

PLATTEVILLE HOUSING AUTHORITY BOARD MEETING
January 30, 2018

The regular meeting of the Platteville Housing Authority Board was held on January 30, 2018 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 & Paula Langmeier

Others Present: Jen Weber

APPROVAL OF PREVIOUS MINUTES

Motion by Kilian and second by Langmeier to approve the December 28, 2017 board minutes. Motion Carried.

CLIENT UPDATE

The Board reviewed the current waiting and voucher lists. There are currently 58 families on the waiting list. The month of January 2018 included 8 applications, 0 vouchers were issued, 3 placements, 0 end of participations and a total of 99 current program participants. Motion by Wunderlin 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 Langmeier to approve operational checks 2143-2147 and landlord checks 2148-2207. Motion Carried.

OLD BUSINESS

Edits and formatting changes to Weber's 2018 employment contract were reviewed and approved by the board. The contract was approved at the December board meeting. The board would like to explore a more established review process for Weber so a record of performance can be retained and to ensure we are in line with typical employer processes. Everyone will bring ideas for what they would like this review to cover and it will be discussed at future board meetings. The hope is to have this established and in policy by 2018-year end so a more formal employee review can be conducted.

NEW BUSINESS

Weber gave a brief budget update. The program ended the 2017 year with a \$2,608 Restricted Net Position (RNP) balance and a \$12,438 Unrestricted Net Position (UNP) balance. The beginning of 2018 has seen HUD Held Reserves (HHR) requests in both January and February. The Government budget has yet to be released but there is talk of a lower Housing Assistance Payment (HAP) proration than in previous years. Weber will closely monitor spending and will continue to work with HUD to ensure peak program performance.

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

Respectfully submitted by Jen Weber.