

PUBLIC MEETING NOTICE

CHIPPEWA COUNTY HOUSING AUTHORITY
MONDAY, JUNE 16, 2025 AT 3:30 P.M.
THE MEETING WILL BE HELD IN ROOM 005, CHIPPEWA COUNTY COURTHOUSE
711 N. BRIDGE ST., CHIPPEWA FALLS, WI

1. Confirmation of Meeting Notice
2. Call to order
3. Roll Call
4. Approve the Agenda
5. Members of the Public Wishing to be Heard
6. Consent Agenda
(Unless separation of an item is requested, all will be adopted in one motion)
 1. Approval of the Minutes of the May 20, 2025 Meeting
7. Reports:
 1. Update on 738 Maple St. Chippewa Falls
 2. Update on 17 W Birch St. Chippewa Falls
 3. Update on 363 Elm St. Chippewa Falls
 4. Update on Hope Village Conversion Project
 5. Update on Section 8 Termination/Informal Hearing
 6. Update on conflict of interest with County board members and Section 8 tenants
 7. Hiring Update
 8. Update on Yardi software conversion
 9. Update on the internal review from outside counsel
8. Business Items:
 1. Discuss and Approval of the Financial Reports for May 2025
 2. Discuss and Schedule a Grievance Hearing
 3. Discuss and Approval of procurement for full time legal counsel for CCHA
 4. Discuss and Approval of a commissioner work group for updating bylaws
 5. Review and Discuss the following policies: Work Rules, Personal Time, and Holiday
9. Agenda Items for Future Consideration
10. Schedule next meeting date – July 28, 2025
11. Adjournment

Cc: County Media, County Board Chairman, County Clerk and County Administrator

Persons needing additional accommodations should contact Richelle Rizzo at 715-726-7933.



Equal Opportunity

This Institution is an Equal Opportunity Employer and Housing Provider

**PUBLIC MEETING MINUTES
CHIPPEWA COUNTY HOUSING AUTHORITY
TUESDAY, MAY 20, 2025 AT 3:30 P.M.
ROOM 16 OF THE CHIPPEWA COUNTY COURTHOUSE**

1. CALL TO ORDER

Guthman called the meeting to order at 3:35 p.m.

2. ROLL CALL

Members present: Hennick, Rosenow, Davis, Artz, Guthman

Members absent: None

Others present: Rizzo, Sherman, Guest

3. APPROVAL OF THE AGENDA

Rosenow and Hennick made a motion to approve the meeting agenda. Motion carried with all present voting aye.

4. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

Roberta Guest, employee of the Chippewa County Housing Authority, came to discuss purchasing 738 Maple St.

5. CONSENT AGENDA

Davis and Artz made a motion to approve the minutes of the April 29, 2025 meeting. Motion carried with all present voting aye.

6. REPORTS

- 1. Update on 738 Maple St. Chippewa Falls:** Rizzo referenced the written report, stated that work is wrapping up and that she will be meeting with the realtor this week to see if they suggest any other repairs.
- 2. Updates on 17 W Birch St. Chippewa Falls:** Rizzo referenced the written report and there are no changes to report.
- 3. Updates on 363 Elm St. Chippewa Falls:** In addition to referencing the written report, Rizzo stated that the inspector is finishing up specifications, we will need repair the foundation and there is a large amount of lead work that will need to be completed.
- 4. Updates on Hope Village Conversion Project:** Rizzo referenced the written report, stated that we have started the Environmental Review, the lead, radon and asbestos testing is scheduled for May 30, 2025, the Housing Quality Standards inspection has been completed.
- 5. Updates on Section 8 Termination/Informal Hearing:** Rizzo referenced the written report, stating there is a possibility of some terminations within the next month, there was some discussion regarding finding an Informal Hearing Officer for our agency.
- 6. Hiring Updates:** In addition to referencing the written report, Rizzo stated that she plans to offer out the CDBG Loan Specialist position by the end of the week, she has interviews set up this week for the Administrative Assistant position.
- 7. Commissioner Insurance Update:** Rizzo referenced the written report, stated that Sherman has confirmed with Wisconsin Municipal Mutual Insurance Company that the Commissioners have Errors and Omissions coverage while serving on the Housing Authority Board of Commissioners.
- 8. Employee Handbook:** In addition to referencing the written report, Rizzo stated she will be working on putting together an employee handbook that covers all employment policies, will be updating the policies during this process and will present the changes for approval during future meetings.

7. BUSINESS ITEMS

1. Approval of the Financial Reports for March 2025: Guthman called for questions. Rosenow asked about the Child Support payment on March 3, 2025, Rizzo stated it is a payroll deduction. Hennick and Rosenow made a motion to approve the financial reports for March 2025 as printed. Motion carried with all present voting aye.

2. Approval of the Financial Reports for April 2025: Guthman called for questions. There were none. Artz and Davis made a motion to approve the financial reports for April 2025 as printed. Motion carried with all present voting aye.

3. Approval of 4/24/25 CDBG Desk Monitoring: Rizzo referenced the written report and noted that the agency neglected to submit the Environmental Review by the deadline, this has now been resolved. Guthman called for questions. There were none. Artz and Rosenow made a motion to approve the 4/24/25 CDBG Desk Monitoring as printed. Motion carried with all present voting aye.

