



**MINUTES**

**October 29, 2018  
7:45 A.M.  
Regular Meeting**

**North Conference Room  
Temporary City Hall  
2020 Prairie Ln  
Eau Claire WI 54703**

*Chair Klinkhammer called the meeting to order at 7:45 A.M.*

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**Members Present:**  
Chair Klinkhammer  
Vice Chair Prindle  
Commissioner Dalton  
Commissioner Evans

**Members Absent:**  
Commissioner Christopherson

**Public:**  
None

**Staff Present:**  
Keith D. Johnathan  
Thomas Gordan  
Anisa D. Schmidt

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**CONSENT AGENDA**

1. **Report and Consideration on the Consent Agenda**
  - A. **Minutes – September 26, 2018**
  - B. **Community Development Block Grant (CDBG) Rehabilitation Loan Program Monthly Reports**
    1. **Application Status Report**
    2. **Monthly Loan Status Report**
    3. **Year to Date Report**
    4. **Delinquency Report**
  - C. **Housing Authority Financial Monthly Reports**
    1. **Monthly Expenditures**
    2. **Operating Statements, if available**
    3. **Investments**
    4. **30-Day Tenant Delinquencies**
  - D. **Housing Authority Occupancy Reports**
    1. **Waiting List**
    2. **Tenant Placements**
    3. **Occupancy Report & Vacant Units Move-Out Summary**
    4. **Summary of Terminations, Appeals, and Hearings**
  - E. **Periodic Reports**
    1. **Public Housing Assessment System (PHAS) Quarterly Update**

Mr. Johnathan reported on the consent agenda.

*Motion to approve as presented:*                      *Vice Chair Prindle*  
*Second Motion:*    *Commissioner Evans*  
*Motion Carried:*    *Yes – Unanimous Vote*  
*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 to consider financial histories of specific persons owning 505 Selma Street which may have an adverse effect upon individual reputations if discussed in public, pursuant to s. 19.85 (1) (f) of the Wisconsin Statutes.*

Motion to go into closed session: Vice Chair Prindle  
 Second Motion: Commissioner Evans  
 Motion Carried: Yes – Unanimous Vote

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

Motion to return to open session: Vice Chair Prindle  
 Second Motion: Commissioner Evans  
 Motion Carried: Yes – Unanimous Vote

The meeting returned to open session at 7:52 A.M.

Commissioner Dalton arrived at 7:52 A.M.

Open Session

**BUSINESS AGENDA**

**2. CDBG Rehabilitation Loans, if available**  
**A. 505 Selma Street**

Mr. Gordon presented the following loan information for the Board’s approval, requesting \$1,300 additional CDBG funding, which would be a \$1,300 exception to the policy loan limit:

Name:	Joseph Valleau
Address:	505 Selma Street
Application #:	17-2016-xxxx-D
CDBG =	\$ 21,300
HOME =	3,500
WEATHERIZATION =	0
LEAD =	3,500
ASBESTOS =	0
Western Dairyland =	6,800
HOME OWNER’S FUNDS =	0
<b>Approved for =</b>	<b>\$ 35,100</b>

Motion to approve with exception: Vice Chair Prindle  
 Second Motion: Commissioner Evans  
 Motion Carried: Yes – Unanimous Vote

**BUSINESS AGENDA**

**3. Business Considerations**  
**A. Report and Consideration on a Resolution Regarding Civil Rights Certification**

Mr. Johnathan reported on the annual HUD required certification.

Motion to approve: Vice Chair Prindle

*Second Motion:* Commissioner Evans  
*Motion Carried:* Yes – Unanimous Vote

**B. Report and Consideration on a Resolution Regarding People First Language**

Mr. Johnathan reported on the revised resolution from the previous Board meeting's discussion.

*Motion to table resolution :* Vice Chair Prindle  
*Second Motion:* Commissioner Dalton  
*Motion Carried:* Yes – Unanimous Vote

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

Mr. Johnathan reported on the annual rent changes for the Substantial Rehabilitation program which has already received WHEDA approval.

*Motion to approve:* Vice Chair Prindle  
*Second Motion:* Commissioner Dalton  
*Motion Carried:* Yes – Unanimous Vote

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

Mr. Johnathan reported on the annual flat rent/cap rent revisions for the Public Housing program.

