

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

November 21, 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 7:46 A.M.

Roll Call

MEMBERS PRESENT: Chair Klinkhammer, Vice Chair Prindle (departed at 7:56 A.M.),
Commissioner Dalton, and Commissioner Kincaid, and Commissioner
Vajko (arrived at 7:47 A.M.)

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 24, 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, if available**
 - M. **Tax Intercept Update**

Mr. Johnathan reported on the Consent Agenda.

Commissioner Kincaid requested additional information to be included in future consent agendas for the previous 5 years' year-end comparisons regarding investments. She also inquired as to whether there was a policy in place for how the reserves are handled. An additional request for explaining/training on each of the consent agenda items and financial information was requested for each future meeting.

Commissioner Dalton moved to approve the consent agenda and Commissioner Kincaid seconded.

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

Business Agenda

2. **Report and Consideration on a Resolution Regarding Public Housing 2017 Operating Budget**

Mr. Johnathan reported that this was a preliminary estimate on the budget for the Public Housing program and adjustments will be made if necessary.

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

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

3. Report and Consideration on a Resolution Regarding Park Towers, Owen Rust Memorial Apartments, Substantial Rehabilitation, Home Ownership and HOME Affordable Housing 2017 Operating Budgets

Mr. Johnathan reported on the estimated budgets for the remaining programs.

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

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

4. 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 \$82,508.08.

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

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

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

Mr. Johnathan reported that the revisions were housekeeping and matching the City of Eau Claire's policy revisions for health insurance.

Commissioner Kincaid requested additional revisions/clarifications be made to the Board Member Compensation section and that the Dental Insurance benefit be added into the Personnel Policy for the next Board meeting.

Commissioner Dalton moved to approve the Resolution with the exception of the Board Commissioner Compensation section and Commissioner Kincaid seconded.

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

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

Mr. Johnathan reported that annually we request rent increases which have been approved by WHEDA.

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

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

7. Report and Consideration on a Resolution Regarding Public Housing Utility Allowances Revisions

Mr. Johnathan reported that annually utility allowances are reviewed and adjusted accordingly.

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

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

8. Report and Consideration on a Resolution Regarding Public Housing Flat Rent Revisions

Mr. Johnathan reported that annually flat rents are adjusted.

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

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

9. Report and Consideration on a Resolution Regarding HOME Tenant Based Rental Assistance (TBRA) Utility Allowances Revisions

Mr. Johnathan reported that annually utility allowances are adjusted.

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

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

10. Discussion Regarding HOME Tenant Based Rental Assistance (TBRA) 01/01/17 Payment Standards

Mr. Johnathan reported that annually when HUD revises the Fair Market Rents, the Payments Standards are adjusted per HUD's formula, to the maximum rent amount that the Housing Authority pays for private landlord rental assistance.

11. Discussion Regarding Board's Role in the Administration of the Housing Authority

Mr. Johnathan handed out A Handbook for Housing Authority Commissioners and the Housing Authority's Articles of Incorporation for the Board's information.

12. Director's Update / Board Announcement & Directives

Mr. Johnathan reported that the CDBG Rehabilitation Loan Specialist position had been vacant and will now be filled by two former Housing Authority employees on a part-time basis who were both familiar with the position.

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

The next meeting is scheduled for Wednesday, December 21, 2016 at 7:45 A.M. in an available room yet to be determined.

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

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

The meeting adjourned at 8:53 A.M.

November 21, 2016
Date


M. Laurie Klinkhammer, Chair

November 21, 2016
Date


Keith D. Johnathan, Secretary