4. Approval of overtime for Fiscal Manager: Hennick and Artz made a motion to discuss and approve overtime for the Fiscal Manager. Rizzo referenced the written report, stated that she is looking for approval for up to 10 hours a week for 17 weeks. An amendment to the original motion proposed by Guthman, Hennick and Artz made a motion for this amendment to include the 10 hours a week for 17 weeks. Motion carried with all present voting aye. Hennick and Artz made a Motion to approve overtime for the Fiscal Manager up to 10 hours a week for 17 weeks. Motion carried with all present voting aye.

5. Review counsel's findings regarding allegations of misconduct: Davis and Artz made a motion to convene in closed session pursuant to Wisconsin State Statute Sec. 19.85 (1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to review counsel's findings regarding allegations of misconduct raised by previous Housing Authority Director. Persons in closed session include Commissioners and Legal Counsel, Sherman, Guthman, Davis, Artz, Hennick, Rosenow. Roll call vote: Artz aye, Hennick aye, Rosenow aye, Davis aye, Guthman aye. The Commission went into closed session at 4:23 p.m.

Hennick and Artz made a motion to reconvene to open session. Motion carried with all present voting aye. The Commission returned into open session at approximately 4:58 p.m.

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Guthman called for agenda items for future consideration. Hennick stated that he would like to have more discussion about the board doing some of the front work for the bylaw changes.

9. SCHEDULE NEXT MEETING DATE

All agreed to schedule the next meeting for June 23, 2025.

9. ADJOURNMENT

Artz and Davis made a motion to adjourn at 5:05 p.m. Motion carried with all present voting aye.

Respectfully Submitted,

Certified:

Richelle Rizzo
Executive Director/Secretary to the Commission

Pam Guthman
Chair

Date

Attachment to the Agenda of the June 16, 2025 Meeting
Chippewa County Housing Authority (CCHA) Commission Meeting

Reports:

1. **738 Maple St** – We have run the final numbers and will be listing this home at \$252,000; we should have the home on the market within the next week.
2. **17 W Birch St** – Maintenance should be able to get back to working on this property by the end of the month.
3. **363 Elm St** – We are looking into other opportunities.
4. **Hope Village Conversion Project** – We are waiting for the lead, asbestos and radon testing results. We are also working on the invitation to bid to administer the Davis-Bacon reporting.
5. **Section 8 Termination/Informal Hearing** – There are currently no informal hearings scheduled.
6. **Conflict of interest with County Board members** – In the last month we have had two instances where there has been a conflict of interest with a County Board member who rents to a Section 8 voucher holder. HUD prohibits current and former Board members, public officials, members of U.S. Congress, and PHA employees with policy or decision-making authority, and their immediate family members from serving as an owner or landlord in the Housing Choice Voucher (Section 8) program. HUD views the County Board as a conflict of interest because the Board appoints the Housing Authority Board members.
7. **Hiring Update** – I reposted the Administrative Assistant position which closes on June 17th, interviews will be on June 19th. The person who had accepted the CDBG Loan Specialist position rescinded her acceptance. I reposted the CDBG Loan Specialist position which closes on June 20th, interviews will be on June 26th.
8. **Yardi Software Conversion** – Yardi will be replacing PHA-Web and be used for Section 8 vouchers, CCHA rentals and CCHA financials. A copy of the update is included in the meeting packet.
9. **Update on the internal review from outside counsel** – Jim Sherman will provide an update.

Business Items:

1. **Approval of the Financial Reports for May 2025** – The May financials are included in the meeting packet.

2. Discuss and Schedule a Grievance Hearing

- 3. Discuss and Approval of procurement for full time legal counsel for CCHA –** I am asking for approval for procurement for full time legal counsel for CCHA regarding foreclosure actions, transactions which are in lieu of a foreclosure action as well as legal advice as needed.
- 4. Discuss and Approval of a Commissioner Work Group for updating Bylaws –** Discuss and approve the work group purpose and the tasks that will be assigned.
- 5. Review and Discuss the Work Rules, Personal Time, and Holiday Policies –** A copy of these policies are included in the meeting packet. We will review and discuss possible changes. Approval of any changes will be made during the next scheduled meeting.

Yardi Software Conversion Update

Yardi will be replacing PHA-Web and will be handling Section 8 vouchers, CCHA rentals, and CCHA financials. The Yardi team is currently working through the final steps of the initial setup for the program and is on target to begin training staff to use the software starting 6/30/2025. The current go-live date is September 5, 2025.

Yardi has the tools to handle the financials for a Housing Authority. One of those tools is a payment processing workflow that allows for approval of payments remotely by the designated signers. There are two options for processing payments in Yardi.

1. Checks are cut from Yardi, and the checks need a wet signature from bank signers before being sent out. (current process)
2. The invoices are entered into Yardi, a copy of the original invoice is scanned and attached, and the invoices go through an approval process before the checks are printed with signatures on the check.
 - a. **Ex.** Fiscal Manager enters the invoices into Yardi and attaches a scan of the original, the Executive Director reviews and approves the invoices in Yardi, the commissioners (bank signers) are notified that they can approve invoices in Yardi. Once the commissioners approve, the Fiscal Manager can print checks with signatures.
 - b. **Advantage:** Bank signers (commissioners) can approve payments from any location with a computer or mobile device.

The Fiscal Manager will be fully trained in the financials in Yardi and will be able to provide training to commissioners in the payment approval process.

Need bank signers' signatures to set up to print checks with signatures.

