

**PLATTEVILLE HOUSING AUTHORITY BOARD MEETING**  
**July 25, 2017**

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The special meeting of the Platteville Housing Authority Board was held on July 25, 2017 at 3:30 p.m. in the GAR room. Let the records show that the meeting agenda was properly posted according to the Open Meeting Law. A quorum was met. Marilyn Gottschalk, Board Chair, called the meeting to order.

**Members Present:** Marilyn Gottschalk, Ken Kilian, Christine Wunderlin, Melissa Duve

**Members Absent:** Paula Langmeier

**Others Present:** Jen Weber

**APPROVAL OF PREVIOUS MINUTES**

Motion by Kilian and second by Wunderlin to approve the June 27, 2017 board minutes. Motion Carried.

**CLIENT UPDATE**

The Board reviewed the current waiting and voucher lists. There are currently 96 families on the waiting list. The month of July, 2017 included 11 applications, 5 vouchers were issued, 0 placements and 3 end of participations. Motion by Duve and second by Kilian to approve the client update. Motion Carried.

**APPROVAL OF VOUCHERS AND OPERATIONAL EXPENSES**

Landlord and operational expense checks were reviewed. Motion by Kilian and second by Wunderlin to approve operational checks 1765-1772 and landlord checks 1773-1819. Motion Carried.

**OLD BUSINESS**

The Violence Against Women Act (VAWA) documents were reviewed. Weber will be sending a mass mailing of HUD-5380, the Platteville Housing Authority's Notice of Occupancy to all program participants. Further review of Chapter 15 (Denials or Termination of Assistance) was done. When evaluating potential denials, the board believes a 3 year look back period should be conducted for applicants rather than 5. Criteria to be considered will include how recent the criminal activity took place, the severity of the criminal activity and the frequency. Motion by Duve and second by Wunderlin to change the review period. Motion Carried.

**NEW BUSINESS**

Review of Chapter 10 (Inspections) of the Administrative Plan was done. The maximum time to abate rent for non-compliance of HQS (Housing Quality Standards) for owners is not clearly defined in the Administrative Plan. Motion by Wunderlin and second by Duve to implement a 90-day abatement period. Motion by Kilian and second by Duve to table until the August board meeting so Weber can get more information on common Public Housing Authority (PHA) practice. Weber was contacted by a representative of FES who would like to offer free financial literacy services to the Platteville Housing Authority's program participants. There would be 4 sessions covering general financial education and credit counseling. The board agreed this could be a beneficial service for our tenants. The first session will be held on August 9<sup>th</sup> at 1:00 p.m. in the GAR room. The Platteville Housing Authority is once again being contacted by the General Capital Group requesting Project Based Vouchers (PBV) for the new Pioneer Ford development. Discussion was held over previous reasoning to decline allocation of PBV's. Weber will do further research on this request and discussion will be held at the August board meeting. Weber gave a budget update. HUD transitioned \$5581 to HUD Held Reserves (HHR) in July. The Restricted Net Position (RNP) is healthy and issuance of vouchers will continue.

Motion by Kilian and second by Duve to adjourn the meeting. Motion carried.

Respectfully submitted by Jen Weber.