



HOUSING AUTHORITY OF THE COUNTY OF PORTAGE

1100 Centerpoint Dr., Suite 201B Stevens Point WI 54481

Housing Authority Office: 715-346-1392

“This institution is an equal opportunity provider and employer.”

MINUTES OF THE ANNUAL MEETING BOARD OF COMMISSIONERS 11-12-2020

1. The Annual Meeting was **called to order** at 4:00 p.m. by Cieslewicz at the Housing Authority Office, 1100 Centerpoint Dr., Suite 201B, Stevens Point, Wisconsin 54481.
2. A **roll call** was taken as follows:

<u>Members Present:</u>	Christian Budzinski	<u> </u>	Yes	<u> X </u>	Absent - Excused
	Holly Carter	<u> X </u>	Yes	<u> </u>	Absent
	Ntxhais Chai Moua	<u> </u>	Yes	<u> X </u>	Absent - Excused
	Chris Doubek	<u> X </u>	Yes	<u> </u>	Absent
	Sharon Mras	<u> X </u>	Yes	<u> </u>	Absent

<u>Also Present:</u>	Stacy Cieslewicz, Executive Director	<u> X </u>	Yes	<u> </u>	Absent
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3. Cieslewicz called for **nominations for Chairperson** for the Housing Authority Board for a one (1) - year term.
Motion made by Doubek, second by Mras to nominate Carter for Chair for a one (1)-year term.
Cieslewicz called again for nominations for Chair. Nominations made? No
Cieslewicz called a third and last time for nominations for Chair. Nominations made? No
Carter accepted the nomination.
A roll call vote revealed 3 ayes, 0 nays, excused Budzinski & Moua. Motion carried. Yes
4. Carter called by **nominations for Vice Chairperson** for the Housing Authority Board for a one-year term.
Motion made by Mras, second by Carter to nominate Doubek for Vice Chair for a one (1)-year term.
Carter called again for nominations for Vice Chair. Nominations made? No
Carter called a third and last time for nominations for Vice Chair. Nominations made? No
Doubek accepted the nomination.
A roll call vote revealed 3 ayes, 0 nays, excused Budzinski & Moua. Motion carried. Yes
5. The Commissioners were requested by Cieslewicz to sign their annual **Declaration of Identity of Interest/No Identity of Interest** forms.
6. Carter called for **corrections to the minutes** of **10-8-2020**. Corrections made? No
Motion made by Doubek, second by Mras to approve minutes as presented.
A roll call vote revealed 3 ayes, 0 nays, excused Budzinski & Moua. Motion carried. Yes

7. **Correspondence** – No Correspondences

8. **Director's Update:**

Occupancy Report

Project I - _0_ -1 Bedroom & _0_ - 2 Bedrooms Vacancies at Tomorrow River Villa in Amherst
 0 -1 Bedroom & _0_ -2 Bedrooms Vacancies at Rustic Manor in Rosholt

Project II - _2_ -1 Bedroom Vacancies at Hillside Manor in Amherst
 3 -1 Bedroom Vacancies at Sunset Manor in Almond
 1 -1 Bedroom Vacancies at Milladore Manor in Milladore

Project III - _2_ -2 Bedrooms & _3_ -3 Bedrooms Vacancies at Parkview in Amherst
 0 -2 Bedrooms & _1_ -3 Bedrooms Vacancies at Northview in Junction City
 2 -2 Bedrooms & _0_ -3 Bedrooms Vacancies at Eastview in Rosholt

Section 8 County Vouchers – We have _200_ households on lease and _14_ vouchers issued for November, 2020.

A review was made of the **Account Balances** as of 11-12-2020 and the **Income & Expense Report** for the end of October, 2020 Comments made? No

Properties – Maintenance Staff continues to complete maintenance request forms and regular maintenance on the buildings. Electronic Door Opener installed at Milladore Manor.

9. **Review of Housing Authority Disbursements:**

Disbursements for September, 2020 - Questions? No Corrections made? No

Motion made by Doubek, second by Mras to approve the Housing Authority Disbursements for September, 2020 with a total of \$ 106,962.19.

A roll call vote revealed _3_ ayes, _0_ nays, excused Budzinski & Moua. Motion carried. Yes

Review of Housing Authority Disbursements:

Disbursements for October, 2020 - Questions? No Corrections made? No

Motion made by Doubek, second by Mras to approve the Housing Authority Disbursements for October, 2020 with a total of \$ 110,742.30.

A roll call vote revealed _3_ ayes, _0_ nays, excused Budzinski & Moua. Motion carried. Yes

Public Notice: Public in attendance? No

10. **Discussion/Possible Action - Housing Authority of the County of Portage By-Laws:**

Board completed a review/discussion of the By-Laws. No changes needed. No motion needed.

11. **Discussion/Possible Action - Board of Commissioners Meeting Schedule 2021-Resolution 20-11:**

Board reviewed/discussed the Meeting Schedule for 2021 and Resolution 20-11

Motion made by Doubek, second by Mras to approve Resolution 20-11.

A roll call vote revealed _3_ ayes, _0_ nays, excused Budzinski & Moua. Motion carried. Yes

12. **Discussion/Possible Action – Voucher Payment Standards – Resolution 20-12:**

Cieslewicz indicated that Fair Market Rents were published and the Voucher Payment Standards needed to be review to ensure compliance with HUD. Cieslewicz indicated that Voucher Payment Standards were in need of updating to be compliant. Review of Resolution 20-12.

Motion made by Doubek, second by Mras to approve Resolution 20-12.

A roll call vote revealed _3_ ayes, _0_ nays, excused Budzinski & Moua. Motion carried. Yes

13. **Discussion/Possible Action - Multi-Family Housing Preservation Revitalization (MPR):**
Cieslewicz indicated that there are no new updates. No motion needed.

Motion made by Mras, second by Doubek to **approve meeting** on December 10, 2020 at 4:00 p.m. at the Housing Authority Office at 1100 Centerpoint Drive, Stevens Point, WI.

A roll call vote revealed 3 ayes, 0 nays, excused Budzinski & Moua. Motion carried. Yes

Carter asked for any objection to adjournment

Motion made by Doubek, second by Mras to **adjourn** the meeting at 4:40 p.m.

A roll call vote revealed 3 ayes, 0 nays, excused Budzinski & Moua. Motion carried. Yes

Respectfully Submitted,

Stacy Cieslewicz, Executive Director