Notes:

- Workflow can be turned on and off at any time.
- There are many ways the workflow can be set up. May need to have further discussion with Yardi about what the exact workflow would be.
- **Timeline:**
 - 6/30 – 7/2 – Sec 8 Training
 - 7/8 – 7/10 – Sec 8 Training
 - 7/22 – 7/24 – Financial Training
 - August review data in Yardi for accuracy
 - 9/5 – Go-Live

RECEIPTS AND DISBURSEMENTS

STATEMENT ENDING May '25

	TOTAL	General Management Account	VISION Account	HCRI Programs Account	Section 8 Account	Federal Programs Account
BALANCE	\$2,062,448.91	\$186,863.32	\$15,876.23	\$246,786.20	\$346,562.85	\$1,266,360.31
RECEIPTS	\$415,758.87	\$45,083.33	\$25.00	\$240.00	\$185,670.09	\$184,740.45
DISBURSEMENTS	\$286,108.93	\$79,144.09	\$0.00	\$1,365.00	\$204,334.99	\$1,264.85
BALANCE	\$2,192,098.85	\$152,802.56	\$15,901.23	\$245,661.20	\$327,897.95	\$1,449,835.91
Math check	\$2,192,098.85					
				First Time Homebuyer		Rental Rehab
				Tax/Mortgage		Lease Purchase
				HELP loans		Self-Help
						First Time Homebuyer
						YouthBuild
Certified:						
			6/16/2025			
			Date			
Chairman						

12:02 PM

06/12/25

Accrual Basis

NEW Chippewa Co Housing Authority

Account QuickReport

As of May 31, 2025

Type	Num	Name	Memo	Split	Amount	Balance
112 - Cash Restricted						186,863.32
112.10 - NW Bank						186,863.32
112.1 - General/Mgmt						186,863.32
General Journal	payroll		Net Pay	-SPLIT-	-14,400.48	172,462.84
General Journal	payroll		EE HSA - Pre...	112.1 - Genera...	-940.00	171,522.84
Check	ACH	ExpertPay	Child support ...	320 - Child Su...	-63.23	171,459.61
General Journal	Adjust...		March 31, 20...	916.24 - Misc ...	0.06	171,459.67
Payment	10675	CCHA - Home AR	pmt 5/5/2025	124 - Accounts...	13,888.20	185,347.87
Payment	27528	CCHA - Section 8 Rec	pmt 5/5/2025	124 - Accounts...	19,079.71	204,427.58
Payment	10676	CCHA - Home AR	pmt 5/5/2025	124 - Accounts...	3,730.14	208,157.72
Deposit			Deposit	700.23 - Inspe...	330.00	208,487.72
Check	Fed tax	Internal Revenue Se...	941 Fed Tax ...	321.1 - Fed/FI...	-4,316.57	204,171.15
Check	WRS	WISCONSIN RETIR...	WRS Contrib...	915.4 - Retire...	-6,052.64	198,118.51
General Journal	payroll		Net Pay	-SPLIT-	-14,648.47	183,470.04
General Journal	payroll		EE HSA - Pre...	112.1 - Genera...	-940.00	182,530.04
Check	ACH	ExpertPay	Child support ...	320 - Child Su...	-63.23	182,466.81
Check	17342	LORI ARTZ	4/29/2025 per...	-SPLIT-	-43.16	182,423.65
Check	17343	Judith Davis	4/29/2025 per...	-SPLIT-	-47.75	182,375.90
Check	17344	LUCAS ENDRES	April '25 Cty K...	-SPLIT-	-325.00	182,050.90
Check	17345	Rooney Printing	Acct# 030128...	916.27 - Office...	-410.00	181,640.90
Check	17346	Bauman Associates,...	Client # 5069...	909.2 - Accoun...	-595.00	181,045.90
Check	17347	Chippewa Valley La...	April fertilizer ...	-SPLIT-	-538.87	180,507.03
Check	17348	Andy Clay	April inspectio...	909.11 - Sectio...	-1,488.00	179,019.03
Check	17349	HOUSING AUTHOR...	April services	909.2 - Accoun...	-1,405.45	177,613.58
Check	17350	MENARDS EAU CL...	Acct # 30530...	962.3 - Buildin...	-132.69	177,480.89
Check	17351	ODP Business Solut...	Acct # 198318	-SPLIT-	-259.12	177,221.77
Check	17352	Jacobsons Hardware	Acct # 68400	-SPLIT-	-43.04	177,178.73
Check	17353	Hazugas True Value...	Cust # 67933 ...	-SPLIT-	-69.78	177,108.95
Check	17354	Drug Test Midwest L...	Inv #30745	-SPLIT-	-105.50	177,003.45
Check	Fed tax	Internal Revenue Se...	941 Fed Tax ...	321.1 - Fed/FI...	-4,426.80	172,576.65
Check	ACH	Verizon Wireless	Acct # 44219...	916.91 - Cell p...	-94.36	172,482.29
Check	ACH	State of Wisconsin ...	June 2025 He...	915.5 - Health ...	-8,353.56	164,128.73
Check	WRS	WISCONSIN RETIR...	WRS Contrib...	915.4 - Retire...	-6,052.64	158,076.09
General Journal	payroll		Net Pay	-SPLIT-	-12,483.92	145,592.17
General Journal	payroll		EE HSA - Pre...	112.1 - Genera...	-760.00	144,832.17
Check	ACH	ExpertPay	Child support ...	320 - Child Su...	-63.23	144,768.94
Payment	27529	CCHA - Section 8 Rec		124 - Accounts...	8,011.57	152,780.51
Check	ACH ...	NORTHWESTERN ...	ACH Fees May	916.2 - Autom...	-21.60	152,758.91
Deposit			Deposit	704 - Interest I...	43.65	152,802.56
Total 112.1 - General/Mgmt					-34,060.76	152,802.56
Total 112.10 - NW Bank					-34,060.76	152,802.56
Total 112 - Cash Restricted					-34,060.76	152,802.56
TOTAL					-34,060.76	152,802.56

