zoom)
- Mr. Jay Feltz – SPHA Maintenance and Building Manager (In person)
- Mr. Andrew Logan Beveridge – City of Stevens Point City Attorney (In person) - *Left at 4:55 p.m.*
- Ms. Yami Hill (In person) – SPHA Administrative Program Specialist – *Left at 5:15 p.m.*
- Ms. Valari Hartmann (In person) – SPHA tenant
- Mr. Sam Loughan (via Zoom) - Hawkins Ash CPAs – *arrived at 4:35pm and left at 5:05 p.m.*
- Mr. Justin Petersen (via Zoom) - Hawkins Ash CPAs – *arrived at 4:35pm and left at 5:05 p.m.*
- Ms. Amie L. Anderson Vieth, Fee Accountant, Housing Authority Accounting Specialists, Inc. (HAAS) (via Zoom) – *arrived at 5:00 p.m. and left at 5:25 p.m.*

1. Call Meeting to Order

- Discussion: Mr. Doxtator called the meeting to order at 4:16 p.m.
- Action: Roll call was completed with the individuals named above (not including Mr. Loughan, Mr. Petersen, and Ms. Anderson Vieth initially) as present and have a quorum.
- Follow through: None.

2. Motion to enter in closed session pursuant to Wis. Stat. 19.85(1)(c) (considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility) for the following:

- a. Discussion with Executive Director Odedosu regarding the exit interview of a former Housing Authority employee.

- Discussion: Closed.



- Action: Motion by Mr. Doxtator to enter into closed session as listed in #2. Second by Ms. Tank. Mr. Doxtator called for a vote. All ayes, nays none. Roll call was completed with the above Board members listed as present as well as Mr. Beveridge and Ms. Odedosu. Mr. Feltz, Ms. Hill, and Ms. Hartmann exited the room for the closed session.

- Follow through: Closed.

3. Reconvene into open session

- Discussion: None.

- Action: Motion by Mr. Adamski to reconvene into open session at 4:54pm. Second by Ms. Steinhorst. Mr. Doxtator called for a vote. All ayes, nays none.

- Follow through: None.

4. Citizens Wishing to Address the Board

- Discussion: Ms. Hartmann, a SPHA tenant, attended the meeting.

- Action: None.

- Follow through: None.

5. 2024 Audit Presentation by Hawkins Ash CPAs, LLP

- Discussion: Mr. Loughan gave an overview of the final 2024 audit as of December 31, 2024. Hawkins Ash completed an on-site fieldwork audit in early April 2024. There were no findings or deficiencies noted for internal control over financial reporting and on compliance in accordance with government auditing standards. There was one qualified opinion and material weakness due to not having a General Depository Agreement from Chase Bank.

- Action: None.

- Follow through: None.

6. Minutes of the October 27, 2025 Regular Board Committee Meeting

- Discussion: Ms. Odedosu gave the Board a copy of the October 27, 2025 minutes in the Board package.

- Action: Motion by Mr. Adamski to approve the Minutes of the October 27, 2025 Regular Board Committee Meeting. Second by Ms. Tank. Mr. Doxtator called for a vote. All ayes, nays none.

- Follow through: None.

7. Payment of Bills for July 1, 2025 – September 30, 2025 (Q3 2025)

- Discussion: Ms. Odedosu explained that the payment of bills covers the full months from July 1, 2025 to September 30, 2025 (Q3 2025). Mr. Doxtator inquired about the USWP Continuing Education line item. Ms. Odedosu stated that this was for training. Ms. Steinhorst inquired about the



water bill. Ms. Odedosu stated that the water bill is for a period of time and includes multiple SPHA addresses. Ms. Odedosu pulled up the excel document that shows all the individual addresses.

- Action: Motion by Ms. Tank to approve the Payment of Bills for July 1, 2025 to September 30, 2025 (Q3 2025). Second by Ms. Steinhorst. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

8. Financial Statements as of September 30, 2025 (Q3 2025)

- Discussion: Ms. Amie L. Anderson Vieth described the various financial statements for the third quarter of 2025 ending September 30, 2025. Total tenant rental revenue represents approximately 78% of the budget and total expenses represent 73% of the budget. Mr. Doxtator asked if the government shutdown affects the financials in any capacity. Ms. Anderson Veith answered that it has not since all grants are still open and funded through the end of 2025. Ms. Anderson Vieth also stated that the U.S. Department of Housing and Urban Development (HUD) is working on approving the 2026 operating subsidy, which might be lower than previous years.
- Action: Motion by Mr. Doxtator to approve the Financial Statements as of September 30, 2025 (Q3 2025). Second by Ms. Steinhorst. Mr. Doxtator called for a vote. All ayes, nays none.
- Follow through: None.

9. Occupancy Report for August 1, 2025 – November 13, 2025

- Discussion: Mr. Feltz explained the occupancy report for August 1, 2025 to November 13, 2025. There are currently five (5) units in turnover status. SPHA has not received keys for the first three units listed in the occupancy report. Ms. Odedosu gave the Board the latest update on waiting list, which is prepared by Ms. Hill.
- Action: None.
- Follow through: None.

10. Home Ownership Opportunity Reserve Account (HOORA) Bank Statements for October 2025

- Discussion: Ms. Odedosu explained the HOORA bank statements for October 2025. There were no activity in October 2025 except interest payments.
- Action: None.
- Follow through: None.

11. Discussion – Upcoming National Standards for the Physical Inspection of Real Estate (NSPIRE) Inspection, Capital Project and Maintenance Updates, Office Updates, Q&A

- Discussion: Mr. Feltz stated the HUD NSPIRE inspection will take place on Monday, December 1, 2025. The maintenance staff is working hard preparing for the inspection. Mr. Feltz gave an update on the concrete project at Madison View Apartments. Ms. Odedosu gave an update on the new Finance and Office Coordinator. Ms. Odedosu informed the Board that all staff participated in a Fair

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Housing Training conducted by a National Association of Housing and Redevelopment Officials (NAHRO) trainer, which was in person and two full days in mid-November 2025.

- Action: None.
- Follow through: None.

12. Adjournment

- Discussion: None.
- Action: Motion by Ms. Tank to adjourn meeting. Second by Ms. Steinhorst. No further discussion. Mr. Doxtator called for a vote. All ayes, nays none. The meeting was adjourned at 5:41 p.m.
- Follow through: None.

Minutes Prepared By:
Idowu Odedosu



Chair

12-15-2025

Date



Secretary/Executive Director

12-15-2025

Date