*Motion to approve:* Commissioner Dalton  
*Second Motion:* Vice Chair Prindle  
*Motion Carried:* Yes – Unanimous Vote

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

Mr. Johnathan reported on the annual revisions for the Public Housing program's utility allowances.

*Motion to approve:* Vice Chair Prindle  
*Second Motion:* Commissioner Dalton  
*Motion Carried:* Yes – Unanimous Vote

**F. Report and Consideration on a Resolution Regarding HOME Tenant Based Rental Assistance (TBRA) Utility Allowance Revisions**

Mr. Johnathan reported on the annual utility allowance revisions for the HOME Tenant Based Rental Assistance (TBRA) program.

*Motion to approve:* Commissioner Dalton  
*Second Motion:* Vice Chair Prindle  
*Motion Carried:* Yes – Unanimous Vote

**G. Report and Consideration on a Resolution Regarding Housing Authority Annual Software Maintenance and Support Contract Renewal with HAB Inc.**

Mr. Johnathan reported that this is the software used for the Housing Authority programs and annual renewal is due for 2019. HAB Inc has proposed a standard 5% increase in fees for an amount of \$6,182.40.

*Motion to approve:* Vice Chair Prindle  
*Second Motion:* Commissioner Evans  
*Motion Carried:* Yes – Unanimous Vote

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

Mr. Johnathan reported that American Family Insurance was the lowest responsible bidder in the amount of \$94,419.00.

**I. Report and Consideration on a Resolution Regarding Housing Authority Officials & Employee Practices Liability Insurance Coverage**

Mr. Johnathan reported that Marsh & McLennan Agency was the lowest responsible bidder in the amount of \$5,691.00.

*Motion to approve items H & I:* Vice Chair Prindle  
*Second Motion:* Commissioner Evans  
*Motion Carried:* Yes – Chair Klinkhammer  
Yes – Vice Chair Prindle  
Yes – Commissioner Evans  
Abstained – Commissioner Dalton

**J. Report and Consideration on a Resolution Regarding Public Housing Admissions and Continued Occupancy Policy (ACOP) Revisions**

Mr. Johnathan reported that the revisions proposed by Nan McKay are based upon the federal regulation changes and are required in order to remain in compliance. There is some leeway with our policies, which is outlined in the ACOP Policy, and the Housing Authority's chosen policies are explained as needed.

*Motion to approve:* Commissioner Dalton  
*Second Motion:* Vice Chair Prindle  
*Motion Carried:* Yes – Unanimous Vote

**K. Report and Consideration on a Resolution Regarding Lease Revisions**

Mr. Johnathan reported that the Public Housing ACOP Policy Revisions dictate the revision to the Public Housing Lease.

*Motion to approve:* Vice Chair Prindle  
*Second Motion:* Commissioner Evans  
*Motion Carried:* Yes – Unanimous Vote

**L. Report and Consideration on a Resolution Regarding All Housing Authority Owned Units Back Rent Due to Unreported Changes Policy Retirement**

Mr. Johnathan reported this policy needs to be retired as it is now obsolete due to the Public Housing ACOP revisions and a new policy will be replacing it.

*Motion to approve:* Vice Chair Prindle  
*Second Motion:* Commissioner Dalton  
*Motion Carried:* Yes – Unanimous Vote

**M. Report and Consideration on a Resolution Regarding Public Housing Retroactive Rent Repayment Policy Implementation**

Mr. Johnathan reported that this policy replaces the one just retired as a result of the Public Housing ACOP revisions.

*Motion to approve:* Commissioner Dalton  
*Second Motion:* Commissioner Evans  
*Motion Carried:* Yes – Unanimous Vote

**N. Report and Consideration on a Resolution Regarding Section 8 New Construction & Substantial Rehabilitation Admissions and Continued Occupancy Policy (ACOP) Revisions**

Mr. Johnathan reported this policy is being updated to incorporate some regulation changes similar to Public Housing, but in keeping with the program's regulations.