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06/12/25

Accrual Basis

NEW Chippewa Co Housing Authority

Account QuickReport

As of May 31, 2025

Type	Num	Name	Memo	Split	Amount	Balance
112 · Cash Restricted						15,876.23
112.10 · NW Bank						15,876.23
112.15 · Vision						15,876.23
Payment		Latz, Kathleen	payment 5/15...	124 · Accounts...	9.79	15,886.02
Deposit			Deposit	705 · Donation...	15.21	15,901.23
Total 112.15 · Vision					25.00	15,901.23
Total 112.10 · NW Bank					25.00	15,901.23
Total 112 · Cash Restricted					25.00	15,901.23
TOTAL					25.00	15,901.23

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06/12/25

Accrual Basis

NEW Chippewa Co Housing Authority
Account QuickReport
As of May 31, 2025

Type	Num	Name	Memo	Split	Amount	Balance
112 · Cash Restricted						246,786.20
112.10 · NW Bank						246,786.20
112.11 · HCRI-No post account						246,786.20
112.114 · RL Homebuyer/Homeowner Asst						46,652.69
Total 112.114 · RL Homebuyer/Homeowner Asst						46,652.69
112.112 · HCRI-Admin RL						47,328.10
Total 112.112 · HCRI-Admin RL						47,328.10
112.111 · HCRI-Activity RENTAL/SEC.DEP						152,805.41
Deposit			Deposit	750.1 · Rent	100.00	152,905.41
Deposit			Deposit	-SPLIT-	40.00	152,945.41
Bill Pmt -Check	17355	CCHA - Section 8	Sec 8 Anders...	312 · Accounts...	-151.00	152,794.41
Check	17356	CCHA - Section 8	Sec 8 Murray,...	9999 · Suspen...	-465.00	152,329.41
Check	17357	CCHA - Federal	HOME Hollow...	9999 · Suspen...	-749.00	151,580.41
Deposit			Deposit	738.15 · HCRI ...	100.00	151,680.41
Total 112.111 · HCRI-Activity RENTAL/SEC.DEP					-1,125.00	151,680.41
Total 112.11 · HCRI-No post account					-1,125.00	245,661.20
Total 112.10 · NW Bank					-1,125.00	245,661.20
Total 112 · Cash Restricted					-1,125.00	245,661.20
TOTAL					-1,125.00	245,661.20

2:00 PM
06/11/25
Accrual Basis

Home/RR/LTP/Self Help/TBRA
Federal Account QuickReport
As of May 31, 2025

Type	Date	Num	Name	Amount	Balance
113 · Federal Funds-NW Bank Acct					1,266,360.31
115 · Shop Checking Account					39,687.30
115.1 · ACTIVITY					37,193.70
Total 115.1 · ACTIVITY					37,193.70
115.2 · ADMIN					2,493.60
Total 115.2 · ADMIN					2,493.60
Total 115 · Shop Checking Account					39,687.30
113.79 · LHR					52,150.92
Total 113.79 · LHR					52,150.92
113.82 · LHC					51,498.89
Total 113.82 · LHC					51,498.89
113.799 · LHC/LHR Admin					2,971.47
Total 113.799 · LHC/LHR Admin					2,971.47
113.994 · TBRA					2,599.18
113.084 · 2023 Admin					1,160.78
Check	05/30/2025	ACH ...	Northwestern Bank	-0.80	1,159.98
Total 113.084 · 2023 Admin				-0.80	1,159.98
113.085 · 2023 Activity					-789.86
Check	05/01/2025	Dir Dep	TBRA RENT CHECKS	-804.00	-1,593.86
Total 113.085 · 2023 Activity				-804.00	-1,593.86
113.087 · 2022 Activity					118.83
Total 113.087 · 2022 Activity					118.83
113.086 · 2022 Admin					484.39
Total 113.086 · 2022 Admin					484.39
113.088 · 2021 Admin					-480.80
Total 113.088 · 2021 Admin					-480.80
113.091 · 2016 ACTIVITY					2,105.84
Total 113.091 · 2016 ACTIVITY					2,105.84
Total 113.994 · TBRA				-804.80	1,794.38
113.952 · REV LOAN NSP					7,011.35
Payment	05/23/2025	2297	Bohman,Daniel and Tina 90602:Current - 5%	426.98	7,438.33
Deposit	05/23/2025			73.02	7,511.35
Payment	05/23/2025	3754	Dukart (Eternick), Dan & Cora 90605:Current - 5%	389.94	7,901.29
Deposit	05/23/2025			133.06	8,034.35
Total 113.952 · REV LOAN NSP				1,023.00	8,034.35
113.957 · Revolving loan Admin NSP					16,005.56
Total 113.957 · Revolving loan Admin NSP					16,005.56
113.81 · Other non revolving loan					36,610.85
Deposit	05/07/2025			340.00	36,950.85
Deposit	05/07/2025			280.00	37,230.85
Deposit	05/23/2025			280.00	37,510.85
Deposit	05/23/2025			240.00	37,750.85
Deposit	05/23/2025			260.00	38,010.85
Deposit	05/23/2025			170.00	38,180.85
Deposit	05/23/2025			170.00	38,350.85
Deposit	05/23/2025			510.00	38,860.85
Deposit	05/30/2025			170.00	39,030.85
Deposit	05/30/2025			280.00	39,310.85
Total 113.81 · Other non revolving loan				2,700.00	39,310.85
112.1 · RENTAL REHAB					13,230.78
112.16 · Rev. Loan Admin					4,994.93

