

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

November 30, 2015
7:30 A.M.
Regular Meeting

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

Vice Chair Prindle called the meeting to order at 7:37 A.M.

Roll Call

MEMBERS PRESENT: Vice Chair Prindle, Commissioner Dalton, and Commissioner Rusin
MEMBERS ABSENT: Chair Klinkhammer and Commissioner Xiong
STAFF PRESENT: Mr. Johnathan, 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 28, 2015**
 - 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, if available**
 - M. **Tax Intercept Update**

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

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

There were no loans at this time so it was not necessary to go into closed session.

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3. Report and Consideration on a Resolution Regarding Housing Authority Insurance Coverage

Mr. Johnathan reported that this was brought to the Board last month and due to a typographical error, the wrong amount was awarded to American Family Insurance. The corrected amount for the contract is \$94,232.00.

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

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

4. Report and Consideration on a Resolution Regarding Lead Inspector’s Professional Liability Insurance Coverage

Mr. Johnathan reported that very few companies provide this insurance and only one bid was received. The contract was awarded to Housing Authority Insurance Group in the amount of \$4,945.00.

Commissioner Dalton moved to approve the Resolution and Commissioner Rusin seconded.

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

5. Report and Consideration on a Resolution Regarding CDBG Rehab Loan Program Handbook Revisions

Mr. Johnathan reported that with the process of loan satisfaction (SAT), sometimes there are homeowners who do not record the satisfaction in a timely manner and lose the paperwork of loan satisfaction. In order to recoup some cost for re-doing the loan satisfaction paperwork, the homeowner will be charged if we need to provide an additional SAT after the initial SAT was already provided.

Commissioner Dalton moved to approve the Resolution and Commissioner Rusin seconded.

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

6. Report and Consideration on a Resolution Regarding Housing Authority 2015 – 2019 Five Year Plan Significant Amendment (RAD)

Mr. Johnathan reported that the significant amendment was a required part of the process for the RAD conversion of the Public Housing program and that certain language was required to be included.

Commissioner Rusin moved to approve the Resolution and Commissioner Dalton seconded.

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

7. Report and Consideration on a Resolution Regarding Housing Authority 2016 Annual Plan

Mr. Johnathan reported that this covers the non-conversion to RAD.

Commissioner Dalton moved to approve the Resolution and Commissioner Rusin seconded.

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

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

Mr. Johnathan reported that annually the Housing Authority requests to write-off the losses from tenant related bad debts and this year the amount is \$66,095.54.

Commissioner Dalton moved to approve the Resolution and Commissioner Rusin seconded.

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

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

Mr. Johnathan reported that every year we are required to adjust the utility allowances for each of the programs, which affect the tenant's rent portion, based upon the current charges from the various utility companies. The Public Housing program's utility allowance adjustment would go into effect January 1, 2016.

Commissioner Rusin moved to approve the Resolution and Commissioner Dalton seconded.

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

10. Report and Consideration on a Resolution Regarding HOME TBRA Utility Allowance Revisions

Mr. Johnathan reported this utility allowance revision was for the HOME TBRA program and would also go into effect January 1, 2016.

Commissioner Dalton moved to approve the Resolution and Commissioner Rusin seconded.

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

11. Report and Consideration on a Resolution Regarding Substantial Rehabilitation Gross Rent Revisions

12. Report and Consideration on a Resolution Regarding Owen Rust Memorial Apartments Gross Rent Revisions

As items # 11 and # 12 are similar, they were taken together.

Mr. Johnathan reported that each year every program's gross rent is allowed to be adjusted and WHEDA had approved our revisions for Substantial Rehabilitation, to go into effect February 1, 2016, and for Owen Rust Memorial Apartments, to go into effect March 1, 2016.

Commissioner Dalton moved to approve both Resolutions and Commissioner Rusin seconded.

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

13. Report and Consideration on a Resolution Regarding Community Service Policy Revisions

Mr. Johnathan reported that HUD had updated the regulations regarding community service and the policy revisions reflect those changes.

