

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

November 24, 2014
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 7:45 A.M.

Roll Call

MEMBERS PRESENT: Chair Klinkhammer, Vice Chair Prindle, and Commissioner Xiong
MEMBERS ABSENT: Commissioner Dalton
STAFF PRESENT: Mr. Johnathan, Mr. Bolstad, Ms. Schermerhorn, and Ms. Schmidt
PUBLIC IN ATTENDANCE: None

OPEN SESSION

Consent Agenda

1. **Report and Consideration on the Consent Agenda**
 - A. Minutes from the Meeting of October 27, 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

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

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

Business Agenda

CLOSED SESSION

HACEC AGENDA
DEC. 29, 2014
ITEM #: 1. A.
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The Housing Authority may convene in closed session pursuant to Section 19.85 (1) (f), of the Wisconsin Statutes for discussion of rehabilitation loans and relocation payments to consider financial histories of specific persons which may have an adverse effect upon individual reputations if discussed in public, would be likely to have a substantial adverse effect upon the reputation of the tenant, pursuant to s. 19.85 (1) (f) of the Wisconsin Statutes.

Commissioner Xiong moved to go into closed session and Vice Chair Prindle seconded.

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

The meeting continued in closed session at 7:46 A.M.

Vice Chair Prindle moved to go into open session and Commissioner Xiong seconded.

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

OPEN SESSION

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

Mr. Bolstad presented the following loan for the Board's approval:

Name:	Rose Tomter
Address:	1104 Rowe Street
Application #:	16-2014-xxxx-l
CDBG =	\$ 19,000.00
HOME =	0.00
LEAD =	3,500.00
ASBESTOS =	0.00
HOME OWNER'S FUNDS =	0.00
Approved for:	\$ 22,500.00

Vice Chair Prindle moved to approve the CDBG Rehab Loan and Commissioner Xiong seconded.

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

OPEN SESSION

3. Report and Consideration on a Resolution Regarding HOME Affordable Housing Admissions and Occupancy Policies, Lease, and House Rules Revisions

Mr. Johnathan reported that last month HUD had required the Public Housing Admissions and Occupancy Policies be updated to include additional protected classes and that this was being carried forward to the Home Affordable Housing Program along with some housekeeping in regards to the lease and house rules. The Policies were also updated to account for the units needing to be filled alternatively due to not being able to use Section 8 Vouchers to fill the units any longer.

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

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

4. Report and Consideration on a Resolution Regarding the Procedure on Application Intake and Processing for Several Housing Authority Programs

Mr. Johnathan reported that the Housing Choice Voucher Program was removed in this document as the Housing Authority no longer administers this program.

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

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

5. Report and Consideration on a Resolution Regarding Write-Off of Tenant Related Bad Debts

Mr. Johnathan reported that annually the Housing Authority looks to write-off the tenant related bad debts and there is \$49,018.51 for this year presently. These amounts are still secured within the Wisconsin Tax Intercept Program.

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

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

6. Report and Consideration on a Resolution Regarding Public Housing Utility Allowance Revisions

Mr. Johnathan reported that annually we are required to review and to update the utility allowance offered to the Public Housing Program and adjust according to our findings. These revisions would go into effect January 1, 2015.

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

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

7. Report and Consideration on a Resolution Regarding Housing Authority iPad Purchase

Mr. Johnathan reported that the Housing Authority is looking to purchase eight (8) iPads for Board members and key staff in order to increase efficiency and help in reducing paper costs. CDW-G was the low bid at \$4,434.88. The Housing Authority also needs to have set up four (4) E-Mail accounts for Board members to help with efficiency for a cost of \$400.00.

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

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

8. Report Regarding Commissioner Vacancy

Mr. Johnathan reported that the Tenant Representative for the Board has been vacated recently and he is actively searching for a replacement. Steps were outlined and discussed.

Chair Klinkhammer noted that due to this vacancy, all remaining Board members should make every effort to attend every meeting to ensure a quorum. If Board members are unable to attend a meeting they should notify Mr. Johnathan as soon as possible so appropriate action can be taken.

9. Discussion Regarding Affirmatively Furthering Fair Housing Assessment Tool Proposed Rule

Mr. Johnathan reported on a letter sent to HUD commenting on a proposed rule regarding the Affirmatively Furthering Fair Housing Assessment Tool.

10. Director's Update / Board Announcements & Directives

Mr. Johnathan reported that the Michael Young lawsuit was dismissed with prejudice.

11. Set Date for Next Meeting


The next regular Board meeting is set for Monday, December 29, 2014 at 7:45 A.M. in the City Council Chambers, City Hall.

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

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

The meeting adjourned at 8:04 A.M.

December 29, 2014
Date


M. Laurie Klinkhammer, Chair

December 29, 2014
Date


Keith D. Johnathan, Secretary