

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

September 26, 2016
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 Kincaid
STAFF PRESENT: Mr. Johnathan, Ms. Schermerhorn, and Mr. Goodman
PUBLIC IN ATTENDANCE: None

OPEN SESSION

Consent Agenda

1. **Report and Consideration on the Consent Agenda**
 - A. **Minutes from the Meeting of August 29, 2016**
 - 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**

Mr. Johnathan reported on the Consent Agenda.

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

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

Business Agenda

CLOSED SESSION

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 Kincaid moved to go into Closed Session and Vice Chair Prindle seconded.

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

The meeting continued in closed session at 7:48 A.M.

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

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

The meeting continued into open session at 7:55 A.M.

OPEN SESSION

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

Mr. Goodman presented the following loan for the Board's approval for an additional funding request:

Name:	Lorraine Treinen	Lena Kong
Address:	1207 Western Avenue	2028 13 th Street
Application #:	22-2015-xxxx-D	
CDBG =	\$ 20,000.00	\$ 10,899.00
HOME =	3,500.00	2,500.00
WEATHERIZATION =	0.00	0.00
LEAD =	3,500.00	2,500.00
ASBESTOS =	0.00	0.00
HOME OWNER'S FUNDS =	3,676.00	0.00
Approved for =	\$ 30,676.00	\$ 15,899

Vice Chair Prindle moved to approve the CDBG Rehabilitation Loan and Commissioner Kincaid seconded.

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

3. Report and Consideration on a Resolution Regarding Significant Amendment to the Housing Authority's 5-Year Plan

Mr. Johnathan reported that due to no longer converting to RAD, the 5-Year Plan needed to be revised.

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

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

4. Report and Consideration on a Resolution Regarding Personnel Policy Revisions

Mr. Johnathan reported on the revisions to the Personnel Policy regarding the Work Week section which was already in practice, but is now written in the policy.

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

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

5. Report and Consideration on a Resolution Regarding Community Development Block Grant (CDBG) Rehabilitation Loan Program and Handbook Revisions

Mr. Johnathan reported that since taking over the processing of the payments from US Bank for the CDBG Rehab loans that they needed to incorporate how they were going to handle delinquencies. We will also provide information on the ACH ((Automatic Clearing House) / direct withdrawal for payments of monies owed on CDBG Rehabilitation Loans when we are set up to do so, for those who would choose that as an option.

Vice Chair Prindle moved to add the word “fee” in Section VI. 1., second sentence after the word “late”, and to approve the Resolution and Commissioner Kincaid seconded.

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

6. Director’s Update / Board Announcement & Directives

Mr. Johnathan reported that the WAHA Conference was the previous week and Commissioner Kincaid had given the opening speech.

Chair Klinkhammer inquired on the search for the vacant Board position. Mr. Johnathan and Ms. Kincaid reported that a candidate was being reviewed by the Appointments Committee and that City Council would be taking action this week.

7. Set Date for Next Meeting – Annual & Regular Meeting

The next meeting is scheduled for Monday, October 24, 2016 at 7:45 A.M. in the City Council Chambers.

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

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

The meeting adjourned at 8:07 A.M.

October 24, 2016
Date


M. Laurie Klinkhammer, Chair

October 24, 2016
Date


Keith D. Johnathan, Secretary