

PLATTEVILLE HOUSING AUTHORITY BOARD MEETING

Held March 30, 2021 in the Common Council Chambers

The regular board meeting of the Platteville Housing Authority Board was held on March 30, 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. Joyce Bos, Board Chair, called the meeting to order.

Members Present: Ken Kilian, Joyce Bos, Melissa Duve & James Wages

Members Absent: Dr. Joanne Wilson

Others Present: Jen Weber & City Manager, Adam Ruechel

APPROVAL OF PREVIOUS MINUTES

Motion by Kilian and second by Duve to approve the February 2021 board minutes with corrections. Motion Carried.

CLIENT UPDATE

The Board reviewed the waiting list and voucher lists. There are currently 46 families on the waiting list. The month of March 2021 included 4 applications, 3 vouchers were issued, 1 placement, 4 end of participations and a total of 89 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 Duve and second by Kilian to approve operational checks 4485-4493, 4495-4545, check #4494 VOID. Motion Carried.

OLD BUSINESS

Bos presented Weber with a retyped copy of her employment contract. Motion by Kilian and second by Wages to table action on the contract until the April meeting to allow Weber to review the document. Motion Carried. The board would like final approval at the April board meeting.

NEW BUSINESS

Discussion was held over the office reopening. Weber informed the board she would be back in the office on a full-time basis April 5th. Annual recertifications will continue to be conducted by mail. The board provided Weber with a list of guidelines to adhere to for the office reopening. The board presented Weber with a formal *Progressive Discipline Steps* document. Any necessary disciplinary actions will follow the guidelines provided. The board will review Weber's performance monthly and summarize annually. Weber informed the board that the Director and Portfolio Specialist with the Milwaukee HUD Field Office are unable to attend a board meeting. However, they are available for a meeting with Board Chair Bos at her request. HUD reporting documentation was provided by Portfolio Specialist, Sally Czarniecki, and presented to the board. Our Housing Authority is rated as a high performer. Bos made contact to various business partners including Family Promise, Family Advocates, Mound City Bank and the City Manager to get an idea of their assessment of the program and possible improvements. Weber's contact via email and phone are high priorities for them. Weber informed the board that surveys were conducted with landlords and tenants that have worked with the program. Review and discussion will be held at the April board meeting. Weber gave the board a budget update. The Housing Authority currently has \$16,062 RNP (Restricted Net Position), \$44,321 UNP (Unrestricted Net Position), \$60,156 COH (Cash On Hand) and \$52,673 or 10.9% HHR (HUD Held Reserves). HUD protocol requires a Housing Authority our size to have a HHR balance below 12%. The 2021 BA (Budget Authority) funding projected to be received by HUD is \$484,234. 2020 saw \$480,806 in BA funding. Motion by Wages and second by Kilian to adjourn the meeting. Motion Carried.

Respectfully submitted by Jen Weber.