

Eau Claire County Housing Authority  
MEETING MINUTES  
Thursday, JANUARY 5, 2017, @ 4pm  
Room 3312, Eau Claire County Government Center

MEMBERS PRESENT: Robin Leary, Chairperson; Mark Beckfield; and Susan Larson

EXCUSED: Marlene Soppeland and Elaine Schultz

OTHERS PRESENT: Lance Gurney

STAFF PRESENT: Kay E Hestekin, Georgia Crownhart, and Faye A Gibson

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Call to Order

The meeting was called to order by Chairperson Leary. Hestekin performed roll call as listed above: 3-present; 2- excused.

Transition Plan Re: Housing Authority Separation from Eau Claire County

Hestekin distributed copies of the Organizational Chart, including job descriptions; and the Agreement Between Eau Claire County and the Housing Authority (HA).

- a. Staff Position Descriptions. The organizational chart outlined the current and proposed staff positions. Hestekin provided the current job descriptions for the staffing positions from Eau Claire County HA, Altoona HA, and City of Eau Claire HA. The Board discussed the possibility of revising Eligibility Specialist staff position from part-time to full-time if the Eau Claire County can administer the WHEDA Vouchers when the contract is up next year.

The Board reviewed and discussed the language in the job descriptions they would like merged into our finalized job descriptions, including desired qualifications and networking. Hestekin explained the City of EC HA job description included networking due their being an entitlement agency disbursing monies to other agencies.

Beckfield stated an Ad can be posted before job descriptions are finalized next week, starting with the Executive Director position. Hestekin recommended the Ad run a couple of weeks and posted Statewide.

- b. Agreement Between Eau Claire County and the Housing Authority of the County of Eau Claire. Gurney reviewed the revisions made to Agreement as discussed at the last meeting to include terms and services provided the HA by the County. He stated office space is provided to the HA at no charge until 12/31/2018. Leary requested the agreement include space rental costs after 2018. Beckfield played a recorded conversation from Zehms regarding space rent. Larson requested clarification on the definition of provided legal services.

Gurney mentioned that interviews he had conducted for positions in Planning included two candidates with housing backgrounds. He asked if it would be OK if he gave them a referral to the upcoming job openings in the HA in case they were interested.

Hestekin informed the Board she has still been unable to connect with the attorney for review of the Agreement. Larson suggested the HA to develop our own Agreement between the Eau Claire County Housing Authority and Eau Claire County.

c. Service Contract for Temporary Administrative Associate.

Hestekin stated the County already has an agreement with Kelly Services. She has received two (2) resumes. Cost is \$25 per hour/25 hours per week. Motion by Beckfield authorizing Hestekin to extend a service contract with Kelly Services for the Administrative Assistance position. Motion carried 3-0.

Next meeting date

Next work group meeting is scheduled for January 11, 2017, @ 2:30pm. The meeting will be to finish and review job descriptions; including desired qualifications, pay range and benefits. Larson recommended this part of the meeting be 'closed session'.

Hestekin distributed a draft of the next agenda, which included the Employee Manual draft; HR survey; and, if available, the Attorney's review of the Authorized Agreement. The Board requested Jamie from Human Resources be invited to the meeting.

Larson requested scheduling a meeting to meet with Hestekin to review the projected 2017 budget. Hestekin shared an e-mail asking if HA staff needed to include itself in the Martin Luther King training, January 16, 2017 at Florian Gardens. The Board agreed that staff isn't required to attend.

Adjournment

Motion by Beckfield to adjourn. Passed 3-0.

Respectfully submitted,

Faye A Gibson  
Clerk

Kay E Hestekin  
Housing Authority Secretary