



HOUSING AUTHORITY OF THE COUNTY OF PORTAGE
1001 Maple Bluff Rd. Ste 1., Stevens Point WI 54482
Housing Office: 715-346-1392

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

MINUTES
OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
9-13-2023

1. The meeting was **called to order** at 4:15 p.m. by Doubek at the Housing Authority Office, 1001 Maple Bluff Rd Ste 1, Stevens Point, Wisconsin 54482.
2. A **roll call** was taken as follows:
Members Present: Holly Carter Yes X Absent - Excused
Chris Doubek X Yes Absent
Christian Budzinski X Yes Absent
Sharon Mras X Yes Absent
Andrew Rockman X Yes Absent
Also Present: Stacy Cieslewicz, Executive Director X Yes Absent
3. Doubek called for **corrections to the minutes** of 8-9-2023. Corrections made? No
Motion by Mras, second by Rockman to approve the minutes as presented.
A roll call vote revealed 4 ayes, 0 nays, excused - Carter. Motion carried. Yes
4. **Correspondence** – Cieslewicz indicated that the agency received a file from Department of Agriculture, Trade, and Consumer Protection because a complaint was filed to them and they do not handle such a complaint.

5. **Director's Update:**

Occupancy Report

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

Project II - 5 -1 Bedroom Vacancies at Hillside Manor in Amherst
 3 -1 Bedroom Vacancies at Sunset Manor in Almond
 4 -1 Bedroom Vacancies at Milladore Manor in Milladore

Project III - 2 -2 Bedrooms & 2 -3 Bedrooms Vacancies at Parkview in Amherst
 1 -2 Bedrooms & 2 -3 Bedrooms Vacancies at Northview in Junction City
 0 -2 Bedrooms & 2 -3 Bedrooms Vacancies at Eastview in Rosholt

Section 8 County Vouchers

We have 217 households on lease for September 2023.

A review was made of the **Account Balances** as of 8-31-2023 and the **Income & Expense Report** for the end of: 7-31-23. Comment made? No

Properties –

Cieslewicz indicated that our agency is being assisted by J Gavin Construction to keep up with maintenance of our properties while we recruit another maintenance staff member

6. Review of Housing Authority Disbursements:

Disbursements for July, 2023 - Questions? No Corrections made? No

Motion made by Rockman, second by Budzinski to approve the Housing Authority Disbursements for July, 2023 with a total of \$ 110,798.41.

A roll call vote revealed 4 ayes, 0 nays, excused - Carter. Motion carried. Yes

Public Notice: Public in attendance? No

7. Discussion – Revision of 2023 Annual Plan

Cieslewicz indicated that the Annual Plan will have to be updated to implement the HOTMA final rule and NSPIRE final rule. This update needs to have a public comment period before we can approve the update. This will be brought back at a future meeting. No motion needed.

8. Discussion/Possible Action -Housing Choice Voucher Payment Standards – Resolution 23-07

Cieslewicz indicated that the Fair Market Rents have been published for October 1, 2023. Cieslewicz has updated the Payment Standards based off the new Fair Market Rents because our current payment standard amounts are making it difficult for voucher holders to find suitable housing based on the current market rents being charged by the private sector. Cieslewicz showed Board how a Payment Standard/Subsidy calculation is completed. Board reviewed Resolution.

Motion by Rockman, second by Mras to approve Resolution 23-07.

A roll call vote revealed 4 ayes, 0 nays, excused - Carter. Motion carried. Yes

9. Discussion – Update – Recruitment of a Property Maintenance Technician

Cieslewicz indicated that we have potential candidates for a Property Maintenance Technician. Cieslewicz will send out full Job Description and Housing Authority Employment Application to the potential candidates with a deadline to respond. Applications received by the deadline will be reviewed. Based on review of applications, those candidates that are chosen to continue in the hiring process will have an initial interview set up for our next scheduled Board meeting. No Motion Needed

10. Discussion/Possible Action – Department of Agriculture, Trade, and Consumer Protection File

Cieslewicz indicated that a tenant filed a complaint with the Department of Agriculture, Trade, and Consumer Protections. The Dept of Consumer Protections sent their findings to the complainant and a copy to us and indicated that their agency does not rule on such a complaint and that our agency should be handling the complaint. Cieslewicz reviewed the complaint with the Board. Board held a discussion Motion by Budzinski, second by Mras to approve of the Executive Director composing a letter to the complainant indicating that our processes have not really changed and our Lease is our Lease as written with the indications/explanation of the consequences of breaching our Lease just as HUD has always indicated the consequences of breaching HUD’s Lease or housing program regulations.

A roll call vote revealed 4 ayes, 0 nays, excused - Carter. Motion carried. Yes

Next Meeting Date:

Motion made by Mras, second by Budzinski to approve meeting on October 11, 2023 at 4:15 p.m. at the Housing Authority Office at 1001 Maple Bluff Rd Ste 1, Stevens Point, WI.

A roll call vote revealed 4 ayes, 0 nays, excused - Carter. Motion carried. Yes

Doubek asked for any objection to adjournment

Motion made by Budzinski, second by Rockman to adjourn the meeting at 5:20 p.m.

A roll call vote revealed 4 ayes, 0 nays, excused - Carter. Motion carried. Yes

Respectfully Submitted,