



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
10-11-23

1. The meeting was **called to order** at Doubek p.m. by 4:15pm 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 _X_ Yes ___ Absent
 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 9-13-23. Corrections made? N
Motion by Budzinski, second by Mras to **approve the minutes** as presented.
A roll call vote revealed _5_ ayes, _0_ nays, excused/absent _0_. Motion carried. Yes
4. **Correspondence** – An Applicant expressed interest in the Homeownership Program through the Housing Choice Voucher Program as a reasonable accommodation.

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 _214_ households on lease for October 2023.

A review was made of the **Account Balances** as of 9/30/23 and the **Income & Expense Report** for the end of: August 2023. Comment made? No

Properties –

With the absence of a Maintenance Person, Cieslewicz has outsourced work as needed to keep up with Maintenance Request Forms, preventable maintenance, making units move-in ready and Cieslewicz has taken care of other maintenance such as recycling, minor maintenance repairs, cleaning.

6. Review of Housing Authority Disbursements:

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

Motion made by Rockman, second by Budzinski to approve the Housing Authority Disbursements for August, 2023 with a total of \$116,045.41.

A roll call vote revealed _5_ ayes, _0_ nays, excused/absent _0_ . Motion carried. Yes

Public Notice: Public in attendance? No

7. Voice Roll Call Vote to Enter into Closed Session Pursuant to Wisconsin Statutes 19.85 (1) (c) for the purpose of Discussion, Hearing, and Deliberation regarding:

a) All aspects of filling the Vacant Property Maintenance Technician Position

b) Homeownership Program – Housing Choice Voucher Program

Motion by Budzinski, second by Mras to Enter into Closed Session

A voice roll call vote revealed ayes by Carter, Budzinski, Rockman, Mras, Doubek, and _0_ nays

Motion carried to **enter Closed Session? Yes**

Closed Session in Progress

Motion by Rockman, second by Mras to Enter into Open Session for Action on Closed Session Items

A voice roll call vote revealed ayes by Carter, Budzinski, Rockman, Mras, Doubek, _0_ nays

Motion carried to **enter Open Session? Yes**

Cieslewicz was acting secretary in Closed Session.

Closed Session Item a: All aspects of filling the Vacant Property Maintenance Technician Position

Motion by Budzinski, second by Carter to approve the authorization for the Executive Director to move forward in hiring a Maintenance Technician at the Executive Director's Discretion. Also allowing Executive Director to change position status (full to part time) if necessary, along with outsourcing some of the job description duties based on candidates for hire.

A roll call vote revealed _5_ ayes, _0_ nays, excused/absent _0_ . Motion carried. Yes

Closed Session Item b: Homeownership Program – Housing Choice Voucher Program

Motion by Budzinski, second by Carter to explore the Housing Choice Voucher Program's Homeownership Program as to its viability/needs for Portage County residents as Federal regulations does not require a Housing Authority agency to administer a Homeownership Program unless there is a reasonable accommodation requested for a person with disabilities in accordance with 982.601 (b) (3). It is the sole responsibility of the Housing Authority to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation.

A roll call vote revealed _5_ ayes, _0_ nays, excused/absent _0_ . Motion carried. Yes

8. Discussion/Possible Action - PC Housing Rental Property's Platform

Update: Cieslewicz indicated that staff is working on the Facebook page for the PC Housing Rental Properties. Cieslewicz indicated that she knows we could have hired a company to do this but this would not have gotten completed any quicker as the contents for the page is being completed and pictures were pushed back and staff was out on medical leave. Cieslewicz had to get apartments presentable before pictures could be taken. Cieslewicz is continuing to compile/create content for the page. Jasurda is working on setting up the page. Cieslewicz indicated that all aspects of our agency our important but prioritizing work has pushed back the completion of the page. Staff is working diligently as time permits on other work too. No motion needed for an update only.

9. **Discussion/Possible Action - Outsourcing Maintenance on Housing Authority Properties**

Board discussed the outsourcing of maintenance by the Executive Director in the interim as we recruit a Maintenance person. Board discussed outright outsourcing the cleaning of our properties verses cleaning as part of the duties for the Maintenance person.

Motion by Budzinski, second by Rockman to approve at the discretion of the Executive Director to outright outsource cleaning of HAPC properties as a possible adjustment to the Property Maintenance Technician's job duties.

A roll call vote revealed _5_ ayes, _0_ nays, excused/absent _0_. Motion carried. Yes

Next Meeting Date:

Motion made by Budzinski, second by Rockman to approve meeting on 11-15-23 at 3:45 p.m. at the Housing Authority Office at 1001 Maple Bluff Rd Suite 1, Stevens Point, WI 54482.

A roll call vote revealed _5_ ayes, _0_ nays, excused/absent _0_. Motion carried. Yes

Doubek asked for any objection to adjournment

Motion made by Budzinski, second by Rockman to **adjourn** the meeting at 5:25 p.m.

A roll call vote revealed _5_ ayes, _0_ nays, excused/absent _0_. Motion carried. Yes

Respectfully Submitted,