



HOUSING AUTHORITY OF THE COUNTY OF PORTAGE
1100 Centerpoint Dr., Suite 201B Stevens Point WI 54481
Housing Authority Office: 715-346-1392

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MINUTES
OF THE MONTHLY MEETING
OF THE BOARD OF COMMISSIONERS
8-11-2021

1. The meeting was **called to order** at 4:02 p.m. by Doubek at the Housing Authority Office, 1100 Centerpoint Dr., Suite 201B, Stevens Point, Wisconsin 54481.

2. A **roll call** was taken as follows:

Members Present: Christian Budzinski X Yes Absent
Holly Carter Yes X Absent
Ntxhais Chai Moua Yes X Absent
Acting Chair: Chris Doubek X Yes Absent
Sharon Mras X Yes Absent
Also Present: Stacy Cieslewicz, Executive Director X Yes Absent

3. Doubek called for **corrections to the minutes** of 7-14-2021. Corrections made? No
Motion by Budzinski, second by Mras to **approve the minutes** as presented.
A roll call vote revealed 3 ayes, 0 nays, absent Carter/Moua. Motion carried. Yes

4. **Correspondence** – None

5. **Director’s Update:**

Occupancy Report

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

Project II - 3 -1 Bedroom Vacancies at Hillside Manor in Amherst
 3 -1 Bedroom Vacancies at Sunset Manor in Almond
 2 -1 Bedroom Vacancies at Milladore Manor in Milladore

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

Section 8 County Vouchers

We have 194 households on lease and 2 vouchers issued for August 2021.

A review was made of the **Account Balances** as of 8-11-2021 and the **Income & Expense Report** for the end of: - June 2021. Comment made? No

Properties –Hillside Manor addressing a sink hole in driveway and driveway wash out. Finishing up on recent vacancies

6. Review of Housing Authority Disbursements:

Disbursements for May, 2021 - Questions? No Corrections made? No
Motion by Budzinski, second by Mras to approve the Housing Authority Disbursements for May, 2021 with a total of \$101,816.28.

A roll call vote revealed _3_ ayes, _0_ nays, absent Carter/Moua. Motion carried. Yes

Disbursements for June, 2021 - Questions? No Corrections made? No

Motion made by Mras, second by Budzinski to approve the Housing Authority Disbursements for June, 2021 with a total of \$95,083.86.

A roll call vote revealed _3_ ayes, _0_ nays, absent Carter/Moua. Motion carried. Yes

Public Notice: Public in attendance? No

7. Discussion/Possible Action - Salary Adjustments for 2022 Budget Process

Board reviewed/discussed current salaries of employees and possible salary increases for 2022.

Motion by Budzinski, second by Mras to approve of a 3% salary increase effective 1-1-2022.

A roll call vote revealed _3_ ayes, _0_ nays, absent Carter/Moua. Motion carried. Yes

8. Discussion/Possible Action - Emergency Housing Vouchers – Resolution 21-07

Cieslewicz presented the formal letter that was sent to Housing and Urban Development regarding the return of the allocated Emergency Housing Vouchers. Board reviewed the response from HUD. Board reviewed Resolution 21-07.

Motion by Budzinski, second by Mras to approve Resolution 21-07 – Emergency Housing Vouchers

A roll call vote revealed _3_ ayes, _0_ nays, absent Carter/Moua. Motion carried. Yes

9. Discussion/Possible Action - Housing Choice Voucher Utility Allowance Chart-Resolution 21-08

Cieslewicz indicated that agency is required to review Utility Allowance Chart and revise as per regulations. The Utility Allowance Chart that is utilized for the Housing Choice Voucher Program needs to be revised. Board reviewed the revisions and Resolution 21-08.

Motion by Budzinski, second by Mras to approve Resolution 21-08 – Utility Allowance Chart for the Housing Choice Voucher Program effective November 1, 2021.

A roll call vote revealed _3_ ayes, _0_ nays, absent Carter/Moua. Motion carried. Yes

Next Meeting Date:

Motion by Budzinski, second by Mras to approve meeting on 9-8-2021 at 4:00 p.m. at the Housing Authority Office at 1100 Centerpoint Dr., Suite 201B, Stevens Point, WI.

A roll call vote revealed _3_ ayes, _0_ nays, absent Carter/Moua. Motion carried. Yes

Doubek asked for any objection to adjournment

Motion made by Mras, second by Budzinski to adjourn the meeting at 4:45 p.m.

A roll call vote revealed _3_ ayes, _0_ nays, absent Carter/Moua. Motion carried. Yes

Respectfully Submitted,