

PLATTEVILLE HOUSING AUTHORITY BOARD MEETING

August 27, 2019

The regular board meeting of the Platteville Housing Authority Board was held on August 27, 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 June 2019 board minutes. Motion Carried.

CLIENT UPDATE

The Board reviewed the current waiting and voucher lists. There are currently 91 families on the waiting list. The month of August 2019 included 12 applications, 2 vouchers were issued, 4 placements, 1 end of participation and a total of 94 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 Kilian and second by Peoples to approve operational checks 3342-3348 and 3349-3400. Motion Carried.

OLD BUSINESS

Weber reported the district meeting, hosted by the Platteville Housing Authority, went very well. The required 2020 5-year plan was an important topic. Policies that are required to be added to the administrative plan were discussed in detail.

NEW BUSINESS

Discussion was held over the new office location and challenges discovered with the transition. Applicants, tenants and general inquiries have come to realize I am the only employee of the housing authority. Prior Community Development assistants were thought to be my secretary. Resolutions to communicate to the public have included numerous door signs that give information on how to contact me if I'm not in, general program information and when I'm out and expect to return. As we all know my schedule can change in an instant and I could be out on an unexpected inspection, appointment, etc. Weber presented the board with the 2018 audit report conducted by Johnson Block. All went well and there were no significant deficiencies or material weaknesses. The board voted on Resolution 2019-2, Gottschalk, Peoples, Wages and Duve voted yes and Kilian voted no. Motion by Peoples and second by Wages to approve Resolution 2019-2 to continue the \$10,000 credit line with Mound City Bank. Weber informed the board that the 2020 5-year plan is in full swing. Dates for the Resident Advisory Board (RAB) meeting and the public hearing were given. Policies and objectives of the 2020 5-year plan and progress of the 2015 5-year plan goals and objectives will be discussed in detail. The RAB meeting will have an open forum and questions and comments are encouraged. Weber informed the board that research is being done to replace printing/copying options and the city is in the process of implementing a new fax system. The board gave Weber permission to research for the purchase of a laptop. Many job duties are conducted at home, conferences or outside of the office. A laptop would be an invaluable asset and would allow Weber a much more efficient means of accessing email, the OneDrive and software. Options and the potential purchase will be discussed at the September board meeting. Wages expressed frustration that the director does not have the equipment necessary to optimize program administration. Weber briefly informed the board of difficulties being incurred by the Dodgeville Housing Authority.

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

Respectfully submitted by Jen Weber.