

**PUBLIC MEETING MINUTES
CHIPPEWA COUNTY HOUSING AUTHORITY
MONDAY, JUNE 24, 2024 AT 3:30 P.M.
ROOM 16 OF THE CHIPPEWA COUNTY COURTHOUSE**

CALL MEETING TO ORDER: Flynn called the meeting to order at 3:32 p.m.

MEMBERS PRESENT: Flynn, Danielson, Jankoski, Davis, Martell

OTHER ATTENDEES: Mudgett, Sengbusch

APPROVAL OF THE AGENDA: Jankoski made a motion to approve the agenda of 10 items; seconded by Danielson. Motion carried with all present voting aye.

APPROVAL OF MINUTES: Danielson made a motion to approve the minutes from the May 20, 2024 meeting; seconded by Davis. Motion carried with all present voting aye.

APPROVAL OF FINANCIAL REPORTS FOR MAY 2024: Davis made a motion to approve the financial report as submitted; seconded by Danielson. Motion carried with all present voting aye.

DIRECTOR'S REPORTS:

1. **Update on 738 Maple St. Chippewa Falls:** Mudgett noted that a contractor has been awarded on this property but no work has been started. The same contractor that was awarded this project was also awarded the Stanley project. Contractor has measured and ordered windows.
2. **Update on 334 E 2nd Ave Stanley:** Mudgett referenced the written report and noted they are currently working on the flooring and trim for this project. Contractor should be done shortly and then CCHA will be installing cabinetry and painting.
3. **Update on 209 N 6th St Cornell:** Mudgett referenced the written report and noted there was a showing on 06/22/24 as well as an open housing being set. No offer yet.
4. **Update on Habitat House at 834 Bluffview Circle:** They are finishing up the sheetrock mudding and taping and plan to start painting next week.
5. **Tiny House Updates:** Mudgett has been asked to be on the board for Hope Village. Recommendation will go to the July meeting and Mudgett would start on the board in August. Hope Village is wrapping up their capital campaign and waiting on news of grant funding to complete affordable housing project on site.

BUSINESS ITEMS:

1. Motion made by Martell; seconded by Danielson to approve moving forward with Option 1 – Market Pricing and Incumbent Analysis through Carlson Dettmann Consulting. Motion carried with all present voting aye.
2. Motion made by Martell; seconded by Davis to convene in closed session pursuant to Wisconsin State Statutes Sec 19.85 (1)(b) for purposes of considering dismissal, demotion or discipline of any public employee, specifically to discuss and take action on employee performance concerns. All were in favor. The commission went into closed session.

There was discussion on the employee performance concerns and an update that employee had since terminated employment. No motion made.

3. Martell motioned to reconvene in open session; seconded by Danielson. All were in favor. The commission went back into open session.
4. Motion made by Martell; seconded by Danielson to convene in closed session pursuant to Wisconsin State Statutes Sec 19.85 (1)(c) for purposes of consideration of employment, promotion, compensation, and performance evaluations, specifically take action on restructuring/hiring.

The board discussed the restructuring/hiring request from the Executive Director with the new position being titled Property Manager/Administrative Assistant.

Motion made by Martell; seconded by Danielson to approve the request to post the position for Property Manager/Administrative Assistant. Motion carried with all present voting aye.

5. Martell made a motion to reconvene in open session; seconded by Danielson. Motion carried with all present voting aye.

AGENDA ITEMS FOR FUTURE CONSIDERATION: Flynn called for agenda items for future consideration. There were none.

ADJOURNMENT: Jankoski and Danielson made a motion to adjourn at 4:27 p.m. Motion carried with all present voting aye.

Respectfully Submitted,
Jessica Mudgett
Executive Director/Secretary to the Commission