

PUBLIC MEETING NOTICE

CHIPPEWA COUNTY HOUSING AUTHORITY
MONDAY, JULY 28, 2025 AT 3:30 P.M.
THE MEETING WILL BE HELD IN ROOM 016, 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 June 16, 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 Section 8 Termination court case
 7. Update on Section 8 Waiting List
 8. Update on Retaining Legal Counsel
 9. Update on Yardi software conversion
 10. Update on CDBG Waiting List
 11. Update on CDBG Grant Amendment 3
 12. Hiring Update
 13. Update on Employee Handbook
 14. Update on Bylaws
8. Business Items:
 1. Discuss and Approval of the Financial Reports for June 2025
 2. Discuss and Approval of job reclassification
 3. Resolution 2025-07 to reclassify the CDBG Loan Specialist position
 4. Discuss and Approval of policy changes to the Work Rules, Personal Time, and Holiday policies
 5. Review and Discuss the following policies: Travel and Expense Reimbursement, Compensation, and Retirement
9. Agenda Items for Future Consideration
10. Schedule next meeting date – August 25, 2025 – annual meeting with dinner to follow
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
MONDAY, JUNE 16, 2025 AT 3:30 P.M.
ROOM 16 OF THE CHIPPEWA COUNTY COURTHOUSE**

1. CALL TO ORDER

Guthman called the meeting to order at 3:30 p.m.

2. ROLL CALL

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

Members absent: None

Others present: Rizzo, Sherman

3. APPROVAL OF THE AGENDA

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

4. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

None

5. CONSENT AGENDA

Rosenow and Artz made a motion to approve the minutes of the May 20, 2025 meeting. Motion carried with all present voting aye.

6. REPORTS

1. Update on 738 Maple St. Chippewa Falls: Rizzo referenced the written report.

2. Updates on 17 W Birch St. Chippewa Falls: In addition to referencing the written report, Rizzo stated they have talked about going out for bid for painters and cleaners for CCHA rental units to free up time so that maintenance can focus on this property.

3. Updates on 363 Elm St. Chippewa Falls: Rizzo referenced the written report, stated that there is some yard cleanup that is needed at this property, that some of the CCHA staff has volunteered to help with that cleanup. Davis mentioned also reaching out to local organizations to see if they would like to volunteer.

4. Updates on Hope Village Conversion Project: Rizzo referenced the written report, stated that the testing results were back. Lead, asbestos and radon were found and will need to be removed as part of the project.

5. Updates on Section 8 Termination/Informal Hearing: Rizzo referenced the written report.

6. Conflict of interest with County Board members: In addition to referencing the written report, Rizzo stated that she has had some conversations with the County to see if changes can be made prior to election.

7. Hiring Update: Rizzo referenced the written report, stated that she will continue to post the positions until we find the right candidate for the team.

8. Yardi Software Conversion: Rizzo referenced the written report, discussed check processing options, action will be taken during a future meeting.

9. Update to the internal review from outside counsel: Sherman stated that he has concluded his review and has found that the staff concerns were related to management issues rather than to any misconduct by the former executive director. No evidence of any misconduct was found during the internal review. HUD had no follow up questions after viewing Sherman's findings. A press release was sent out on June 9, 2025.

7. BUSINESS ITEMS

1. Approval of the Financial Reports for May 2025: Guthman called for questions. Hennick and Rosenow made a motion to approve the financial reports for May 2025 as printed. Motion carried with all present voting aye.

2. Discuss and Schedule a Grievance Hearing: Hennick and Artz made a motion to discuss a grievance hearing. Reviewed the grievance policy. No action taken.

3. Discuss and Approval of procurement for retain legal counsel for CCHA: Rizzo referenced the written report. Guthman called for questions. There were none. Davis and Rosenow made a motion to approve procurement to retain legal counsel. Motion carried with all present voting aye.

4. Discuss and Approval of a Commissioner Work Group for updating bylaws: Davis and Rosenow made a Motion to approve a work group of Artz, Rosenow and Rizzo. Motion carried with all present voting aye.

5. Review and discuss the Work Rules, Personal Time, and Holiday Policies: Reviewed and action will be taken at the next scheduled meeting.

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Guthman called for agenda items for future consideration. Update from the Bylaws work group, 2-3 new policies to review.

9. SCHEDULE NEXT MEETING DATE

All agreed to schedule the next meeting for July 28, 2025.