**O. Report and Consideration on a Resolution Regarding HOME Affordable Housing Including Transitional Housing Admissions and Continued Occupancy Policy (ACOP) Revisions**

Mr. Johnathan reported this policy is being updated to incorporate some regulation changes similar to Public Housing, but in keeping with the program's regulations.

**P. Report and Consideration on a Resolution Regarding HOME Tenant Based Rental Assistance (TBRA) Administrative Plan Revisions**

Mr. Johnathan reported this policy is being updated to incorporate some regulation changes similar to Public Housing, but in keeping with the program's regulations.

*Motion to approve items N, O, & P:* Commissioner Evans  
*Second Motion:* Commissioner Dalton  
*Motion Carried:* Yes – Unanimous Vote

**Q. Report and Consideration on a Resolution Regarding HOME Tenant Based Rental Assistance (TBRA) Back Rent Due to Unreported Changes Policy Retirement**

Mr. Johnathan reported that due to the revisions to the HOME TBRA Administrative Plan, this policy is now obsolete and needs to be retired.

*Motion to approve:* Commissioner Dalton  
*Second Motion:* Commissioner Evans

*Motion Carried:*

*Yes – Unanimous Vote*

**R. Report and Consideration on a Resolution Regarding HOME Tenant Based Rental Assistance (TBRA) Retroactive Rent Repayment Agreement Policy Implementation**

Mr. Johnathan reported this policy replaces the policy just retired and incorporates regulation changes.

**S. Report and Consideration on a Resolution Regarding HOME Affordable Housing and Transitional Housing Retroactive Rent Repayment Policy Implementation**

Mr. Johnathan reported this policy is program specific regarding the regulation changes and replaces the generic policy that was retired earlier in the meeting.

**T. Report and Consideration on a Resolution Regarding Section 8 New Construction and Substantial Rehabilitation Retroactive Rent Repayment Policy Implementation**

Mr. Johnathan reported this policy is program specific regarding the regulation changes and replaces the generic policy that was retired earlier in the meeting.

*Motion to approve items R, S, & T:*

*Vice Chair Prindle*

*Second Motion:*

*Commissioner Evans*

*Motion Carried:*

*Yes – Unanimous Vote*

**U. Report and Consideration on a Resolution Regarding Other Monies Owed Repayment Policy for all Housing Authority Programs – Applicants, Tenants, & Clients Policy Implementation**

Mr. Johnathan reported this policy incorporates repayments involving other monies owed, such as maintenance charges, security deposits, move-out charges, etc. by applicants, tenants, and clients for all programs.

*Motion to approve:*

*Commissioner Dalton*

*Second Motion:*

*Commissioner Evans*

*Motion Carried:*

*Yes – Unanimous Vote*

**V. Report and Consideration on a Resolution Regarding Park Tower Apartments Air Conditioner Correction**

Mr. Johnathan reported that one unit at Park Tower Apartments has an air conditioner sleeve that is angled wrong and leaks water into the building from the air conditioner and has caused some damage. He stated the repairs involve equipment rental that can reach the eighth floor in order to remedy the issue. The contract is awarded to Market and Johnson in the amount of \$7,560.00.

*Vice Chair Prindle departed at 8:15 A.M.*

*Motion to approve:*

*Commissioner Dalton*

*Second Motion:*

*Commissioner Evans*

*Motion Carried:*

*Yes – Unanimous Vote*

## REPORTS

### 4. Reports A. New Board Member

Mr. Johnathan reported that City Council approved a new Board member, Thomas Evans, last week to fill the unexpired term of the Tenant Representative.

## ANNOUNCEMENTS

### 5. Director's Update / Board Announcements & Directives

Mr. Johnathan reported on the Homeless Forum that occurred last week.

Commissioner Dalton requested updates as the process continues.

### 6. Next Meeting Date

November 26, 2018  
7:45 A.M.  
North Conference Room  
Temporary City Hall, 2020 Prairie Ln Suite 102

*Motion to Adjourn:* Commissioner Dalton  
*Seconded:* Commissioner Evans  
*Motion Carried:* Yes – Unanimous Vote

Adjournment: 8:25 A.M.

November 26, 2018

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Date

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M. Laurie Klinkhammer, Chair

November 26, 2018

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Date

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Keith D. Johnathan, Secretary