2:00 PM

06/11/25

Accrual Basis

Home/RR/LTP/Self Help/TBRA Federal Account QuickReport As of May 31, 2025

Type	Date	Num	Name	Amount	Balance
Total 112.16 · Rev. Loan Admin					4,994.93
112.14 · Revolving Loan					8,235.85
Total 112.14 · Revolving Loan					8,235.85
Total 112.1 · RENTAL REHAB					13,230.78
113.110 · RL Special Projects Account					11,095.60
Total 113.110 · RL Special Projects Account					11,095.60
113.70 · HOME Revolving Loan Accounts					1,046,567.53
113.87 · Home Revolving Loan Funds					780,886.35
Payment	05/07/2025	2065	Garrett, Brian C. & Denise J 5%	426.31	781,312.66
Deposit	05/07/2025			23.69	781,336.35
Deposit	05/07/2025			110.00	781,446.35
Payment	05/07/2025	10144	Jepson, Lori:Jepson, Lori 5% Current	556.15	782,002.50
Deposit	05/07/2025			63.85	782,066.35
Payment	05/07/2025	9966...	Klenke, Melissa 5%:HOME Funds	143.37	782,209.72
Deposit	05/07/2025			66.63	782,276.35
Payment	05/07/2025		Wozniak, Katie:2nd loan	276.64	782,552.99
Deposit	05/07/2025			113.36	782,666.35
Payment	05/07/2025	4458	Svoma, Kris - 5%:current	279.38	782,945.73
Deposit	05/07/2025			160.77	783,106.50
Check	05/19/2025	ACH	WE ENERGIES	-74.47	783,032.03
Check	05/19/2025	ACH	Xcel Energy	-149.73	782,882.30
Check	05/19/2025	ACH	Xcel Energy	-73.33	782,808.97
Deposit	05/22/2025			129,349.87	912,158.84
Deposit	05/22/2025			29,850.00	942,008.84
Deposit	05/22/2025			14,925.00	956,933.84
Payment	05/23/2025	10048	REITAN, JOHN & TARA 5%:CURRENT	300.00	957,233.84
Deposit	05/23/2025			305.87	957,539.71
Payment	05/23/2025	22-09...	Hale, Shauntia 5%:Current Portion	194.13	957,733.84
Deposit	05/23/2025			441.60	958,175.44
Payment	05/23/2025	2548...	Klenke, Melissa 5%:HOME Funds	188.40	958,363.84
Deposit	05/23/2025			159.30	958,523.14
Payment	05/23/2025	1262	Weycker, Jessica & Drangstveit, Jerid 5%	50.70	958,573.84
Deposit	05/23/2025			417.85	958,991.69
Payment	05/23/2025	2067	Garrett, Brian C. & Denise J 5%:Current Loan	12.15	959,003.84
Deposit	05/23/2025			495.17	959,499.01
Check	05/27/2025	ACH	Xcel Energy	44.83	959,543.84
Check	05/27/2025	ACH	Xcel Energy	-121.58	959,422.26
Payment	05/30/2025	017357	Holloway, Laura TRIPPED	-40.94	959,381.32
Payment	05/30/2025	2068	Garrett, Brian C. & Denise J 5%:Current Loan	749.00	960,130.32
Deposit	05/30/2025			475.03	960,605.35
Payment	05/30/2025	10147	Jepson, Lori:Jepson, Lori 5% Current	4.97	960,610.32
Deposit	05/30/2025			554.33	961,164.65
				65.67	961,230.32
Total 113.87 · Home Revolving Loan Funds				180,343.97	961,230.32
113.86 · Clark Co - HOME RLF					220,361.00
113.862 · Clark Co - HOME - Activity					198,324.90
Total 113.862 · Clark Co - HOME - Activity					198,324.90
113.861 · Clark Co - HOME - Admin					22,036.10
Total 113.861 · Clark Co - HOME - Admin					22,036.10
Total 113.86 · Clark Co - HOME RLF					220,361.00
113.72 · Self/Help					-37.59
113.77 · Admin					46,757.64
Total 113.77 · Admin					46,757.64
113.70 · HOME Revolving Loan Accounts - Other					-1,399.87
Total 113.70 · HOME Revolving Loan Accounts - Other					-1,399.87
Total 113.70 · HOME Revolving Loan Accounts				180,343.97	1,226,911.50
113 · Federal Funds-NW Bank Acct - Other					-13,069.12

2:00 PM

06/11/25

Accrual Basis

Home/RR/LTP/Self Help/TBRA
Federal Account QuickReport
As of May 31, 2025

Type	Date	Num	Name	Amount	Balance
Deposit	05/31/2025			213.43	-12,855.69
Total 113 · Federal Funds-NW Bank Acct - Other				213.43	-12,855.69
Total 113 · Federal Funds-NW Bank Acct				183,475.60	1,449,835.91
TOTAL				183,475.60	1,449,835.91