9. ADJOURNMENT

Hennick and Artz made a motion to adjourn at 5:03 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 July 28, 2025 Meeting
Chippewa County Housing Authority (CCHA) Commission Meeting

Reports:

1. **738 Maple St** – This home is on the market and has had some activity, but no offers yet. Our realtor did say that the market in general has been very slow since June.
2. **17 W Birch St** – Maintenance has been able to start working on this property again and did have an electrician come out.
3. **363 Elm St** – We are still looking into other opportunities.
4. **Hope Village Conversion Project** – We are currently out for bid for professional services and a contractor. The deadline to submit a bid for professional services is due July 30th and the deadline to submit a bid for construction is due August 14th. As of July 22nd, we have not received any bids for these services. There was a bid tour at Indianhead for contractors on July 21st, and they did have a good turnout with four contractors attending.
5. **Section 8 Termination/Informal Hearing** – I have received a request for an informal hearing from a participant that is being terminated from the HCV program. I am working on finding a hearing officer so that I can schedule this hearing.
6. **Section 8 Termination Court Case** – An appeal has been filed with the courts, and I am in contact with an attorney that is willing to represent us for the appeal.
7. **Section 8 Waiting List** – CCHA is currently in shortfall with HUD, due to the shortfall, we cannot issue any new vouchers at this time. A meeting has been scheduled for July 24th to determine the shortfall amount and determine the next steps. On July 2nd, I made the decision to close our waitlist after 4:30 p.m. on July 9th due to the length of the waiting list and the shortfall. I posted the notice in the Chippewa Herald, on our website, outside the Clerk's office and I also notified Hope Village, CDC, UCP and UW Extension. At this time, we do not know when we will be able to reopen the waiting list; however, when that time comes, I will post another notice of the reopening through the same channels as listed above.
8. **Retaining Legal Counsel** – I have a few more changes to make to the RFP for legal counsel that I have been working and plan to have it posted within the next 2 weeks.
9. **Yardi Software Conversion** – Training has been going well, and staff seems to be excited about this conversion. We originally had planned on going live at the beginning of September; however, we were notified late last week that they did not receive all the file information that is needed. We are waiting to hear if this will delay our go live date.

10. **CDBG Waiting List** – We currently have 118 applicants on our CDBG waiting list, with some applications that were submitted back in 2023. Due to this, I have decided to purge this waiting list to see if the applicants are still in need of this program. My goal is to have letters sent out to the applicants by the end of August.
11. **CDBG Grant Amendment 3** – The state of Wisconsin has sent us amendment 3 for the CDBG HSG 24-07 grant. This amendment is for an additional \$1,100,000 (\$1,000,000 for activity and \$100,000 for admin) to assist with repair and replacement of manufactured homes within a manufactured home community. Chuck Hall has signed this amendment, and it has been returned to the state. We are still waiting for more guidance and a manual from the state on how to manage these funds.
12. **Hiring Update** – Our new hire for the front desk started on July 7th and she is working out great. Our Property Manager gave her notice on July 15th; her last day will be July 31st. I reposted the CDBG Loan Specialist position, and we received multiple applications. Due to the shortfall, small city CDBG revolving loan funds being returned to the state and other potential funding cuts, I feel it would be best to eliminate one of these positions by combining the CDBG Loan Specialist and Property Manager positions.
13. **Employee Handbook** – I have started creating the employee handbook and will continue to add in the policies as we review them.
14. **Updating the Bylaws** – We had a meeting to discuss the changes that we would like to see made. I am working on those changes; I will then send them to Rosenow and Artz for approval before we send them to Jim Sherman for review.

Business Items:

1. **Approval of the Financial Reports for June 2025** – The June financials are included in the meeting packet.
2. **Discuss and Approval of job reclassification** – As previously stated, I feel it would be best to combine the CDBG Loan Specialist and Property Manager positions. A copy of the new job description is included in the packet.
3. **Resolution 2025-07 To Reclassify the CDBG Loan Specialist position** – Chippewa County Housing Authority has been made aware that the state is requesting that all small city CDBG Revolving Loan Funds be returned to the state and been notified of funding cuts for the Housing Choice Voucher program. The CDBG Loan Specialist and Property Manager positions will both be vacant after July 31, 2025. CCHA will combine the CDBG Loan Specialist and Property Manager position effective August 1, 2025.

