



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 9-12-2022

1. The meeting was **called to order** at 4:00 p.m. by Carter at the Housing Authority Office, 1100 Centerpoint Dr., Suite 201B, Stevens Point, Wisconsin 54481.
2. A **roll call** was taken as follows:
Members Present: Holly Carter X Yes Absent
Chris Doubek X Yes Absent
Christian Budzinski Yes X Absent
Sharon Mras X Yes Absent
Andrew Rockman X Yes Absent
Also Present: Stacy Cieslewicz, Executive Director X Yes Absent
3. Carter called for **corrections to the minutes** of 8-10-2022. Corrections made? No
Motion by Mras, second by Rockman to approve the minutes as presented.
A roll call vote revealed 4 ayes, 0 nays, absent - Budzinski. Motion carried. Yes
4. **Correspondence** – None
5. **Director’s Update:**

Occupancy Report

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

Project II - 5 -1 Bedroom Vacancies at Hillside Manor in Amherst
 2 -1 Bedroom Vacancies at Sunset Manor in Almond
 4 -1 Bedroom Vacancies at Milladore Manor in Milladore

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

Section 8 County Vouchers

We have 189 households on lease for 9-1-2022.

A review was made of the **Account Balances** as of 8-31-2022 and the **Income & Expense Report** for the end of: July 2022. Comment made? No

Properties –Tomorrow River Villa: sewer back-up. Rural Development Representative to complete Tri-annual review of properties.

6. Review of Housing Authority Disbursements:

Disbursements for July, 2022 - Questions? No Corrections made? No

Motion made by Rockman, second by Doubek to approve the Housing Authority Disbursements for July, 2022 with a total of \$90,068.16.

A roll call vote revealed _4_ ayes, _0_ nays, absent - Budzinski. 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. Position Classification

b. Wage Adjustments

Motion by Doubek, second by Rockman to Enter into Closed Session

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

Motion carried to enter closed session? **Yes**

Closed Session in Progress

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

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

Motion carried to enter open session? **Yes**

Cieslewicz was acting secretary in closed session for item a and partial item b. Cieslewicz excused.

Rockman was acting secretary in closed session for other partial item b.

Closed Session Item a. and b. – Position Classification – Housing Manager

Motion by Doubek second by Rockman to approve of the Reclassification of the Housing Manager Position with a new base salary of \$25.63 which will be effective October 1, 2022 with reevaluation in 2023 for 2024 budget preparation.

A roll call vote revealed _4_ ayes, _0_ nays, absent - Budzinski. Motion carried. Yes

Closed Session Item a. and b. – Position Classification – Executive Director

Motion by Rockman second by Doubek to approve of the Reclassification of the Executive Director Position with a new base salary of \$37.06 which will be effective October 1, 2022 with reevaluation in 2023 for 2024 budget preparation.

A roll call vote revealed _4_ ayes, _0_ nays, absent - Budzinski. Motion carried. Yes

Closed Session Item a. and b. – Position Classification – Maintenance Manager and Maintenance Assistant

Motion by Rockman second by Mras to leave the Classification of the Maintenance Manager and Maintenance Assistant Positions as is with reevaluation in 2023 for 2024 budget preparation.

A roll call vote revealed _4_ ayes, _0_ nays, absent - Budzinski. Motion carried. Yes

8. Discussion/Possible Action - Office Space

Cieslewicz provided update on new office space. Office space available at the DMV building. 1136 Sq Ft includes all expenses except inside suite janitorial, telephone, cable, internet. Board discussed rent expenditure on two places until transition is completed.

Motion by Doubek, second by Rockman to approve rent expenditure on two places for two months to complete the transition to the new office space.

A roll call vote revealed _4_ ayes, _0_ nays, absent - Budzinski. Motion carried. Yes

9. Discussion/Possible Action - Project I – Rural Development-MPR

Update: Cieslewicz indicated that Rural Development has given our agency approval to obtain a new appraiser to move the Modernization of Preservation Project for Project I forward. No Motion Needed.

10. Discussion/Possible Action - Annual Civil Rights Certification – Resolution 22-05

Cieslewicz indicated that an annual requirement of our 5-Year Plan is to update the Civil Rights Certification. Board reviewed Resolution.

Motion by Mras, second by Rockman to approve Resolution 22-05

A roll call vote revealed _4_ ayes, _0_ nays, absent - Budzinski. Motion carried. Yes

11. Discussion/Possible Action – Voucher Payment Standards – Resolution 22-06

Cieslewicz indicated that the new 2023 Fair Market Rents are to be effective on October 1, 2022. HUD requires agency to review Voucher Payment Standards so they are in compliance with Fair Market Rent regulation guidelines and that they are set at a reasonable amount so that Voucher holders may have the opportunity to obtain suitable housing.

Motion by Rockman, second by Mras to approve to Resolution 22-06

A roll call vote revealed _4_ ayes, _0_ nays, absent - Budzinski. Motion carried. Yes

12. Discussion/Possible Action – Opt Out of the Section 8 Program – Project II – WI39R000017

Cieslewicz indicated that our agency needs to establish a Lease Rent amount and discuss designation qualification for the Opt-Out Properties so we can continue with the Opt-Out process for current residents and potential residents of Project II properties.

Motion by Doubek, second by Mras to approve Project II properties with a \$650 per month Lease Rent and continue with the current property's designation of being for households 50 years and older or disabled.

A roll call vote revealed _4_ ayes, _0_ nays, absent - Budzinski. Motion carried. Yes

Next Meeting Date:

Motion made by Mras, second by Rockman to approve meeting on October 12, 2022 at 4:15 p.m. at the Housing Authority Office at 1100 Centerpoint Dr., Suite 201B, Stevens Point, WI.

A roll call vote revealed _4_ ayes, _0_ nays, absent - Budzinski. Motion carried. Yes

Carter asked for any objection to adjournment

Motion made by Doubek, second by Rockman to **adjourn** the meeting at 5:30 p.m.

A roll call vote revealed _4_ ayes, _0_ nays, absent - Budzinski. Motion carried. Yes

Respectfully Submitted,