

PLATTEVILLE HOUSING AUTHORITY BOARD MEETING
November 28, 2017

The regular meeting of the Platteville Housing Authority Board was held on November 28, 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, Paula Langmeier, Melissa Duve, Christine Wunderlin

Others Present: Jen Weber

APPROVAL OF PREVIOUS MINUTES

Motion by Langmeier and second by Kilian to approve the October 31, 2017 board minutes. Motion Carried.

CLIENT UPDATE

The Board reviewed the current waiting and voucher lists. There are currently 100 families on the waiting list. The month of November 2017 included 3 applications, 2 vouchers were issued, 2 placements, 1 end of participation and a total of 94 current program participants. Motion by Kilian and second by Wunderlin to approve the client update. Motion Carried.

APPROVAL OF VOUCHERS AND OPERATIONAL EXPENSES

Landlord and operational expense checks were reviewed. Motion by Langmeier and second by Wunderlin to approve operational checks 2009-2015 and landlord checks 2016-2068. Motion Carried.

OLD BUSINESS

Weber presented Resolution 2017-3 which clarifies and adds content to the administrative plan to describe the Platteville Housing Authority's (PHA's) policies on segregation of duties. Motion by Wunderlin and second by Kilian to approve Resolution 2017-3. Resolution 2017-4 was also presented to the board. This clarifies and adds content to the administrative plan to describe the PHA's policies on financial reporting. Motion by Kilian and second by Langmeier to approve Resolution 2017-4. Weber will submit this information to Department of Housing and Urban Development (HUD) for review and approval. Weber gave a review of the HUD training she attended. The training proved to be exceptionally valuable and a vast amount of information was learned. Weber filled the board in on some of the main highlights.

NEW BUSINESS

Weber presented the board with the 2018 Utility Allowance. There were slight changes in natural gas, electric and fuel oil prices. Motion by Wunderlin and second by Langmeier to table Resolution 2017-5 until the December board meeting. Motion by Kilian and second by Wunderlin to table Weber's employment contract until the December board meeting. Weber presented the board with a request for an informal review. The review will take place on December 6, 2017 at 4:00 p.m.

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

Respectfully submitted by Jen Weber.