



125 W. 10th Street
Kaukauna, WI 54130
Phone: 920.766.4772
Fax: 920.759.2733
kha125@sbcglobal.net

MEETING AGENDA
OCTOBER 19, 2015

1. CALL TO ORDER
2. ROLL CALL
3. MEETING MINUTES OF SEPTEMBER 14, 2015
4. GENERAL PUBLIC APPEARANCE
5. FINANCIAL REPORT
6. DIRECTORS REPORT
 - a. CAPITAL FUNDS
 - b. PUBLIC HOUSING
 - c. SECTION 8
 - d. CORRESPONDENCE
 - e. TENANT COUNCIL ACTIVITIES
7. OLD BUSINESS
 - a. UPDATE ON UNIT CONVERSION PROJECT – DAN MEISSNER – POSSIBLE MOVE AHEAD IN AGENDA
 - b. UPDATE ON BUDGET COSTS, INVOICES AND PAYMENTS FOR UNIT CONVERSION PROJECT
8. NEW BUSINESS
 - a. SOLAR ASSESSMENT BY APPLETON SOLAR
9. ANNOUNCEMENT & ADJOURNMENT

MEETING: OCTOBER 19, 2015
TIME: 3:00 P.M.
PLACE: 125 WEST 10TH STREET, KAUKAUNA, WI
NEXT MEETING: NOVEMBER 9, 2015

THIS MEETING SITE IS BARRIER FREE. IF THREE DAYS NOTICE IS GIVEN, A SIGN LANGUAGE INTERPRETER WILL BE PROVIDED FREE OF CHARGE.



The Housing Authority supports equal housing opportunities for all persons.

**Board of Commissioners
City of Kaukauna Housing Authority
Board Meeting Minutes – September 14, 2015**

Call to Order: Chairperson Neumeier called the meeting to order 3:02 P.M.

Present: John Neumeier, Debbie Niesen, John Moore, Henry Beno, Paula Killian

Absent:

Excused Absent:

Others present: Lori Ratzburg, Executive Director

Minutes of Previous Meeting and Closed Session Minutes:

Motion made by John M to accept the minutes of the August 10, 2015 meeting. Seconded by Debbie. Motion passed with all ayes.

General Public Appearance: None

Financial Report:

Financial reports were sent to the Board via email for review prior to the meeting showing detail of checks paid.

Public Housing financial report has a beginning balance of \$72,373.48; ending balance of \$71,768.76 with outstanding checks in the amount of \$2,834.20. Check numbers 23092 to 23127. Lori stated that she will go over the major expenses in the Directors report so she does not duplicate the information. John N inquired about the expenses for the remodel job in regards to the cabinets. Lori stated this was to purchase the cabinets and accessories tax free; this is also the reason Milbach Construction reduced their cost.

The Section 8 Program has a beginning balance of \$18,518.71; ending balance of \$17,508.68 with outstanding checks in the amount of \$321.81.00. Check numbers 24325 to 24393. The program is continually monitored to ensure we have the funds in the account to pay the HAP to the landlords.

John N asked the Board if they have any questions or concerns on the reports they have received after review of these reports. No questions or comments.

John N asked for a motion to approve the Public Housing and Section 8 financial reports showing the payment of the bills with the check numbers. Debbie motioned to approve the financial report and the payment of the bills. Seconded by John M. Motioned passed with all ayes.

Directors Report:

Capital Funds:

Lori provided a spreadsheet for each Capital Fund grant showing the grant amount and the expenditures. Lori stated the cabinets were paid for in September not August therefore she will be reporting the information for September at the October Board Meeting.

Lori reported to the Board on the following Capital Fund Grants:

Capital Funds 2012 - \$1846.09 was drawn from LOCCS for a portion of the sidewalk repair complete by Dan Verbeten Construction;

Capital Fund 2013 – \$2,128.16 was drawn from LOCCS for the balance of the cost of the sidewalk repair;

Capital Fund 2014 – \$167.70 drawn out of LOCCS for the balance of the stove and microwave for room 223;

Capital Fund 2015 – No draws from LOCCS.

