



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 ANNUAL MEETING BOARD OF COMMISSIONERS 11-9-2022

1. The Annual meeting was **called to order** at 3:45 p.m. by Cieslewicz at the Housing Authority Office, 1100 Centerpoint Dr., Suite 201B, Stevens Point, Wisconsin 54481.
2. A **roll call** was taken as follows:

<u>Members Present:</u>	Holly Carter <u>X</u> Yes <u> </u> Absent
	Chris Doubek <u>X</u> Yes <u> </u> Absent
	Christian Budzinski <u>X</u> Yes <u> </u> Absent
	Sharon Mras <u> </u> Yes <u>X</u> Absent - Excused
	Andrew Rockman <u>X</u> Yes <u> </u> Absent
 <u>Also Present:</u>	
	Stacy Cieslewicz, Executive Director <u>X</u> Yes <u> </u> Absent
	John Pavelski, County Executive
3. Cieslewicz called for **nominations for Chairperson** for the Housing Authority Board for a one (1) - year term.
Motion made by Budzinski, second by Carter to nominate Doubek for Chair for a one (1)-year term.

Cieslewicz called again for nominations for Chair. Nominations made? No

Cieslewicz called a third and last time for nominations for Chair. Nominations made? No

Doubek accepted the nomination.
A roll call vote revealed 4 ayes, 0 nays, excused-Mras. Motion carried. Yes
4. Doubek called by **nominations for Vice Chairperson** for the Housing Authority Board for a one-year term.
Motion made by Carter, second by Budzinski to nominate Rockman for Vice Chair for a one (1)-year term.

Doubek called again for nominations for Vice Chair. Nominations made? No

Doubek called a third and last time for nominations for Vice Chair. Nominations made? No

Rockman accepted the nomination.
A roll call vote revealed 4 ayes, 0 nays, excused-Mras. Motion carried. Yes
5. The Commissioners were requested by Cieslewicz to sign their annual **Declaration of Identity of Interest/No Identity of Interest** forms required by Rural Development.

6. Doubek called for **corrections to the minutes** of 10-12-22. Corrections made? No
Motion made by Budzinski, second by Carter to **approve the minutes** as presented.
A roll call vote revealed 4 ayes, 0 nays, excused-Mras. Motion carried. Yes

7. **Correspondence** – None

8. **Director's Update:**

Occupancy Report

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

Project II - 6 -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 191 households on lease for November 2022.

A review was made of the **Account Balances** as of 10-31-2022 and the **Income & Expense Report** was not available at time of meeting. Comments made? No

Properties – Annual Smoke/Carbon Monoxide Detector checks and completion of apartments from recent move-outs by staff. Zblewski Brothers completed the removal of numerous trees and trimming of trees which is part of the MPR (Multi-Family Preservation Revitalization) Program.

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

Housing Authority Disbursements Report was not available at time of meeting.

Public Notice: Public in attendance? Yes – John Pavelski – County Executive

10. **Discussion/Possible Action – New Entity Components:**

Cieslewicz still working on getting entity created – Corporation Counsel has been involved since September 7, 2022 – trying to get outside assistance to complete this request. Cieslewicz requested approval to move forward with all aspects of this new entity – creation of entity, signing documents, creating new bank accounts, new accounting components, entering in to a Memorandum of Understanding with another housing agency to complete HUD requirements for the utilization of the Housing Choice Vouchers in our non-subsidized properties, and any other aspects that might arise for the new entity.

Motion made by Budzinski, second by Rockman to **approve of the authorization to Cieslewicz, at her discretion, to move forward with all aspects of this new entity in order to complete all aspects of this new entity.**

A roll call vote revealed 4 ayes, 0 nays, excused-Mras. Motion carried. Yes

11. **Discussion – Housing Authority of the County of Portage By-Laws:**
Cieslewicz indicated that the new entity will have to have its own By-Laws so if the Board wants to maintain control over the assets that are transferred to an owner entity, then the HAPC should establish terms and bylaws that largely mirror the current HAPC Housing Board and its By-Laws. The owner entity will have to contract with the HAPC to keep staff under the HAPC to continue providing owner entity functions; program administration; and property management and maintenance functions. The owner entity's contract with the HAPC would include the transfer of all funds received to the HAPC for salaries, benefits, program administration, property management and maintenance. By-Laws will be created and updated and presented at next Board meeting for final approval.
12. **Discussion - Board of Commissioners' Meeting Schedule for 2023:**
Board reviewed and discussed 2023 tentative meeting schedule. 2023 Meeting Schedule will be presented at next Board meeting for final approval.
13. **Discussion – Mental Health/Homeless:**
Board member – Rockman provided a summary of the Diversity and Inclusiveness Committee: Committee will be developing a resource list of agencies with an explanation of what services their agency can provide to households in need.
14. **Discussion/Possible Action – Snow Removal – Sunset Manor:**
Cieslewicz informed the Board that Sunset Manor still does not have a contractor for snow removal. Cieslewicz presented to the Board all the attempts made to retain a contractor. Cieslewicz asked Board if they know of anyone. If unable to retain a contractor, Cieslewicz indicated that we will have to purchase snow removal equipment and have staff maintain the property during the winter season. Motion made by Budzinski, second by Carter to approve the authorization to Cieslewicz to continue to search for a snow removal contractor and if to no avail, purchase proper snow removal equipment to enable staff to maintain safety at the property
A roll call vote revealed 4 ayes, 0 nays, excused-Mras. Motion carried. Yes
15. **Discussion/Possible Action – Auditor/Accountant/Payroll:**
Cieslewicz informed the Board of CLA's email regarding our 2022 audit. Cieslewicz has requests out for a new auditor but at-this-time, we do not have a new auditor. An email was sent to CLA, requesting that they complete our 2022 audit with our assistance in scanning a lot of information needed for the audit but CLA declined. Cieslewicz requested approval to obtain a new auditor at her discretion instead of waiting until another Board meeting for approval. Motion made by Budzinski, second by Rockman to approve of authorization to Cieslewicz to obtain a new auditor at her discretion without having to wait for another Board meeting.
A roll call vote revealed 4 ayes, 0 nays, excused-Mras. Motion carried. Yes

Motion made by Carter, second by Budzinski to **approve meeting** on 12-14-2022 at 4:00 p.m. at the Housing Authority Office at 1100 Centerpoint Drive, Stevens Point, WI.

A roll call vote revealed 4 ayes, 0 nays, excused-Mras. Motion carried. Yes

Doubek asked for any objection to adjournment

Motion made by Budzinski, second by Rockman to **adjourn** the meeting at 4:35 p.m.

A roll call vote revealed 4 ayes, 0 nays, excused-Mras. Motion carried. Yes

Respectfully Submitted,