4. **Discuss and Approval of policy changes** – Discuss and approve any changes to the Work Rules, Personal Time, and Holiday policies that were reviewed during the last meeting. A copy of these policies is included in the meeting packet.
5. **Review and discuss the Travel and Expense Reimbursement, Compensation, and Retirement 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.

RECEIPTS AND DISBURSEMENTS

STATEMENT ENDING June '25

	TOTAL	General Management Account	VISION Account	HCRI Programs Account	Section 8 Account	Federal Programs Account
BALANCE	\$2,192,098.85	\$152,802.56	\$15,901.23	\$245,661.20	\$327,897.95	\$1,449,835.91
RECEIPTS	\$247,588.29	\$16,180.31	\$0.00	\$3,365.00	\$224,098.89	\$3,944.09
DISBURSEMENTS	\$268,259.52	\$68,756.53	\$0.00	\$0.00	\$198,275.19	\$1,227.80
BALANCE	\$2,171,427.62	\$100,226.34	\$15,901.23	\$249,026.20	\$353,721.65	\$1,452,552.20
Math check	\$2,171,427.62					
				First Time Homebuyer		Rental Rehab
				Tax/Mortgage		Lease Purchase
				HELP loans		Self-Help
						First Time Homebuyer
						YouthBuild
Certified:						
			7/28/2025			
			Date			
Chairman						

