

PLATTEVILLE HOUSING AUTHORITY BOARD MEETING
July 31, 2018

The regular meeting of the Platteville Housing Authority Board was held on July 31, 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 June 26, 2018 board minutes. Motion Carried.

CLIENT UPDATE

The Board reviewed the current waiting and voucher lists. There are currently 93 families on the waiting list. The month of July 2018 included 15 applications, 4 vouchers were issued, 1 placement, 1 end of participation and a total of 88 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 Langmeier and second by Kilian to approve operational checks 2527-2534 and landlord checks 2535-2586. Motion Carried.

OLD BUSINESS

Further discussion was held over implementing shortfall procedures into the administrative plan. Weber will draft a process to present to the board for review at the August board meeting. Discussion was held over HUD recommendations for small PHA's (Public Housing Authorities) to have an administrative backup for crucial report submissions. Specifically, backup is needed for submission of VMS (Voucher Management Systems) and 50058's, which report all tenant changes in the event Weber were unexpectedly detained. Wunderlin moved to establish a board member backup for VMS and 50058 submissions. Second by Kilian. Motion Carried.

NEW BUSINESS

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

Respectfully submitted by Jen Weber.