

Eau Claire County Housing Authority
MEETING MINUTES
Thursday, JANUARY 19, 2017, @ 4pm
Room 3312, Eau Claire County Government Center

MEMBERS PRESENT: Robin Leary, Chairperson; Marlene Soppeland; Elaine Schultz; Mark Beckfield; and Susan Larson

OTHERS PRESENT: Keith Zehms

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

Call to Order

The meeting was called to order by Chairperson Leary. Hestekin performed roll call as listed above: 5-present; 0- excused.

Bills

Gibson distributed a revised January 2017 bills list. Hestekin informed the Board that Finance has requested reimbursement of Voucher rent checks within five (5) business days from the first of the month. Motion by Soppeland to approve bills, as revised. Passed 5-0.

Meeting Minutes

Included in packet. Beckfield moved to accept meeting minutes of December 13 and 15, 2016, and January 5, 2017, as written. Motion carried 5-0.

Status Reports/Director's Report

Included in packet. Hestekin informed the Board the Executive Director's job opening has been posted at local and state job posting sites. Hestekin provided surveys of salary/fringes/ benefits from other comparable agencies. The Office Associate from Kelly Services started on January 16, 2017 at 25 hours per week.

Hestekin informed the Board that the Altoona Housing Authority contract will soon expire. The Board requested the contract renewal be included on the upcoming agenda.

Commissioners' reports: discussion only

Larson requested an update on the progress of the Federal ID. Leary noted that Beckfield and Larson have been added to the Work Group.

Housing Authority By-Laws Revisions

Included in packet. Hestekin explained the Bylaws outline the governing procedures of the board. Changes and revisions to the Bylaws are shown as crossed -out and/or underlined. Motion by Larson to approve Bylaws, as amended. Passed 4-0.

October 2016 Financial Report

Included in packet for review purposes only.

Advice of Private Legal Counsel re: Separation of Housing Authority from Eau Claire County

No action. As of this date have not been able to discuss or meet with the attorney.

CLOSED SESSION: To Deliberate on Personnel Matters

No closed session.

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. ECCounty Resolution 2017-01.

The resolution is to enter into an Agreement with the County of Eau Claire for Services; and to terminate the October 8, 1981, Agreement with the Provision of Staff to the Eau Claire County Housing Authority

b. Agreement between Eau Claire County and the Housing Authority of the County of Eau Claire.

Leary requested the Agreement include pre-designated rent after the end of the 2018 contract. The Board agreed 2019 office space rents will be negotiated six (6) months before the contract ends. At that time, the Housing Authority should have a better idea of expenses/budget after the separation. The Board requested Zehms check if the Housing Authority can be included on the county's health insurance

c. Staff Position Descriptions.

The Board requested the ED position Required Qualifications include: and/or 5 years direct Housing Program experience. Motion by Larson to approve position description changes. Motion carried 5-0.

d. Staff Salary Schedules

e. Staff Fringe Benefits

ADDENDUM:

~~HCRI-RLF 16-01~~ HOME-RLF 16-01 and CDBG-RLF 16-03

Crownhart noted correction to agenda addendum. Motion by Soppeland to approve \$4,500.00 additional funds for loan requests HOME-RLF 16-01 and CDBG-RLF 16-03. Loan-to-value ratio will be 67%. Motion passed 5-0.

Next meeting date

Next work group meeting is scheduled for January 25, 2017, @ 2:30pm. The next regular Board Meeting is scheduled for February 2, 2017 @ 5:00 pm.

Adjournment

Motion by Schultz to adjourn. Passed 5-0.

Respectfully submitted,

Faye A Gibson
Clerk

Kay E Hestekin
Housing Authority Secretary