

**HOUSING AUTHORITY OF THE CITY OF EAU CLAIRE**  
**BOARD OF COMMISSIONERS BOARD MEETING MINUTES**

**January 26, 2015**  
**7:45 A.M.**  
**Regular Meeting**

**Council Chambers, City Hall**  
**203 S. Farwell Street**  
**Eau Claire WI 54701**

Chair Klinkhammer called the meeting to order at 7:49 A.M.

**Roll Call**

MEMBERS PRESENT: Chair Klinkhammer, Vice Chair Prindle, and Commissioner Dalton  
MEMBERS ABSENT: Commissioner Xiong and Commissioner Vacancy – Tenant Representative  
STAFF PRESENT: Mr. Johnathan and Ms. Schmidt  
PUBLIC IN ATTENDANCE: Ms. Rusin

**OPEN SESSION**

**Consent Agenda**

- 1. Report and Consideration on the Consent Agenda**
  - A. Minutes from the Meeting of December 29, 2014
  - B. Monthly Status on CDBG Rehabilitation Loans
  - C. CDBG Rehabilitation Loan Program Delinquency Report
  - D. Monthly Expenditures
  - E. Operating Statements of Housing Authority Rental Assistance Programs, if available
  - F. Housing Authority Investments, if available
  - G. Tenant 30-Day Delinquency Report
  - H. Housing Authority Waiting Lists
  - I. New Tenant Placement Report
  - J. Tenant Occupancy Report
  - K. Summary of Terminations, Appeals, and Hearing Results
  - L. Housing Authority Newsletters
  - M. Tax Intercept Update

Vice Chair Prindle moved to approve the consent agenda and Commissioner Dalton seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye

**Business Agenda**

- 2. Report and Consideration on CDBG Housing Rehabilitation Loans, if available**

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No loans at this time.

3. **Report and Consideration on a Resolution Regarding the Housing Authority's Personnel Policy Revisions**
4. **Report and Consideration on a Resolution Regarding Verification Procedures – All Programs Revisions**
5. **Report and Consideration on a Resolution Regarding HOME TBRA – Tenant Based Rental Assistance Administrative Plan Revisions**
6. **Report and Consideration on a Resolution Regarding HOME TBRA – Tenant Based Rental Assistance Applicant Screening Revisions**
7. **Report and Consideration on a Resolution Regarding Public Housing and HOME TBRA – Tenant Based Rental Assistance Programs Enterprise Income Verification – EIV – Policy Revisions**
8. **Report and Consideration on a Resolution Regarding HOME TBRA – Tenant Based Rental Assistance Program Deconcentration Policy Revisions**
9. **Report and Consideration on a Resolution Regarding HOME TBRA – Tenant Based Rental Assistance Tenant Obligations – Back Rent Due to Unreported Changes Policy Revisions**
10. **Report and Consideration on a Resolution Regarding Section 8 New Construction and Substantial Rehabilitation Admissions and Occupancy Policies Revisions**
11. **Report and Consideration on a Resolution Regarding Public Housing, Park Tower Townhouses, and Substantial Rehabilitation Applicant Screening Procedure Revisions**
12. **Report and Consideration on a Resolution Regarding Violence Against Women ACT (VAWA) Policy Revisions**

Mr. Johnathan reported that items 3 – 12 were housekeeping revisions that included updating protected classes of applicants and/or removing the mention of the Section 8 Program in the policies.

Vice Chair Prindle moved to approve Resolutions for items 3 – 12 and Commissioner Dalton seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye

13. **Report and Consideration on a Resolution Regarding Travel and Training Policy Revisions**

Mr. Johnathan reported this policy update brings us up to date with the City of Eau Claire's Travel and Training Policy.

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Commissioner Dalton moved to approve the Resolution and Vice Chair Prindle seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye

**14. Report and Consideration on a Resolution Regarding Housing Authority Employee Assistance Program**

Mr. Johnathan reported that the Housing Authority has not had a formal Employee Assistance Policy in the past. The approval of this policy allows the Housing Authority to come into conformity with the City of Eau Claire.

Vice Chair Prindle moved to approve the Resolution and Commissioner Dalton seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye

**15. Report and Consideration on a Resolution Regarding Park Towers Apartments Security Camera Policy**

**16. Report and Consideration on a Resolution Regarding Owen Rust Memorial Apartments Security Camera Policy**

Mr. Johnathan discussed the need for a Security Camera Policy as none previously existed and provides protocol for camera use and working with law enforcement with recordings as necessary. The two items were presented for approval together.

Commissioner Dalton moved to approve the Resolutions for items 15 – 16 and Vice Chair Prindle seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye

**17. Report and Consideration on a Resolution Regarding Tenant Related Policies**

Mr. Johnathan reported that based on HUD requirements, the Board must approve all tenant related policies, with documentation of that approval submitted to HUD, annually

Vice Chair Prindle moved to approve the Resolution and Commissioner Dalton seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye

**18. Report and Consideration on a Resolution Regarding Administrative Policies**

Mr. Johnathan reported that based upon HUD requirement, the Board must approve all administrative policies, with documentation of that approval submitted to HUD, annually.

Commissioner Dalton moved to approve the Resolution and Vice Chair Prindle seconded.

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Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye

**19. Director’s Update on Housing Authority Properties, Programs, and Activities**

Mr. Johnathan introduced Ms. Rusin who is tentatively scheduled to be approved as the Tenant Representative at tomorrow’s City Council meeting.

Commissioner Dalton inquired as to the status of the iPads. Mr. Johnathan stated that he was waiting to hear more from the I.S. Department and then training will need to be scheduled for those receiving iPads.

**20. Announcements and Directives**

None.

**21. Set Date for Next Meeting**

The next meeting, the Planning Session, is scheduled for Monday, February 23, 2015 at 12:00 P.M. at a place to be determined later.

Vice Chair Prindle moved to adjourn the meeting and Commissioner Dalton seconded.

Roll Call: Chair Klinkhammer – Aye; Vice Chair Prindle – Aye; Commissioner Dalton – Aye

The meeting adjourned at 7:59 A.M.

February 23, 2015  
Date

  
M. Laurie Klinkhammer, Chair

February 23, 2015  
Date

  
Keith D. Johnathan, Secretary