

**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

6/10/2025