

**Minutes of a Housing Authority Meeting held Wednesday April 16, 2014,
at 10:00am at the Wasserman Building, 611 North Water Street, Sheboygan, WI**
Present: Dean Bogenschuetz, Barbara Knauf, Rollin Wilson, Linda Tiboris, Marge Mattern, Joe Rupnik

The meeting was called to order by Chair Dean Bogenschuetz followed by the Pledge of Allegiance.

Minutes of the board meeting on November 21, 2013 were reviewed; Knauf motioned to accept as presented, seconded by Mattern, all in favor.

Agenda items #2: 2014 Capital Grant. The board reviewed the documentation on the 2014 Capital grant that was offered in the amount of \$212,000.00. It was noted that this is again an increase from last year. Discussion on the possible uses of the grant. A motion was made by Tiboris to accept the grant and use it for dwelling/building structure improvements, seconded by Wilson, there was no further discussion; all voted in favor, motion carries. Board Resolution signed by Bogenschuetz and Rupnik.

Agenda item #3: Proposed summer work schedule. A proposal has been presented to the board to adjust the work schedule for the summer months, beginning Monday May 26th and ending Friday August 29, 2014. This would allow employees to work 9 hour days Monday through Thursday and 4 hours Friday mornings. We would then close at noon on Friday. Discussion on the details of how that would work took place, including how to make up the time for vacation days which are paid in 8 hour increments. A motion was made by Knauf to approve the request and to allow employees to use 1 hour increments of personal time for any vacation days under one week that are used during this time period. The motion was seconded by Wilson, further discussion on how other companies have done this. An amended motion made by Mattern to approve with the understanding that it will be revisited at the end of the summer to evaluate how it worked, that this was not permanent or necessarily to be repeated in the future, as well as clarification that holidays were normally to be paid in 8 hour increments. Wilson seconded the amended motion, all in favor, motion passes.

Agenda item #4: Service Coordinator position. A review of the request made by the tenant council at Wasserman to hire a service coordinator to work with public housing residents was presented. The board had previously asked Rupnik to work with the council to create a job description to help address unmet needs of tenants and see how other Authorities operationalized this position. Discussion on the funding and elements of the position took place. Rupnik informed the board that other Authorities have found the position very helpful to tenants. There is a grant that would pay for the position however the request for proposals is not out at this time, and due to funding at the federal level may not come out this year. The board discussed the need for this type of assistance and felt it was an issue of quality of life. This would be a full time position with all applicable benefits. A motion was made by Mattern to approve the position with the understanding that we would apply for the grant if and when it comes out, seconded by Knauf. All were in favor, motion carries.

Agenda item #5: Ceiling/Flat Rents. Rupnik presented a change in HUD policy regarding flat/ceiling rents. There is a new requirement that these rents be within 80% of fair market for comparable units. This will mean an increase for some of our tenants who have higher incomes. Rupnik will work on

identifying what “comparable units” can mean, as well as hold a hearing as required by HUD since this is a significant amendment to our 5 year plan. No board action is requested or required. The board discussed Park Plaza since it is not governed by HUD regulations; a motion was made by Tiboris and seconded by Knauf to make this rule applicable to that property as well. All in favor, motion passes.

Agenda item #6: GPNA (Green Physical Needs Assessment). Rupnik presented information on a mandate from HUD on performing the GPNA which needs to be submitted with our next 5 year plan. This is an unfunded mandate. The requirement is to do a needs assessment on public housing buildings which helps to identify and prioritize the physical needs of each building and also recommends energy saving measures which could be undertaken. The board was supportive of the process as it will be a good tool to help identify where resources need to be spent to keep the buildings operational.

Agenda item #7: Rochester Springs/Wasserman generator bids. The bid tabulation sheet was presented to the board showing how companies bid the electrical replacement at Rochester Springs and the generator at Wasserman building. We are waiting on approval from WHEDA to move forward on the Rochester Springs electrical update. A motion was made by Tiboris and seconded by Wilson to accept the low bid by Specht electric for generator replacement at Wasserman in the amount of \$67,740.00

Wilson submitted his resignation from the board.

A motion was made by Wilson to adjourn, seconded by Tiboris, all in favor.

Next meeting is scheduled for 22nd at Wasserman Building to include discussion of Employee Policy Manual.

Dean Bogenschuetz
Chairman

Joe Rupnik
Secretary