Commissioner Rusin moved to approve the Resolution and Commissioner Dalton seconded.

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

14. Report and Consideration on a Resolution Regarding Rent Collection Policy Revisions

Mr. Johnathan reported that the policy was updated to reflect current Wisconsin statutes.

Commissioner Dalton moved to approve the Resolution and Commissioner Rusin seconded.

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

15. Report and Consideration on a Resolution Regarding Tenant Obligations – Back Rent Due to Unreported Changes (All Housing Authority Owned Units) Policy Revisions

16. Report and Consideration on a Resolution Regarding Tenant Obligations – Back Rent Due to Unreported Changes (HOME TBRA (Tenant Based Rental Assistance Program)) Policy Revisions

Items # 16 and # 17 are similar, they were taken together.

Mr. Johnathan reported that the revisions to these policies also reflect current Wisconsin statutes.

Commissioner Rusin moved to approve the Resolution and Commissioner Dalton seconded.

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

17. Report and Consideration on a Resolution Regarding Public Housing House Rules Revisions

Mr. Johnathan reported that the revisions to the Public Housing House Rules were to also reflect the current Wisconsin Statutes and to also provide the tenants with excerpts from the policies to ensure they better understand their responsibilities.

Commissioner Dalton moved to approve the Resolution and Commissioner Rusin seconded.

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

18. Report and Consideration on a Resolution Regarding Affordable Housing, Transitional Housing, Home Ownership, Substantial Rehabilitation, Park Tower Townhomes, Park Tower Apartments, and Owen Rust Memorial Apartments House Rules Revisions

Mr. Johnathan reported this was similar to the previous Resolution but covered the remaining programs' House Rules.

Commissioner Dalton moved to approve the Resolution and Commissioner Rusin seconded.

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

19. Report and Consideration on a Resolution Regarding Public Housing Lease Revisions

Mr. Johnathan reported that the Public Housing Lease was revised to reflect current Wisconsin Statutes.

Commissioner Dalton moved to approve the Resolution and Commissioner Rusin seconded.

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

20. Report and Consideration on a Resolution Regarding Affordable Housing, Transitional Housing, and Home Ownership Lease Revisions

Mr. Johnathan reported that these programs' leases were also updated to reflect current Wisconsin statutes.

Commissioner Rusin moved to approve the Resolution and Commissioner Dalton seconded.

21. Report and Consideration on a Resolution Regarding Public Housing Admissions and Continued Occupancy Policies Revisions

Mr. Johnathan reported that the revisions for Public Housing Admissions and Continued Occupancy Policies were updated to reflect any changes for the RAD conversion, HUD regulation updates for flat rent, and current Wisconsin Statutes.

Commissioner Dalton moved to approve the Resolution and Commissioner Rusin seconded.

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

22. Report and Consideration on a Resolution Regarding HOME Affordable Housing, Home Ownership, Section 8 New Construction and Substantial Rehabilitation Admissions & Continued Occupancy Policies and HOME Tenant Based Rental Assistance (TBRA) Administrative Plan Revisions

Mr. Johnathan reported the other program's Admissions and Continued Occupancy Policies and Administrative Plan were updated to reflect current Wisconsin Statutes.

Commissioner Dalton moved to approve the Resolution and Commissioner Rusin seconded.

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

23. Director's Update / Board Announcements and Directives

Mr. Johnathan reported that the Mr. Young case has gone no further.

24. Set Date for Next Meeting

The next regular meeting is scheduled for Wednesday, December 30, 2015 at 7:30 A.M. in the City Council Chambers at City Hall.

Commissioner Dalton moved to adjourn the meeting and Commissioner Rusin seconded.

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

The meeting adjourned at 8:13 A.M.

December 30, 2015

Date



M. Laurie Klinkhammer, Chair

December 30, 2015

Date



Keith D. Johnathan, Secretary