

HOUSING AUTHORITY OF THE CITY OF EAU CLAIRE

BOARD OF COMMISSIONERS BOARD MEETING MINUTES

November 28, 2017
7:45 A.M.
Regular Meeting

City 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, Commissioner Dalton, and
Commissioner Vajko
MEMBERS ABSENT: Commissioner Beaton
STAFF PRESENT: Mr. Johnathan, Ms. Schermerhorn, Mr. Gordon, 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 30, 2017**
 - 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 Dalton moved to approve the consent agenda and Vice Chair Prindle seconded.

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

Business Agenda

CLOSED SESSION

**HACEC AGENDA
DECEMBER 29, 2017
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, pursuant to s. 19.85 (1) (f) of the Wisconsin Statutes.

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

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

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

Commissioner Vajko moved to go into Open Session and Vice Chair Prindle seconded.

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

The meeting continued into open session at 7:50 A.M.

OPEN SESSION

Business Agenda

2. Report and Consideration on CDBG Housing Rehabilitation Loan(s)
A. 1616 Hoover Street

Mr. Gordon presented the following loans for the Board's approval:

Name:	Crystal Gardner
Address:	1616 Hoover Street
Application #:	13-2016-xxxx-l
CDBG =	\$ 9,510
HOME =	3,500
WEATHERIZATION =	0
LEAD =	3,500
ASBESTOS =	3,500
Western Dairyland =	0
HOME OWNER'S FUNDS =	10,490
Approved for =	\$ 30,500

Commissioner Dalton moved to approve the CDBG Rehabilitation Loan, contingent upon the home owner coming up with their portion of the funding, and Vice Chair Prindle seconded.

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

3. Report and Consideration on a Resolution Regarding Public Housing 2018 Operating Budget

Mr. Johnathan reported on next year's Public Housing and Capital Funds budgets noting that the reserves would cover any deficits, if needed. The budget is submitted to HUD upon Board approval.

Vice Chair Prindle 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 Owen Rust Memorial Apartments, Substantial Rehabilitation, Home Ownership, Park Towers, and Affordable Housing 2018 Operating Budgets

Mr. Johnathan reported on next year's budgets for the remaining Housing Authority programs.

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

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

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

Mr. Johnathan reported that year to date bad debts were for \$82,439.81 and was requesting to write them off.

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

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

6. Report and Consideration on a Resolution Regarding Financial Statement Preparation Policy Implementation

Mr. Johnathan reported that HUD now required the Housing Authority to provide a policy to address the finding that we received in our audits for the last several years. The finding was the result of a rule change which required that we provide a complete set of financial statements, with footnotes, which would then be submitted for audit. Because the auditors could do the financials cheaper than we could have them done by another firm, we've had the auditor continue to do the financial statements. Because of this, HUD required this policy, which outlines the same. This is being incorporated into the policy which will be submitted to HUD upon Board approval.

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

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

7. Report and Consideration on a Resolution Regarding Section 8 New Construction and Substantial Rehabilitation, Home Ownership, and Affordable Housing Admissions and Continued Occupancy (ACOP) Policies Revisions

Mr. Johnathan reported that these policies were updated to reflect the smoke free housing revisions.

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

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

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

Mr. Johnathan reported that the Personnel Policy was being revised to reflect the change to the Flexible Benefits by the provider.

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

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

9. Director’s Update / Board Announcements and Directives

Mr. Johnathan reported that we are proceeding with Park Tower Apartments and Owen Rust Memorial Apartments security and fire systems updates by working with the City’s contractor.

Mr. Johnathan reported that the Affordable Housing program is no longer able to continue to subsidize the Transitional Housing program and is looking to convert these units into the Affordable Housing program, which involves 3 units.

Mr. Johnathan reported that the Public Housing program is experiencing occupancy issues and thinks that changing our procedures involving lease violations, particularly 14-day notices and termination notices maybe necessary. Currently, tenants will receive a 14-day notice to cure a particular default in their lease and then a termination notice if that same default occurs within 12 months / 1 year, in accordance with Wisconsin Statutes. By allowing another 14-day notice versus a termination upon the second same default, we are effectively affording the tenants another chance. The purpose of this would be to decrease the amount of vacancies that we have seen over the past several years, thereby reducing vacancy rates which affect PHAS scoring, as well as reduce associated costs of terminations and evictions. The Housing Authority will begin this new process immediately to ensure that it has the desired effect of reducing those vacancies before making permanent changes to our procedures.

10. Set Date for Next Meeting

The next meeting is scheduled for Friday, December 29, 2017 at 7:45 A.M. in the City Council Chambers.

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

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

The meeting adjourned at 8:12 A.M.

December 29, 2017

Date



M. Laurie Klinkhammer, Chair

December 29, 2017

Date



Keith D. Johnathan, Secretary