8:11 AM

07/23/25

Accrual Basis

NEW Chippewa Co Housing Authority

Account QuickReport

As of June 30, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
112 - Cash Restricted							
112.10 - NW Bank							152,802.56
112.1 - General/Mgmt							152,802.56
Check	06/02/2025	State ...	WISCONSIN DEPT ...	State tax - 4/3...	321.2 - State W...	-1,463.87	151,338.69
Check	06/04/2025	Fed tax	Internal Revenue Ser...	941 Fed Tax D...	321.1 - Fed/FIC...	-3,839.07	147,499.62
Deposit	06/05/2025			Deposit	-SPLIT-	660.00	148,159.62
Deposit	06/12/2025			Deposit	738.46 - REGI...	4,221.19	152,380.81
Deposit	06/12/2025			Deposit	-SPLIT-	1,545.00	153,925.81
General Journal	06/12/2025	payroll		Net Pay	9999 - Suspens...	7,030.00	160,955.81
General Journal	06/12/2025	payroll		Net Pay	-SPLIT-	-12,583.27	148,372.54
Check	06/12/2025	ACH	ExpertPay	EE HSA - Pretax	112.1 - General...	-760.00	147,612.54
Check	06/16/2025	17364	Delta Dental	Child support ...	320 - Child Sup...	-63.23	147,549.31
Check	06/16/2025	17365	DEPARTMENT OF P...	6/1 - 6/30/25 D...	-SPLIT-	-296.20	147,253.11
Check	06/16/2025	17366	GFL Environmental	Water/sewer	-SPLIT-	-1,383.49	145,869.62
Check	06/16/2025	17367	Aubrey Burak or Cas...	UE-424052 ...	962.11 - Garbage	-275.79	145,593.83
Check	06/16/2025	17368	Juliette Burak or Cas...	2025 Coloring ...	909.5 - Regions	-50.00	145,543.83
Check	06/16/2025	17369	Mary Schulze OR Do...	2025 Coloring ...	909.5 - Regions	-50.00	145,493.83
Check	06/16/2025	17370	LUCAS ENDRES	2025 Coloring ...	909.5 - Regions	-50.00	145,443.83
Check	06/16/2025	17371	RICK D ENDRES	May '25 Cty K ...	-SPLIT-	-325.00	145,118.83
Check	06/16/2025	17372	Wiley Law S.C.	Reimbursement	-SPLIT-	-516.47	144,602.36
Check	06/16/2025	17373	HOUSING AUTHORI...	Inv # 2293	909.3 - Legal	-1,597.50	143,004.86
Check	06/16/2025	17374	Bauman Associates, ...	May services	909.2 - Account...	-1,405.45	141,599.41
Check	06/16/2025	17375	RUTH ROSENOW	Client # 50694...	-SPLIT-	-1,060.00	140,539.41
Check	06/16/2025	17376	LORI ARTZ	Per Diem & Mi...	-SPLIT-	-72.04	140,467.37
Check	06/16/2025	17377	Judith Davis	Per Diem & Mi...	-SPLIT-	-86.32	140,381.05
Check	06/16/2025	17378	MENARDS EAU CLA...	Per Diem & Mi...	-SPLIT-	-95.50	140,285.55
Check	06/16/2025	17379	Ansary & Associates, ...	Acct # 305304...	962.3 - Building...	-129.98	140,155.57
Check	06/16/2025	17380	ELAN FINANCIAL S...	Acct # N40042...	961.3 - Bond Ins	-35.00	140,120.57
Check	06/16/2025	17381	Securian Financial Gr...	Acct # 4798 5...	916.102 - Traini...	-222.46	139,898.11
Check	06/17/2025	17392	Roto-Rooter	Policy # 00283...	-SPLIT-	-656.43	139,241.68
Check	06/17/2025	17393	Jacobsons Hardware	Inv # 34402 & ...	-SPLIT-	-945.00	138,296.68
Check	06/17/2025	17394	ELAN FINANCIAL S...	Acct # 68400	-SPLIT-	-109.65	138,187.03
Check	06/17/2025	17395	Andy Clay	Acct# 4798 51...	-SPLIT-	-403.37	137,783.66
Check	06/17/2025	17396	Hazugas True Value ...	May inspections	909.11 - Sectio...	-1,966.00	135,817.66
Check	06/18/2025	Fed tax	Internal Revenue Ser...	Cust # 67933 ...	962.3 - Building...	-24.97	135,792.69
Check	06/25/2025	ACH	State of Wisconsin H...	941 Fed Tax D...	321.1 - Fed/FIC...	-3,880.27	131,912.42
Deposit	06/26/2025			July 2025 Heal...	915.5 - Health Ins	-10,354.54	121,557.88
General Journal	06/26/2025	payroll		Deposit	-SPLIT-	1,980.00	123,537.88
General Journal	06/26/2025	payroll		Net Pay	-SPLIT-	-12,716.68	110,821.20
Check	06/26/2025	ACH	ExpertPay	EE HSA - Pretax	112.1 - General...	-760.00	110,061.20
Check	06/27/2025	ACH F...	NORTHWESTERN ...	Child support ...	320 - Child Sup...	-63.23	109,997.97
Deposit	06/27/2025			ACH Fees Jun...	916.2 - Automat...	-10.00	109,987.97
Check	06/30/2025	State ...	WISCONSIN DEPT ...	Deposit	911.1 - Salaries	700.00	110,687.97
Check	06/30/2025	WRS	WISCONSIN RETIR...	State tax - 5/3...	321.2 - State W...	-2,118.67	108,569.30
Deposit	06/30/2025			WRS Contribu...	915.4 - Retirem...	-8,374.28	100,195.02
Check	06/30/2025	ACH F...	NORTHWESTERN ...	Deposit	704 - Interest In...	44.12	100,239.14
				ACH Fees June	916.2 - Automat...	-12.80	100,226.34
Total 112.1 - General/Mgmt						-52,576.22	100,226.34
Total 112.10 - NW Bank						-52,576.22	100,226.34
Total 112 - Cash Restricted						-52,576.22	100,226.34
TOTAL						-52,576.22	100,226.34

8:10 AM

07/23/25

Accrual Basis

NEW Chippewa Co Housing Authority

Account QuickReport

As of June 30, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
112 - Cash Restricted							15,901.23
112.10 - NW Bank							15,901.23
112.15 - Vision							15,901.23
Total 112.15 - Vision							15,901.23
Total 112.10 - NW Bank							15,901.23
Total 112 - Cash Restricted							15,901.23
TOTAL							15,901.23

