

**PLATTEVILLE HOUSING AUTHORITY BOARD MEETING**  
**February 27, 2018**

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The regular meeting of the Platteville Housing Authority Board was held on February 27, 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

**Members Absent:** Paula Langmeier

**Others Present:** Jen Weber

**APPROVAL OF PREVIOUS MINUTES**

Motion by Kilian and second by Wunderlin to approve the January 30, 2018 board minutes. Motion Carried.

**CLIENT UPDATE**

The Board reviewed the current waiting and voucher lists. There are currently 61 families on the waiting list. The month of February 2018 included 4 applications, 0 vouchers were issued, 1 placement, 0 end of participations and a total of 97 current program participants. Motion by Wunderlin and second by Duve 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 2208-2214 and landlord checks 2215-2272. Motion Carried.

**OLD BUSINESS**

**NEW BUSINESS**

The board discussed options on a more formal way to conduct an employee evaluation for Weber's employee file. The board agreed employee and program performance are best evaluated at the monthly board meetings and it would be difficult to evaluate most areas on an annual basis. Gottschalk suggested a board member sit in on tenant interviews and attend periodic inspections. Weber will check with HUD to confirm if this is allowed. Further suggestions and discussion will be held at future board meetings. Weber reported Hawkins, Ash, CPA's submitted the 2017 audit to HUD's Real Estate Assessment Center (REAC). The housing authority and accountant reconciled in both Restricted Net Position (RNP) and Unrestricted Net Position (UNP). Weber gave a budget update, HUD Held Reserves (HHR) have been requested to cover Housing Assistance Payment (HAP) costs in January and February. The government is acting under a continuing resolution and have not agreed on a 2018 budget so funding is unknown. HUD is using a 96% proration for HAP funding and a 77% proration for administrative funding. New vouchers are not being issued at this time so that HAP spending is reduced to accommodate the current funding benchmark.

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

Respectfully submitted by Jen Weber.