

PLATTEVILLE HOUSING AUTHORITY BOARD MEETING

May 28, 2019

The regular board meeting of the Platteville Housing Authority Board was held on May 28, 2019 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: Ken Kilian, Jane Peoples, Marilyn Gottschalk, James Wages & Melissa Duve

Others Present: Jen Weber

APPROVAL OF PREVIOUS MINUTES

Motion by Kilian and second by Wages to approve the May 2019 board minutes. Motion Carried.

CLIENT UPDATE

The Board reviewed the current waiting and voucher lists. There are currently 64 families on the waiting list. The month of May 2019 included 7 applications, 3 vouchers were issued, 2 placements, 1 end of participation and a total of 93 current program participants. Motion by Peoples 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 Peoples and second by Wages to approve operational checks 3151-3156 and 3157-3209. Motion Carried.

OLD BUSINESS

Further discussion was held over the process in which to handle potential conflict of interest. Weber informed the board that she emailed all of the application information regarding an application of someone close to her to Toni Coats, Executive Director in Evansville. She reviewed everything submitted by the applicant and gave her feedback with notes. Working with neighboring PHAs (Public Housing Authorities) to review applicant and tenant information will be the most ideal practice moving forward. We will continue to better define definitions and processes. This will be implemented into our Administrative Plan when complete. Weber provided the board with the documents required to be signed and submitted to Mound City Bank in order to add Peoples as an authorized check signer. A resolution will be presented and approved at the June board meeting. Transition of the Platteville Housing Authority's office is complete. The new office space is pleasant and offers more privacy for tenants and others stopping for assistance. Wages inquired if a secretary or assistant would be hired for Weber. It was explained that the Platteville Housing Authority's administrative funding is the only source to manage all monthly expenses. The administrative funding is always prorated below the 100% estimated to manage the program, currently at 79%. Wages expressed serious concerns that the program seems drastically underfunded. He was surprised to learn Weber's position does not include insurance, retirement and other common benefits. All agreed this limitation proves to be a challenge to many programs like ours and it is important to continue to manage spending and funding successfully.

NEW BUSINESS

Weber gave a brief budget update.

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

Respectfully submitted by Jen Weber.