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07/23/25

Accrual Basis

NEW Chippewa Co Housing Authority
Account QuickReport
 As of June 30, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
112 · Cash Restricted							
112.10 · NW Bank							245,661.20
112.11 · HCRI-No post account							245,661.20
112.114 · RL Homebuyer/Homeowner Asst							245,661.20
Payment	06/12/2025	20065	Egge, Teresa K	payoff	124 · Accounts ...	3,255.00	46,652.69
Total 112.114 · RL Homebuyer/Homeowner Asst						3,255.00	49,907.69
112.112 · HCRI-Admin RL							47,328.10
Total 112.112 · HCRI-Admin RL							47,328.10
112.111 · HCRI-Activity RENTAL/SEC.DEP							151,680.41
Deposit	06/05/2025			Deposit	750.1 · Rent	21.00	151,701.41
Deposit	06/05/2025			Deposit	750.1 · Rent	19.00	151,720.41
Deposit	06/26/2025			Deposit	750.1 · Rent	25.00	151,745.41
Deposit	06/26/2025			Deposit	750.1 · Rent	20.00	151,765.41
Deposit	06/26/2025			Deposit	750.1 · Rent	25.00	151,790.41
Total 112.111 · HCRI-Activity RENTAL/SEC.DEP						110.00	151,790.41
Total 112.11 · HCRI-No post account						3,365.00	249,026.20
Total 112.10 · NW Bank						3,365.00	249,026.20
Total 112 · Cash Restricted						3,365.00	249,026.20
TOTAL						3,365.00	249,026.20

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07/22/25

Accrual Basis

SECT 8 **Account QuickReport** As of June 30, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
1111 - Northwestern Bank							327,897.95
1111.1 - ADMIN ACCOUNT							295,052.97
Deposit	06/01/2025			Deposit	3601 - ADMIN ...	21,413.00	316,465.97
Check	06/30/2025	ACH F...	NORTHWESTERN ...	ACH Fees Jun...	4193 - Bank Fees	-21.95	316,444.02
Deposit	06/30/2025			Deposit	3300 - INTERE...	30.35	316,474.37
Total 1111.1 - ADMIN ACCOUNT						21,421.40	316,474.37
1111.2 - NW CHECKING							13,993.90
Check	06/01/2025	27530	RENT CHECKS		4715.1 - RENT ...	-530.00	13,463.90
Check	06/01/2025	27531	RENT CHECKS		4715.1 - RENT ...	-422.00	13,041.90
Check	06/01/2025	27532	RENT CHECKS		4715.1 - RENT ...	-678.00	12,363.90
Check	06/01/2025	27533	RENT CHECKS		4715.1 - RENT ...	-165.00	12,198.90
Check	06/01/2025	27534	RENT CHECKS		4715.1 - RENT ...	-560.00	11,638.90
Check	06/01/2025	27535	RENT CHECKS		4715.1 - RENT ...	-3,192.00	8,446.90
Check	06/01/2025	27536	RENT CHECKS		4715.1 - RENT ...	-802.00	7,644.90
Check	06/01/2025	27537	RENT CHECKS		4715.1 - RENT ...	-261.00	7,383.90
Check	06/01/2025	27538	RENT CHECKS		4715.1 - RENT ...	-637.00	6,746.90
Check	06/01/2025	27539	RENT CHECKS		4715.1 - RENT ...	-459.00	6,287.90
Check	06/01/2025	27540	RENT CHECKS		4715.1 - RENT ...	-2,129.00	4,158.90
Check	06/01/2025	27541	RENT CHECKS		4715.1 - RENT ...	-471.00	3,687.90
Check	06/01/2025	27542	RENT CHECKS		4715.1 - RENT ...	-421.00	3,266.90
Check	06/01/2025	27544	RENT CHECKS		4715.1 - RENT ...	-102.00	3,164.90
Check	06/01/2025	27546	RENT CHECKS		4715.1 - RENT ...	-74.00	3,090.90
Check	06/01/2025	ACH	RENT CHECKS	June 2025 Rent	-SPLIT-	-172,316.00	-169,225.10
Check	06/01/2025	27545	RENT CHECKS	Portables Jun...	-SPLIT-	-428.24	-169,653.34
Deposit	06/01/2025			Deposit	3602 - HAP RE...	183,440.00	13,786.66
Payment	06/05/2025	5084	Perry, Jennifer / Haze...	pmt 6/5/25	1128 - Receiva...	50.00	13,836.66
Payment	06/05/2025		Miller, Alei f	payment 6/3/25	1128 - Receiva...	57.00	13,893.66
Payment	06/05/2025		Schimmel, Tamara f	payment 6/4/25	1128 - Receiva...	60.00	13,953.66
Payment	06/12/2025		Douglas, Brandilyn f	tenant paymen...	1128 - Receiva...	10.00	13,963.66
Payment	06/12/2025		Kom, Kayla	payment 6/9/25	1128 - Receiva...	100.00	14,063.66
Payment	06/26/2025		Kom, Kayla	payment 6/18/25	1128 - Receiva...	247.54	14,311.20
Payment	06/26/2025		Miller, Alei f	payment 6/18/25	1128 - Receiva...	30.00	14,341.20
Payment	06/26/2025		MCGARY, KIA f	payment 6/13/25	1128 - Receiva...	80.00	14,421.20
Payment	06/26/2025	965676	Pomietto, Mark	payment 6/16/25	1128 - Receiva...	39.00	14,460.20
Total 1111.2 - NW CHECKING						466.30	14,460.20
1111.5 - Mainstream HAP							839.00
Check	06/01/2025	27541	Mainstream Rent Ch...		4715.5 - Mainst...	-179.00	660.00
Check	06/01/2025	27543	Mainstream Rent Ch...		4715.5 - Mainst...	-137.00	523.00
Check	06/01/2025	ACH	Mainstream Rent Ch...	June 2025 Mai...	4715.5 - Mainst...	-14,290.00	-13,767.00
Deposit	06/01/2025			Deposit	3604 - Mainstre...	15,180.00	1,413.00
Deposit	06/04/2025			Deposit	3604 - Mainstre...	1,574.00	2,987.00
Total 1111.5 - Mainstream HAP						2,148.00	2,987.00
1111.6 - Mainstream Admin							-3,951.12
Deposit	06/01/2025			Deposit	3606 - Mainstre...	1,788.00	-2,163.12
Total 1111.6 - Mainstream Admin						1,788.00	-2,163.12
1111 - Northwestern Bank - Other							21,963.20
Total 1111 - Northwestern Bank - Other							21,963.20
Total 1111 - Northwestern Bank						25,823.70	353,721.65
TOTAL						25,823.70	353,721.65

