

**PLATTEVILLE HOUSING AUTHORITY BOARD MEETING**

**Held February 23, 2021 VIA Zoom**

The regular board meeting of the Platteville Housing Authority Board was held on February 23, 2021 at 3:30 p.m. VIA Zoom. Let the records show that the meeting agenda was properly posted according to the Open Meeting Law. A quorum was met. Melissa Duve, board Co-Chair, called the meeting to order.

**Members Present:** Ken Kilian, Joyce Bos, Melissa Duve, Dr. Joanne Wilson & James Wages

**Others Present:** Jen Weber, Marilyn Gottschalk & City Manager, Adam Ruechel

**APPROVAL OF PREVIOUS MINUTES**

Motion by Bos and second by Duve to approve the January 2021 board minutes with corrections. Motion Carried.

**CLIENT UPDATE**

The Board reviewed the waiting list and voucher lists. There are currently 110 families on the waiting list. The month of February 2021 included 6 applications, 0 vouchers were issued, 0 placements, 1 end of participations and a total of 92 current program participants. Motion by Kilian 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 Duve to approve operational checks 4423-4429, 4430-4480. Motion Carried.

**OLD BUSINESS**

Weber and the board welcomed new board member Dr. Joanne Wilson. A vote was taken on a new Board Chair and Co-Chair. Kilian nominated Bos to be the new Board Chair, all board members supported the nomination and Bos agreed to the new position. Duve will remain Co-Chair. Weber's 2021 employment contract was brought to discussion. There were alleged discrepancies regarding sick leave verbiage and other changes that were not previously discussed. Bos requested a draft of the contract to review and possibly re-type, Weber will resend her final draft of the contract to the board to be reviewed for final approval. Further action will be taken at the March board meeting. Weber informed the board that she is in the process of completing year-end reconciliations of our financial standing with our accountant, Deb LeJeune of Hawkins, Ash CPA's. Further information will be provided at the March board meeting. An update was provided on the additional CARES Act administrative funding provided to our program. \$13,732.88 of \$23,000.00 has been spent to date. As previously discussed, all CARES Act funding must be spent in full by the end of 2021.

**NEW BUSINESS**

Weber informed the board that she will be purchasing a new copy machine. The current machine is outdated and has consistent function issues. Motion by Wilson and second by Wages to adjourn the meeting. Motion Carried.

Respectfully submitted by Jen Weber.