



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
2-14-2024

1. The meeting was **called to order** at 4:00 p.m. by Rockman 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. Rockman called for **corrections to the minutes** of 11-15-23. Corrections made? No
Motion by Doubek, second by Mras to **approve the minutes** as presented.
A roll call vote revealed 5 ayes, 0 nays, excused/absent - . Motion carried. Yes

4. **Correspondence** – None

5. **Director’s Update:**

Occupancy Report

Project I - 2 -1 Bedroom & 0 - 2 Bedrooms Vacancies at Tomorrow River Villa in Amherst
 3 -1 Bedroom & 2 -2 Bedrooms Vacancies at Rustic Manor in Rosholt

Project II - 5 -1 Bedroom Vacancies at Hillside Manor in Amherst
 6 -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 2-1-2024.

A review was made of the **Account Balances** as of 1-31-2024 and the **Income & Expense Report** for the end of: October, November, December 2023. Comment made? No

Properties:

Staff is working on recent vacancies.

6. Review of Housing Authority Disbursements:

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

Motion made by Doubek, second by Budzinski to approve the Housing Authority Disbursements for October, 2023 with a total of \$108,380.54.

A roll call vote revealed 5 ayes, 0 nays, excused/absent -. Motion carried. Yes

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

Motion made by Mras, second by Budzinski to approve the Housing Authority Disbursements for November, 2023 with a total of \$152,429.63.

A roll call vote revealed 5 ayes, 0 nays, excused/absent -. Motion carried. Yes

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

Motion made by Carter, second by Mras to approve the Housing Authority Disbursements for December, 2023 with a total of \$123,308.75.

A roll call vote revealed 5 ayes, 0 nays, excused/absent -. Motion carried. Yes

Public Notice: Public in attendance? No

7. Discussion/Possible Action – Rural Development-Performance Standards Certification Resolution 24-01

Board reviewed Resolution 24-01.

Motion by Budzinski, second by Doubek to approve Resolution 24-01

A roll call vote revealed 5 ayes, 0 nays, excused/absent -. Motion carried. Yes

8. Discussion/Possible Action – Auditor’s Engagement Letter

Auditors have completed their field work. Board reviewed engagement letter regarding the understanding of the services that the auditor is providing to our agency.

Motion by Carter, second by Mras to approve for signatures on the engagement letter.

A roll call vote revealed 5 ayes, 0 nays, excused/absent -. Motion carried. Yes

9. Discussion/Possible Action – Signature Cards for Updated/New Account(s)

Cieslewicz indicated that some of the signature cards needed to be retitled for clarity and a new account needed to be created under the PC Housing LLC entity for the Reserves for Project III which the funds were transferred out of one account (now closed) to the new account. Board reviewed new cards.

Motion by Budzinski, second by Mras to approve new account; closing account; and the updated signature cards for signature by Carter; Budzinski; and Cieslewicz

A roll call vote revealed 5 ayes, 0 nays, excused/absent -. Motion carried. Yes

Next Meeting Date:

Motion made by Doubek, second by Mras to approve meeting on March 13, 2024 at 4:00 p.m. at the Housing Authority Office at 1001 Maple Bluff Rd Suite 1, Stevens Point, WI.

A roll call vote revealed 5 ayes, 0 nays, excused/absent -. Motion carried. Yes

Rockman asked for any objection to adjournment

Motion made by Budzinski, second by Doubek to **adjourn** the meeting at 4:30 p.m.

A roll call vote revealed 5 ayes, 0 nays, excused/absent -. Motion carried. Yes

Respectfully Submitted,