8:13 AM

07/22/25

Accrual Basis

**Home/RR/LTP/Self Help/TBRA
Federal Account QuickReport
As of June 30, 2025**

Type	Date	Num	Name	Amount	Balance
113 · Federal Funds-NW Bank Acct					1,449,835.91
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					1,794.38
113.084 · 2023 Admin					1,159.98
Deposit	06/12/2025			80.40	1,240.38
Check	06/30/2025	ACH ...	Northwestern Bank	-0.80	1,239.58
Total 113.084 · 2023 Admin				79.60	1,239.58
113.085 · 2023 Activity					-1,593.86
Check	06/02/2025	Dir Dep	TBRA RENT CHECKS	-804.00	-2,397.86
Deposit	06/12/2025			804.00	-1,593.86
Total 113.085 · 2023 Activity				0.00	-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				79.60	1,873.98
113.952 · REV LOAN NSP					8,034.35
Deposit	06/12/2025			185.84	8,220.19
Total 113.952 · REV LOAN NSP				185.84	8,220.19
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					39,310.85
Deposit	06/12/2025			240.00	39,550.85
Deposit	06/12/2025			170.00	39,720.85
Deposit	06/12/2025			170.00	39,890.85
Total 113.81 · Other non revolving loan				580.00	39,890.85
112.1 · RENTAL REHAB					13,230.78
112.16 · Rev. Loan Admin					4,994.93
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

8:13 AM

07/22/25

Accrual Basis

**Home/RR/LTP/Self Help/TBRA
Federal Account QuickReport
As of June 30, 2025**

Type	Date	Num	Name	Amount	Balance
113.70 - HOME Revolving Loan Accounts					1,226,911.50
113.87 - Home Revolving Loan Funds					961,230.32
Payment	06/05/2025	4696...	Klenke, Melissa 5%:HOME Funds	159.59	961,389.91
Deposit	06/05/2025			50.41	961,440.32
Payment	06/05/2025	4459	Svoma, Kris - 5%:current	263.34	961,703.66
Deposit	06/05/2025			176.81	961,880.47
Check	06/10/2025	ACH	Xcel Energy	-423.00	961,457.47
Payment	06/12/2025	22-09...	Hale, Shauntia 5%:Current Portion	443.66	961,901.13
Deposit	06/12/2025			186.34	962,087.47
Payment	06/12/2025	3755	Dukart (Eternick), Dan & Cora 90605:Current - 5%	337.16	962,424.63
Payment	06/12/2025	1263	Weycker, Jessica & Drangstveit, Jerid 5%	419.22	962,843.85
Deposit	06/12/2025			10.78	962,854.63
Total 113.87 - Home Revolving Loan Funds				1,624.31	962,854.63
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				1,624.31	1,228,535.81
113 - Federal Funds-NW Bank Acct - Other					-12,855.69
Deposit	06/30/2025			246.54	-12,609.15
Total 113 - Federal Funds-NW Bank Acct - Other				246.54	-12,609.15
Total 113 - Federal Funds-NW Bank Acct				2,716.29	1,452,552.20
TOTAL				2,716.29	1,452,552.20