12:50 PM

06/12/25

Accrual Basis

SECT 8 **Account QuickReport** **As of May 31, 2025**

Type	Date	Num	Name	Memo	Split	Amount	Balance
1111 - Northwestern Bank							346,562.85
1111.1 - ADMIN ACCOUNT							281,274.08
Check	05/01/2025	ACH F...	NORTHWESTERN ...	ACH Fees Ma...	4193 - Bank Fees	-21.70	281,252.38
Deposit	05/01/2025			Deposit	3601 - ADMIN ...	21,356.00	302,608.38
Check	05/01/2025	27527	ADMIN PORTABLES	Admin Portabl...	4715.8 - ADMIN...	-132.72	302,475.66
Bill Pmt -Check	05/20/2025	27529	CHIPPEWA COUNT...	Voucher reimb...	2111 - Payables	-7,450.78	295,024.88
Deposit	05/30/2025			Deposit	3300 - INTERE...	28.09	295,052.97
Total 1111.1 - ADMIN ACCOUNT						13,778.89	295,052.97
1111.2 - NW CHECKING							47,532.90
Check	05/01/2025	27516	RENT CHECKS		4715.1 - RENT ...	-678.00	46,854.90
Check	05/01/2025	27514	RENT CHECKS		4715.1 - RENT ...	-530.00	46,324.90
Check	05/01/2025	27515	RENT CHECKS		4715.1 - RENT ...	-422.00	45,902.90
Check	05/01/2025	27517	RENT CHECKS		4715.1 - RENT ...	-165.00	45,737.90
Check	05/01/2025	27518	RENT CHECKS		4715.1 - RENT ...	-560.00	45,177.90
Check	05/01/2025	27519	RENT CHECKS		4715.1 - RENT ...	-802.00	44,375.90
Check	05/01/2025	27520	RENT CHECKS		4715.1 - RENT ...	-261.00	44,114.90
Check	05/01/2025	27521	RENT CHECKS		4715.1 - RENT ...	-637.00	43,477.90
Check	05/01/2025	27522	RENT CHECKS		4715.1 - RENT ...	-459.00	43,018.90
Check	05/01/2025	27523	RENT CHECKS		4715.1 - RENT ...	-2,129.00	40,889.90
Check	05/01/2025	27524	RENT CHECKS		4715.1 - RENT ...	-471.00	40,418.90
Check	05/01/2025	27526	RENT CHECKS		4715.1 - RENT ...	-102.00	40,316.90
Check	05/01/2025	ACH	RENT CHECKS	May 2025 Rent	-SPLIT-	-172,326.00	-132,009.10
Deposit	05/01/2025			Deposit	3602 - HAP RE...	144,046.00	12,036.90
Check	05/01/2025	27527	RENT CHECKS	Portables Feb...	4715.1 - RENT ...	-1,221.00	10,815.90
Payment	05/07/2025		Ellestad, Tricia f	pmt 5/5/2025	1128 - Receivea...	16.00	10,831.90
Payment	05/07/2025		Schimmel, Tamara f	pmt 5/5/2025	1128 - Receivea...	40.00	10,871.90
Payment	05/07/2025		Schreurs, Kihley f	pmt 5/5/2025	1128 - Receivea...	52.00	10,923.90
Payment	05/07/2025	17336	PETERSEN, DANTE...	TRIP Pmt 5/5/...	1128 - Receivea...	323.00	11,246.90
Payment	05/07/2025	17336	Peterson, Bradie f T...	TRIP Pmt 5/5/...	1128 - Receivea...	974.00	12,220.90
Payment	05/07/2025	5083	Perry, Jennifer / Haze...	pmt 5/5/2025	1128 - Receivea...	50.00	12,270.90
Deposit	05/07/2025			Deposit	3603 - REIMB ...	401.00	12,671.90
Payment	05/22/2025		Barfknecht, Jessie f		1128 - Receivea...	23.00	12,694.90
Payment	05/22/2025		MCGARY, KIA f		1128 - Receivea...	70.00	12,764.90
Payment	05/22/2025	963695	Pomietto, Mark		1128 - Receivea...	39.00	12,803.90
Payment	05/30/2025		Schreurs, Kihley f	payment 5/23/25	1128 - Receivea...	60.00	12,863.90
Payment	05/30/2025	017355	ANDERSON, JEAN f...	TRIP pymy	1128 - Receivea...	151.00	13,014.90
Payment	05/30/2025	017356	Murray, Lori f TRIPP...	TRIP pymt	1128 - Receivea...	465.00	13,479.90
Deposit	05/30/2025			Deposit	3603 - REIMB ...	514.00	13,993.90
Total 1111.2 - NW CHECKING						-33,539.00	13,993.90
1111.5 - Mainstream HAP							1,065.00
Check	05/01/2025	27524	Mainstream Rent Ch...		4715.5 - Mainst...	-179.00	886.00
Check	05/01/2025	27525	Mainstream Rent Ch...		4715.5 - Mainst...	-137.00	749.00
Check	05/01/2025	ACH	Mainstream Rent Ch...	May 2025 Mai...	4715.5 - Mainst...	-15,090.00	-14,341.00
Deposit	05/01/2025			Deposit	3602 - HAP RE...	15,180.00	839.00
Total 1111.5 - Mainstream HAP						-226.00	839.00
1111.6 - Mainstream Admin							-5,272.33
Deposit	05/01/2025			Deposit	3606 - Mainstre...	1,882.00	-3,390.33
Bill Pmt -Check	05/20/2025	27529	CHIPPEWA COUNT...	Mainstream rei...	2111 - Payables	-560.79	-3,951.12
Total 1111.6 - Mainstream Admin						1,321.21	-3,951.12
1111 - Northwestern Bank - Other							21,963.20
Total 1111 - Northwestern Bank - Other							21,963.20
Total 1111 - Northwestern Bank						-18,664.90	327,897.95
TOTAL						-18,664.90	327,897.95

