

PLATTEVILLE HOUSING AUTHORITY BOARD MEETING
Held April 27, 2021 in the Common Council Chambers

The regular board meeting of the Platteville Housing Authority Board was held on April 27, 2021 at 3:30 p.m. in the Common Council Chambers of City Hall. 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 & Dr. Joanne Wilson

Others Present: Jen Weber & City Manager, Adam Ruechel

APPROVAL OF PREVIOUS MINUTES

Motion by Kilian and second by Wages to approve the March 2021 board minutes with corrections. Motion Carried.

CLIENT UPDATE

The Board reviewed the waiting list and voucher lists. There are currently 55 families on the waiting list. The month of April 2021 included 7 applications, 1 voucher was issued, 2 placements, 2 end of participations and a total of 90 current program participants. Motion by Duve 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 4547-4554 and 4555-4605. Motion Carried.

OLD BUSINESS

Motion by Duve and second by Kilian to approve the final draft of Weber's 2021 employment contract. Motion by Wilson and second by Kilian requiring all contract changes by the November board meeting. Motion Carried. Progress on the office reopening was discussed. Weber reported all requirements of the board have been met and the office is open. Masks are required at this time for all drop-in clients. Bos noted there have not been email or phone complaints in over two months. Employee disciplinary steps and employment review process were discussed. The board will observe monthly progress and conduct an employment review/evaluation at the end of each year. The annual employment review process will be discussed at future board meetings to be sure performance review is relevant to Weber's job duties. Landlord/tenant surveys were discussed. Weber will be compiling data for discussion at future board meetings.

NEW BUSINESS

Weber informed the board the office remodel is complete and looks great. A brief discussion was held over a possible request for funding from the city's COVID-19 grants/funding. Weber would like the board to think of potential funding needs for the program that may benefit from additional funding. Ruechel suggested the housing authority attend future council meetings in order to discuss funding needs. He also suggested the housing authority attend at least one council meeting annually to update the council on housing authority operations. Further discussion will be held at future board meetings. Bos attended inspections with Weber on April 20th. She noted Weber conducted inspections in an excellent manner and goes above and beyond for tenants and their concerns. She stated Weber has a genuine care for clients and their families. Motion by Wages and second by Kilian to adjourn the meeting. Motion Carried.

Respectfully submitted by Jen Weber.