

PLATTEVILLE HOUSING AUTHORITY BOARD MEETING

September 24, 2019

The regular board meeting of the Platteville Housing Authority Board was held on September 24, 2019 at 3:30 p.m. in the City Council Chambers. 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

Members Absent: Melissa Duve

Others Present: Jen Weber

APPROVAL OF PREVIOUS MINUTES

Motion by Kilian and second by Peoples to approve the August 2019 board minutes. Motion Carried.

CLIENT UPDATE

The Board reviewed the current waiting and voucher lists. There are currently 90 families on the waiting list. The month of September 2019 included 11 applications, 4 vouchers were issued, 1 placement, 0 end of participations and a total of 95 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 Wages to approve operational checks 3402-3407 and 3408-3460. Motion Carried.

OLD BUSINESS

Weber reported the Resident Advisory Board (RAB) meeting went well. There was excitement and anticipation over the goal to expand the Housing Authority resources in the community. RAB members were happy to learn of this goal and are eager to volunteer. Reminder that the public hearing will be held on October 14 from 3:00 – 5:00 p.m. Required documents for the 5-year plan were reviewed and discussed. Everything is on track for completion of the 5-year plan. Weber researched laptop options and is confident she found the right one. Motion by Peoples and second by Wages to approve the purchase of a laptop. Motion Carried. Weber will be looking into alternative printer/copier options for the new year to replace the large, outdated copier being used. The city is looking into new fax options to replace outdated procedures. The new service will be more efficient and at a fraction of the current cost for fax services. Over \$600 in administrative savings will result from cancelling the existing CenturyLink fax line.

NEW BUSINESS

Weber presented the board with the 2020 Grant County Fair Market Rents (FMR)s established by HUD. An increase to the payment standards for all unit sizes except efficiency was recommended. Motion by Kilian and second by Wages to approve Resolution 2019-3 to set the 2020 payment standards. Weber informed the board that a meeting was held with Nicola Maurer and Joe Carroll to discuss their procurement policies. The housing authority will use the city's policies as a starting point to establish a procurement policy for the program. Input from other housing authorities regarding their relationship with their local municipality and procurement policies will be used in analyzing a relevant policy for the program. Further discussions will be held at upcoming board meetings. Weber informed the board that outreach has begun to local organizations to recruit volunteers for basic office "busy" work. Interest has been shown by Social Services and TANF programs with candidates that need community service. This will be mutually beneficial to assist Weber with simple office tasks at no cost to the program while offering community service hours to the community.

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

Respectfully submitted by Jen Weber.