

## **PLATTEVILLE HOUSING AUTHORITY BOARD MEETING**

**October 29, 2019**

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The regular board meeting of the Platteville Housing Authority Board was held on October 29, 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 and Melissa Duve

**Others Present:** Jen Weber

### **APPROVAL OF PREVIOUS MINUTES**

Motion by Peoples and second by Wages to approve the September 2019 board minutes. Motion Carried.

### **CLIENT UPDATE**

The Board reviewed the current waiting and voucher lists. There are currently 101 families on the waiting list. The month of September 2019 included 12 applications, 0 vouchers were issued, 3 placements, 0 end of participations and a total of 95 current program participants. Motion by Wages 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 Kilian and second by Wages to approve operational checks 3466-3471 and 3472-3527. Motion Carried.

### **OLD BUSINESS**

Weber was happy to report the Platteville Housing Authority's 5-year plan and all supporting documents have been successfully submitted to HUD. Future HUD correspondence regarding the plan will be presented as received. Outreach to Grant County Social Services as well as the W-2 (Wisconsin Works) program to recruit volunteers has been successful. Volunteer work has begun and proves to be extremely helpful. The board would like Weber to check with HUD and other PHA's (Public Housing Authority)'s for guidance on any volunteer restrictions or necessary confidentiality agreements. Further discussion will be held at the November board meeting. The housing authority's need to develop a procurement policy was discussed. Weber will continue to work on this process and will bring preliminary policies to the board for review as they're developed.

### **NEW BUSINESS**

Discussion was held on the Platteville Housing Authority's need to get a written policy into place regarding its relationship with the City of Platteville. For several years there have always been "in kind" services provided by the city in support of the administration of the Section 8 rental assistance program. However, little record exists on when the housing authority became autonomous from the city and entered into a mutually beneficial agreement. Weber will continue to research this arrangement through previous board minutes, housing authority records and other relevant avenues. The board recommended Weber also reach out to other PHA's to learn of common PHA/municipality practices and relationships. Weber requested the board prepare suggestions on how this policy should be written, review services already in place and other suggestions on what might need to be included. Further discussion will be held at upcoming board meetings. Some concern was expressed regarding tenant/applicant/inquiry frustrations when trying to call or stop in the office when Weber is not available. The previous office environment implied that Weber is a city employee with support of a staff to sustain administration of the program. The board would like Weber to maintain public office hours from 9:00 a.m. – 12:00 p.m., Monday – Thursday. Effort will be maintained while still complying with all HUD reporting requirements, administrative obligations, proper program compliance, tenant requests/needs and last-minute inspections/processes to enable applicants to be assisted as expeditiously as possible. Weber encouraged the board to inquire about attempts to contact the Director (ie: leave messages, emails, take advantage of drop off locations such as the city of Platteville secure drop box or mailbox located next door). As stated in the administrative plan, grievances should be communicated to the director as well as the board.

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

Respectfully submitted by Jen Weber.