

**PLATTEVILLE HOUSING AUTHORITY BOARD MEETING**  
**December 28, 2017**

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The regular meeting of the Platteville Housing Authority Board was held on December 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, Christine Wunderlin

**Members Absent:** Melissa Duve, Paula Langmeier

**Others Present:** Jen Weber

**APPROVAL OF PREVIOUS MINUTES**

Motion by Wunderlin and second by Kilian to approve the November 28, 2017 board minutes. Motion Carried.

**CLIENT UPDATE**

The Board reviewed the current waiting and voucher lists. There are currently 105 families on the waiting list. The month of December 2017 included 8 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 Kilian and second by Wunderlin to approve operational checks 2075-2080 and landlord checks 2081-2142. Motion Carried.

**OLD BUSINESS**

Weber presented Resolution 2017-5 for the 2018 Operating Budget. Review was conducted on 2017 revenue and expenses. No significant change is projected in the 2018 budget but that could change based on future government budget approvals. Motion by Kilian and second by Wunderlin to approve Resolution 2017-5. Motion Carried. Weber provided the board with HUD's approval of Resolutions 2017-3 and 2017-4. HUD MKE has closed the findings and are requiring verification of action to the resolutions at the next fiscal audit. Motion by Kilian and second by Wunderlin to go into closed session to discuss Weber's 2018 employment contract. Motion by Wunderlin and second by Kilian to come out of closed session. The board approved a change in vacation granted in years worked. Motion by Wunderlin and second by Kilian to approve the 2018 contract upon approval of suggested edits and reformatting. Motion carried. Edits will be submitted to the board for review prior to the January 2018 board meeting.

**NEW BUSINESS**

Weber presented the board with the 2018 accounting contract for Hawkins, Ash CPA's. Motion by Wunderlin and second by Kilian to approve the 2018 contract. Motion Carried. A request for tenant referrals to General Capital Group was reviewed by the board. Referral to them will follow typical landlord referral procedures already in place. Once the units are built and being filled they will be added to the landlord list given to applicants and program participants. The U.S. Department of Labor Bureau of Statistics sent a Notice of Recordkeeping Requirements for the 2018 Survey of Occupational Injuries and Illnesses. Weber informed the board our participation is required by law and a follow up survey will be sent to the Housing Authority in January 2019. 2018 HUD funding prorations and projections were shared with the board. Future information will be shared as it is received. Weber informed the board of our upcoming annual audit on March 1, 2018.

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

Respectfully submitted by Jen Weber.