

PLATTEVILLE HOUSING AUTHORITY BOARD MEETING
April 24, 2018

The regular meeting of the Platteville Housing Authority Board was held on April 24, 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 & Paula Langmeier, Christine Wunderlin

Members Absent: Melissa Duve

Others Present: Jen Weber

APPROVAL OF PREVIOUS MINUTES

Motion by Kilian and second by Wunderlin to approve the March 27, 2018 board minutes. Motion Carried.

CLIENT UPDATE

The Board reviewed the current waiting and voucher lists. There are currently 75 families on the waiting list. The month of April 2018 included 7 applications, 0 vouchers were issued, 0 placements, 1 end of participations and a total of 96 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 Kilian to approve operational checks 2337-2343 and landlord checks 2344-2400. Motion Carried.

OLD BUSINESS

Further discussion was held over the employee evaluation process. Board chair Marilyn will sit in on client interviews and possibly attend periodic inspections. A summary of work accomplishments and the overall administration of the program will be submitted to the board annually. Marilyn found the previous director's evaluations and will reference this to evaluate employee performance as well.

NEW BUSINESS

Motion by Wunderlin and second by Langmeier to go into closed session. Motion carried. Motion by Kilian and second by Langmeier to come out of closed session. Motion carried. Ideas were discussed to communicate Weber's time out of the office since she is the only employee. A sign will be placed on the door referring immediate needs to board chair Marilyn in the event Weber is not in the office. Weber provided all board members with an updated copy of the administrative plan. Once the plan has been reviewed by all members a copy will be posted on the city website. Legal Action of WI is gathering administrative plans from all housing authority's so a copy will be provided to them as well.

New business items B – D will be tabled until the May board meeting.

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

Respectfully submitted by Jen Weber.