CHIPPEWA COUNTY HOUSING AUTHORITY

WORK RULES

Scheduled Work Hours:

Chippewa County Housing Authority office hours are from 7:30 A.M. to 4:30 P.M. Monday to Thursday and 7:30 A.M. to 11:30 A.M. Friday. All full time employees are expected to work these hours. The Executive Director and the employee will establish salaried and part-time employees' hours. Part-time hours will be scheduled according to whether the employee must be accessible to the public, and office coverage. Personal preference of an employee will be taken into consideration whenever possible, but the Executive Director will make the final decision based on the needs of the office.

Variations of scheduled hours must be requested in writing and approved in advance by the Executive Director each time they occur.

Breaks:

Each employee is entitled to and encouraged to take one fifteen-minute break for each 4 hours worked in a day. Breaks may not be accumulated and are forfeited if not taken. Breaks cannot be taken in the first or last 15 minutes of the day or around the lunch break except on special occasions that are approved in advance by the Executive Director. Examples of use may be medical appointments, school programs, funerals, etc. Approval of the exception is at the discretion of the Executive Director.

Lunch Breaks:

Each employee is entitled to one twenty minute paid lunch period for each 6 hours worked per day. Lunch periods of employees will be taken between 11:30 – 1:00 unless otherwise specified. The office will remain open through the noon hour. Staff lunch times will be varied during these hours to provide office coverage. This will be done on a voluntary basis unless coverage becomes an issue at which time the Executive Director would assign lunch times to employees.

General expectations:

Employees will be expected to:

Report to work on time and remain at work until the closing of the office or their scheduled time to leave.

Report to work regularly, the number of hours the employee is scheduled to work.

Perform the assigned tasks with responsibility, integrity and in a professional manner.

When traveling on agency business, employees will use the most direct route, keeping the miles traveled and/or staff time to a minimum. Employees who will conduct short personal business while traveling (dropping off library books, picking up lunch) should notify the Executive Director in advance.

Employees will keep personal business conducted in person or by phone during working hours or on agency equipment at a minimum and should be only that business that cannot be conducted at another time and will be of short duration (no more than 15 minutes). This time used for personal

business will be considered the employee's break. Personal phone calls made on agency phones in excess of 10 calls per month is excessive. Employees will reimburse personal copies made on the agency equipment at \$.05. Personal calls received by employees while working should be kept at a minimum and should be only that business which cannot be conducted outside of work hours.

Report all accidents that occur on the job to the Executive Director immediately.

Show respect and courtesy to fellow workers, supervisors, management and the public.

Call in early when unable to report to work and talk with the Executive Director (not leave a message with another employee)

Avoid waste, errors and accidents when ever practical.

Respond in a pleasant manner to reasonable requests and job assignments.

Carry automobile liability insurance on personal vehicles driven for agency business and in compliance with State laws and the County's Fleet Policy.

Abuse of these rules and guidelines will result in verbal warnings, written warnings, suspension without pay, or termination of employment depending on the offense. Suspension without pay and terminations will only occur after consultation with and approval of the officers of the Housing Authority Commission.

PERSONAL TIME (PT) POLICY AND ACCRUAL CHART

USE OF PERSONAL TIME: The Executive Director except in emergencies must approve personal time in advance. Employees may take their PT in .25-hour increments or more. Approval will depend in part on work schedules and available work force. Personal time cannot interrupt or interfere with the day-to-day operation of the office.

Employees are required to use personal time in one-week increments according to a schedule relating to their longevity. This is to encourage the use of personal time for personal wellness and to reduce the continuous short term requests for time off that have an effect on a worker's ability to perform their work duties and interfere with office coverage. Employees must take personal time on the following schedule:

- 1 week (40 continuous hours) starting in year 3 through 10
- 2 weeks (two 40 continuous hours or one 80 continuous hours) starting in year 11 through end of employment.

PERSON TIME ACCRUAL LIMITS: Personal time is accrued while an employee is utilizing paid time. Personal time is not accrued on unpaid leaves of any kind. Employees may maintain a maximum personal time balance based on the following schedule:

- 240 hours in years 1-4
- 280 hours in years 5-9
- 320 hours in years 10-14
- 360 hours in years 15-19
- 400 hours from year 20 to separation

Once an employee reaches the maximum bankable hours he/she no longer accrues personal time until the balance falls below the maximum. Exceptions can be requested by an employee and will be reviewed by the Executive Director. The Executive Director will consider both the employee's and the agency's workload when approving exceptions.

BORROWING PERSONAL TIME: Employees who have exhausted their personal time may request to borrow personal time. Requests to borrow personal time must be approved in advance from the Executive Director. Permissible reasons are considered on a case-by-case basis and may include illness, caretaking responsibilities, weather related absences or travel. The Executive Director may consider other reasons. The Executive Director will take into account the staffing needs of the agency when considering approval of borrowed time off.

