



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
3-12-25

1. The meeting was **called to order** at 4:00 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: Chris Doubek X Yes Absent
Christian Budzinski X Yes Absent
Sharon Mras X Yes Absent
Mike Splinter X Yes Absent
Vacant X Yes Absent

Also Present: Stacy Cieslewicz, Executive Director X Yes Absent

3. Doubek called for **corrections to the minutes** of 2-12-25. Corrections made? No
Motion by Splinter, second by Mras to **approve the minutes** as presented.
A roll call vote revealed 4 ayes, 0 nays, 1 vacant. 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
 2 -1 Bedroom & 3 -2 Bedrooms Vacancies at Rustic Manor in Rosholt

Project II - 7 -1 Bedroom Vacancies at Hillside Manor in Amherst
 7 -1 Bedroom Vacancies at Sunset Manor in Almond
 4 -1 Bedroom Vacancies at Milladore Manor in Milladore

Project III - 2 -2 Bedrooms & 4 -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 March 2025.

A review was made of the **Account Balances** as of 2-28-25 and the **Income & Expense Report** for the end of: None – Accountant finishing up year-end. Comment made? No

Properties – Staff working on recently vacated units.

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

No reports available because of finishing up year-end reports – No Motion Needed.

Public Notice: Public in attendance? No

7. Discussion/Possible Action - Future of PC Housing LLC Rental Property(ies)

Board reviewed and discussed PC Housing Property's major expenses for the past year and vacancy records for the past ten (10) plus years.

Motion by Budzinski, second by Splinter to approve of the Executive Director moving forward and retaining a realtor and listing PC Housing LLC Rental Properties. The Executive Director has permission to use her discretion on deciding the next moves on selling these properties. The Executive Director will report back to the Board on the progress of the sale of these properties.

A roll call vote revealed _4_ ayes, _0_ nays, _1_ vacant. Motion carried. Yes

8. 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) Personnel Updates
- b) Reclassification of Housing Manager
- c) Administration Policy Update

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

A voice roll call vote revealed ayes by Doubek, Budzinski, Mras, Splinter, _0_ nays, _1_ vacant

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

Closed Session in Progress

Motion by Splinter, second by Mras to Enter into Open Session for Possible Action on Closed Session Items.

A voice roll call vote revealed ayes by Doubek, Budzinski, Mras, Splinter, _0_ nays, _1_ vacant

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

Cieslewicz was acting secretary in Closed Session.

Closed Session Item a: Personnel Status and b: Reclassification of Housing Manager

Motion by Budzinski, second by Splinter to approve of the Executive Director to Re-Evaluate the Job Descriptions of the Executive Director and the Housing Manager. The Housing Manager will be reclassified as Deputy Director as that Job Description will incorporate more of the Executive Director's duties so the Deputy Director position will provide more comprehensive back up to the Executive Director as needed. Reclassification will take place when updated job descriptions are approved.

A roll call vote revealed _4_ ayes, _0_ nays, _1_ vacant. Motion carried. Yes

Closed Session Item c: Administration Policy Update

Cieslewicz indicated to the Board that portions of the Administration Policy need to be updated.

Cieslewicz will provide updates at a future meeting for Board approval. No motion needed at this time.

9. Discussion: Auditor's Required Audit Letter to the Board - 2024

Board reviewed Audit Letter from Auditor to the Board. No Motion Needed.

10. Discussion/Possible Action – Audit Draft – Financial Statements

Board reviewed and discussed the Audit Draft of the Financial Statements.

Motion by Budzinski, second by Splinter to approve Audit Draft of Financial Statements.

A roll call vote revealed _4_ ayes, _0_ nays, _1_ vacant. Motion carried. Yes

11. Discussion/Possible Action – The Management Representation Letter to Auditor

The Board previously Approved the Audit Draft of the Financial Statements. The Board reviewed and discussed the Management Representation Letter to Auditor regarding the Financial Statements.
Motion by Mras, second by Budzinski to approve of the Management Representation Letter to Auditor along with signature approvals of the Management Representation Letter to Auditor.
A roll call vote revealed _4_ ayes, _0_ nays, _1_ vacant. Motion carried. Yes

Next Meeting Date:

Motion made by Budzinski, second by Mras to approve meeting on April 9, 2025 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 _4_ ayes, _0_ nays, _1_ vacant. Motion carried. Yes

Doubek asked for any objection to adjournment – hearing None **adjournment** of meeting concluded at 5:30 p.m.

Respectfully Submitted,