Public Housing:

For Public Housing the invoice for the WPS Health insurance had not arrived in July, Lori stated she contacted the insurance company and they stated it was their computer issues and to pay the invoice when received.

Lori informed the Board they will notice on the reports that WPS insurance was paid 2 times in August, this would be the reason why. Lori informed the Board that Colleen continues to pay her portion of health insurance for WI Continuation and she is currently paid until November 30, 2015.

We have 64 units under lease. Unit 214 is currently vacant for the month of August but is leased up for September 1 2015. We will then be 100% leased until the units going through modernization are complete and ready for leasing.

Lori stated that in October HUD publishes the FMR (Fair Market Rents) for our jurisdiction. Per HUD regulation our Public Housing units must be at a minimum 80% of the published FMRs. Lori stated she will be reviewing this information when published to determine any changes in the flat rents for the apartments at Golden Venture Apartments.

John M inquired if other Housing Authorities in the area are at the 80% of the FMRs. Lori stated that she believes most of the Housing Authorities in this area are at the minimum of 80%. She will research and she if she can find out additional information. The Board inquired if the flat rent for the new units could be higher than 80% of the FMRs. Lori stated the flat rents could be higher but had to be at a minimum of 80% of the FMR.

Lori informed the Board that she and Laurie K are going to the WAHA conference in September. Lori stated that this will be a good learning experience for Laurie K to meet other Housing Authority staff to make contacts for exchanging information and ideas.

Section 8 Housing Choice Voucher Program:

Lori reported 81 participants currently under the Section 8 HCV program. 10 vouchers are issued and outstanding (searching but not under lease). The HAP for August was \$22,768.00. Currently the amount of the Housing Assistance Payments (HAP) from HUD is \$20,602; this is where you notice the utilization of the Annual Budget Authority (ABA).

Correspondence:

None

Tenant Council Activity Report:

Lori informed the Board that Becky did not supply a report to relay to the Board. Lori asked Paula, being on the Council if she had anything to report. Paula informed the Board that the picnic went well and the vote for the tenant Christmas party will be at Golden Venture Apartments and Van Abels will be catering in the food. This will be for tenants only.

Other information:

Lori informed the Board the audit will be September 24th. Lori met with Steve with WPPI to go over options to reduce our electric peak therefore reducing our cost. Steve will set up Appleton Solar to come and do an assessment of the property for the possibility of a solar panel.

Lori asked the Board on the possibility of not cashing in the CD from Community First for the unit conversion project, but to use the unrestricted cash in the checking account since we earn a better interest rate on the CD than on the checking account. The Board agreed to use the funds in the checking account but to keep the balance in the checking account at approximately \$45,000.

Old Business:

Personnel Policy: Lori informed the Board that she had just sent the pages of the Personnel Policy that were revised. John N had a question on the introductory period in regards to vacation time. Clarification needs to be in the policy on when they would accrue vacation time. The Board had discussed that an employee would accrue vacation time at 1 day per month (up to the 5 days of vacation for the first year) after the initial introductory period of 90 days. This needs to be revised in the policy.

Lori stated she will revise that section of the policy. Lori asked if we need to delay the approval of the policy until the changes are made. John N asked for a motion to approve the Personnel Policy with the amended revision to the section regarding vacation time. Motion made by John M to approve the Personnel Policy with the amended revision to the policy. Seconded by Debbie. Motion carried with all ayes.

New Business:

John M asked if the meeting can be moved to October 19th at 3:00. All Board members approved of this change.

Announcement and Adjournment:

Motion to adjourn was made by John M. Seconded by Debbie. Motion passed with all ayes. Meeting adjourned at 3:35 PM.

Respectfully Submitted,

Executive Director / Secretary

Date

Board Chairperson

Date