Full time employees may borrow up to 40 hours of personal time. The amount of time for part time employees will be prorated with employees working 30-39 hours per week able to borrow 30 hours and employees working 20-29 hours per week able to borrow 20 hours. Employees working less than 20 hours per week do not accrue personal time. Borrowed time is available in .25-hour increments.

When an employee resigns or retires and has a negative personal time balance, the employee must reimburse the agency for the negative time-off balance. The reimbursement shall be deducted from the employee's next paycheck. The reimbursement amount will be calculated in .25-hour increments. The hours will be valued at the hourly wage rate the employee was earning at the time they borrowed the personal time.

SEPARATION: Employees are eligible for a separation benefit after their first year of employment. To be eligible for a separation benefit employees must provide at the minimum a 2 week written notice (10 working days, 14 calendar days) and may not use any personal time during their last two week period of employment. The separation benefit will be paid with the last paycheck. Employees are eligible for up to a maximum of 240 hours of separation benefit. Employees will receive the separation benefit with their last paycheck in a lump sum. Separation is taxable income. Employees who are terminated for cause are not eligible for separation.

ANNIV.	TIME EARNED (FULL)	ACCRUAL RATE (PAY PERIOD) FULL TIME	TIME EARNED (3/4)	ACCRUAL RATE 3/4 TIME	TIME EARNED (1/2)	ACCRUAL RATE HALF TIME	SEPARATION ALL EMPLOYEES
HIRE	12/96	3.69 (+.06)	9/72	2.77 (-.02)	6/48	1.85 (-.1)	NONE
1	13/104	4 (No Adj.)	9.75/78	3 (No Adj.)	6.5/52	2.0 (No Adj.)	55%
2	14/112	4.31 (-.06)	10.5/84	3.23 (+.02)	7/56	2.15 (+.1)	55%
3	15/120	4.62(-.12)	11.25/90	3.46(+.04)	7.5/60	2.31(-.06)	55%
4	16/128	4.92 (+.08)	12/96	3.69 (+.06)	8/64	2.46 (+.04)	55%
5	17/136	5.23 (+.02)	12.75/102	3.92 (+.08)	8.5/68	2.62 (-.12)	55%
6	18/144	5.54 (-.04)	13.5/108	4.15 (+.1)	9/72	2.77 (-.02)	55%
7	19/152	5.85 (-.1)	14.25/114	4.38 (+.12)	9.5/76	2.92 (+.08)	55%
8	22/176	6.77 (-.02)	16.5/132	5.08 (-.08)	11/88	3.38 (+.12)	55%
9	23/184	7.08 (-.08)	17.25/138	5.31 (-.06)	11.5/92	3.54 (-.04)	55%
10	24/192	7.38 (+.12)	18/144	5.54 (-.04)	12/96	3.69 (+.06)	60%
11	25/200	7.69 (+.06)	18.75/150	5.77 (-.02)	12.5/100	3.85 (-.1)	65%
12	28/224	8.62 (-.12)	21/168	6.46 (+.04)	14/112	4.31 (-.06)	70%
13	29/232	8.92 (+.08)	21.75/174	6.69 (+.06)	14.5/116	4.46 (+.04)	75%
14	30/240	9.23 (+.02)	22.5/180	6.92 (+.08)	15/120	4.62 (-.12)	80%
15	31/248	9.53 (-.04)	23.25/186	7.15 (+.1)	15.5/124	4.77 (-.02)	85%
16	34/272	10.46 (+.04)	25.5/204	7.85 (-.1)	17/136	5.23 (+.02)	90%
17	35/280	10.77 (-.02)	26.25/210	8.07 (-.08)	17.5/140	5.38 (+.12)	95%
18	36/288	11.08 (-.08)	27/216	8.31 (-.06)	18/144	5.54 (-.04)	100%
19	37/296	11.39 (+.12)	27.75/222	8.54 (-.04)	18.5/148	5.69 (+.06)	100%
20	40/320	12.31 (-.06)	30/240	9.23 (+.02)	20/160	6.15 (+.1)	100%
21	41/328	12.62 (-.12)	30.75/246	9.46 (+.04)	20.5/164	6.31 (-.06)	100%

After 21 years, employees continue to earn at the rate of the twenty-first year.

CHIPPEWA COUNTY HOUSING AUTHORITY

HOLIDAY POLICY

Employees are offered 10 paid holidays of 8 hours each including: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, and Christmas day. Holidays that fall on a Saturday will be granted on the preceding Friday. Holidays that fall on a Sunday will be granted on the following Monday. If those days are already holidays, the preceding or following day will be granted. Generally, these Holidays will be granted in accordance with the policies for the Chippewa County Employees because the Housing Authority office is located in the Chippewa County courthouse.

Four floating holidays of 8 hours each (32 total hours) is given to staff each year. Eight hours will be awarded at the start of each calendar quarter (January 1, April 1, July 1, October 1). Employees working 20-29 hours per week receive 4 hours, and employees working 30-39 hours per week receive 6 hours.

New employees must start prior to the start of the quarter to earn floating holiday hours.

Employees may use floating holiday in increments of .25 hrs.

Employees forfeit their unused floating holiday hours on December 31.

The agency replenishes floating holidays at the start of each calendar year.