

PLATTEVILLE HOUSING AUTHORITY BOARD MEETING
December 2019 Meeting Held January 9, 2020

The regular board meeting of the Platteville Housing Authority Board was held on January 9, 2020 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, Marilyn Gottschalk, James Wages and Melissa Duve

Others Present: Jen Weber and Adam Ruechel, City Manager

APPROVAL OF PREVIOUS MINUTES

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

CLIENT UPDATE

The Board reviewed the current waiting and voucher lists. There were 104 families on the waiting list in the month of November 2019. The month of November 2019 included 4 applications, 2 vouchers were issued, 1 placement, 1 end of participation and a total of 95 current program participants. The month of December 2019 had 106 families on the waiting list. The month of December 2019 included 4 applications, 2 vouchers were issued, 4 placements, 1 end of participation and a total of 98 current program participants. Motion by Kilian and second by Wages to approve the November and December client updates. Motion Carried.

APPROVAL OF VOUCHERS AND OPERATIONAL EXPENSES

Landlord and operational expense checks were reviewed. Motion by Wages and second by Kilian to approve December operational checks 3528-3533 and 3534-3592 and 3658 and January operational checks 3594-3600 and 3601-3657 and 3659. Motion Carried.

OLD BUSINESS

Weber reported community service outreach has been successful and extremely helpful to Weber. Volunteers have been beneficial in completing “busy work” in the housing authority office. Further outreach will take place as the program expansion is implemented.

NEW BUSINESS

Board of Commissioner Jane Peoples has resigned from her board term. Discussion was held over the need to recruit a new member. Weber will be contacting the City Council to request board members be allowed to serve when they are not residents of Platteville, Grant County. Board members will attempt to reach out to possible recruits as well. Weber presented the board with the 2020 HABCO (Hawkins Ash CPA's) contract. A slight cost increase was noted. The 2020 Utility Allowance was reviewed, no changes were made from the 2019 amounts. Weber gave a year-end review of the 2019 budget and spending. Administrative spending was below expected spending on the 2019 operating budget while HAP (Housing Assistance Payment) spending was above the 2019 projected amount. Motion by Kilian and second by Duve to go into closed session to review Weber's 2020 employment contract. Motion by Kilian and second by Duve to come out of closed session. Motion by Wages and second by Duve to amend and approve Weber's employment contract January 2020 – March 2020. Further review will be conducted at the April 2020 board meeting. Motion by Wages and second by Kilian to approve Resolution 2019-4, the 2020 Operating Budget. Motion Carried.

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

Respectfully submitted by Jen Weber.