

PLATTEVILLE HOUSING AUTHORITY BOARD MEETING
November 27, 2018

The regular meeting of the Platteville Housing Authority Board was held on November 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

Others Present: Jen Weber & Jane Peoples

APPROVAL OF PREVIOUS MINUTES

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

CLIENT UPDATE

The Board reviewed the current waiting and voucher lists. There are currently 97 families on the waiting list. The month of November 2018 included 5 applications, 5 vouchers were issued, 0 placements, 4 ends of participations and a total of 88 current program participants. Motion by Kilian 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 Duve and second by Kilian to approve operational checks 2763-2769 and 2823, and landlord checks 2770-2822. Motion Carried.

OLD BUSINESS

Weber presented the board with the finalized policy addressing procedures in the event there is a shortage of funds (Chapter 14 of the Administrative Plan). The board reviewed and unanimously approved the policy. This is effective in the administrative plan immediately. Discussion was held over the Section 8 Management Assessment Program (SEMAP) file review. Wunderlin, Gottschalk and Duve will conduct the file reviews at the scheduled date and time.

NEW BUSINESS

Review was held over the 2019 Utility Allowance; no changes were necessary this year. Motion by Wunderlin and second by Kilian to pass the 2019 passbook rates. The rate will go from 1% to 6% effective January 1, 2019, to align with market trends. Weber presented the board with a 2018 budget update. The year is projected to end with underspending in both the administrative and Housing Assistance Payment (HAP) budgets. Weber provided all board members with the Housing Authority Commissioners Handbook. All members were advised to review for discussion at the December board meeting. Jane Peoples attended the meeting to get an overview of typical housing authority board meetings. She is happy to fill the recent commissioner vacancy and will be appointed by city council president Eileen Nickels at the upcoming council meeting. Resolution 2018-2 for the 2019 Operating Budget was tabled until the December board meeting pending Weber's contract. Motion by Wunderlin and second by Kilian to go into closed session. Motion Carried. Motion by Kilian and second by Wunderlin to come out of closed session. Motion Carried. Action to Weber's 2019 employment contract will be tabled until the December board meeting.

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

Respectfully submitted by Jen Weber.