

Eau Claire County Housing Authority  
MEETING MINUTES  
Wednesday, JANUARY 25, 2017, 2:30 pm  
Room 2531, Eau Claire County Government Center

MEMBERS PRESENT: Mark Beckfield, Chairperson pro-tem; Susan Larson; and Elaine Schultz

EXCUSED: Marlene Soppeland and Robin Leary

OTHERS PRESENT: Keith Zehms

STAFF PRESENT: Kay Hestekin and Georgia Crownhart

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Call to Order

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

Legal Counsel Review of Involuntary Separation of Staff from Eau Claire County

Hestekin reported the attorney we asked to review agreement has turned it over to his colleague. Beckfield instructed Hestekin to give them a deadline. No action was taken.

Closed Session

At 2:40 Larson made a motion to adjourn to closed session to discuss future staffing, salaries and benefits. She requested Keith Zehms and Board members remain.

At approximately 3:00 pm, Larson made a motion to reconvene in open session.

Transition Plan Re: Housing Authority Separation from Eau Claire County

- a. Eau Claire County Housing Authority Resolution #2017-01  
No action was taken. Board wants Legal counsel review of county separation agreement before finalizing resolution.
- b. Agreement between Eau Claire County and the Eau Claire County Housing Authority.  
No action was taken.
- c. Staff position descriptions  
The Executive Director position description was finalized at prior meeting. No action was taken on remaining position descriptions since a temp agency will likely be used initially to fill future vacancies.
- d. Staff salary schedules  
Larson stated Board members have a salary range determined.
- e. Staff fringe benefits  
Beckfield opened discussion regarding an email from Kristin Schmidt, M3 Insurance, who should be able to look into health insurance options. Further conversations with the County have indicated the Housing Authority will not be able to participate in the County's insurance through Group Health. Beckfield asked Hestekin to follow up with Kristin.

Next meeting date

Next regular meeting date will be February 2, 2017, at 5:00 pm. A work group meeting was scheduled for Wednesday, February 8, 2017 from 2:30 - 4:00 pm. Items to be reviewed: salaries/benefits, updates on information from M-3 and health insurance, discussions on interviewing for Executive Director, Agreement with County, and possibly discussion on other necessary insurances for the Housing Authority. Larson asked that the discussion of organizational structure be discussed. She also asked Hestekin and Crownhart to come up with ideas on expected upcoming revenue and expenses for planning purposes.

Adjournment

Larson made a motion to adjourn and it carried, 3-0.

Respectfully submitted,

Georgia Crownhart  
Clerk

Kay E Hestekin  
Housing Authority Secretary