CDBG LOAN SPECIALIST/PROPERTY MANAGER CHIPPEWA COUNTY HOUSING AUTHORITY

This is not a County position; the Authority is an independent government agency.

PURPOSE OF POSITION

The job duties of the CDBG Loan Specialist/Property Manager are to provide property management services for 47 scattered site rental units, process home repair loan applications, complete the loan process including loan closing for the Community Development Block Grant (CDBG) Home Repair program while providing responsive, courteous, and efficient service to the public. The ideal candidate will demonstrate the ability to work effectively with people from diverse backgrounds, process administrative work and manage contractors. This position provides occasional administrative support to the other housing programs that are operated by Chippewa County Housing Authority.

ESSENTIAL DUTIES AND RESPONSIBILITIES

RESPONSIBILITIES

The duties described below are indicative of what the CDBG Loan Specialist/Property Manager might be asked to perform. This job description is to incorporate any responsibilities created for the position. This is not an exhaustive list of job responsibilities and therefore other duties may be assigned.

CDBG Loan Processing and Closing:

- Process rehabilitation loan applications and determine loan eligibility.
- Process homebuyer assistance loans and mortgage and tax assistance loans.
- Present eligible loans to the loan committee.
- Close loans with customers, record the mortgage, and complete internal tracking procedures.

Monitor CDBG Home Repair Project:

- Monitor compliance with contract and maintain records of contractor liability insurance and W-9's for contractors used by CDBG participants.
- Mediate disputes between homeowners and contractors as needed.
- Coordinate inspections with the Building Inspector.
- Review and approve payments to contractors.

Property Management:

- Monitor occupancy and rent payments.
- Advertise vacancies and screen applicants including verifying income eligibility and obtaining credit/criminal reports and rental references.
- Show rental units to prospective tenants, execute lease documents and collect deposits.
- Respond to tenant inquiries, requests, and complaints in prompt and professional manner.
- Conduct inspections of rental units and coordinate repairs with maintenance staff.
- Procure for contracted services as needed for lawn/snow removal, pest elimination, etc.
- Enforce lease agreements and work with the Executive Director on lease terminations.
- Initiate eviction process when necessary and represent the agency in eviction court proceedings.

MINIMUM QUALIFICATIONS

- High School Diploma or GED required, associate or bachelor's degree preferred.
- Experience in administration of the CDBG home repair program is preferred.

- Familiarity with government grant or loan programs preferred.
- Ability to maintain a professional demeanor when dealing with the public.
- Proficiency in MS Word and Excel.
- Strong verbal and written communication skills.
- High level of organization and attention to detail.
- Ability to perform mathematical calculations.
- Ability to work in a fast-paced environment and manage multiple customer projects concurrently.
- A criminal background check will be conducted.

APPLICATION DEADLINE IS 4:30 p.m.

**To be considered for the position, you must complete the application that can be found on our website:
www.chippewacountywi.gov/government/housing-authority.**

Applications are available in person, on our website or by mail.

Chippewa County Housing Authority Office

7:30 a.m. – 4:30 p.m. M-Th

7:30 a.m. – 11:30 a.m. Fridays

711 N. Bridge St. #14

Chippewa Falls, WI 54729

<http://www.chippewacountywi.gov/government/housing-authority>

Call 715-726-7933 to request an application via mail.

Chippewa County Housing Authority offers an excellent benefit package including state of Wisconsin Retirement System, health, dental, vision and life insurance, deferred compensation, longevity, income continuation, 10 paid holidays, 4 floating holidays, and accrued personal time. 40 hours per week, Monday-Thursday, 7:30 a.m. - 4:30 p.m. Friday 7:30 a.m. – 11:30 a.m. Starting wage is \$22.37. Eligible employer for Public Service Loan Forgiveness.

Minority, women and low-income persons are encouraged to apply.

~EQUAL OPPORTUNITY EMPLOYER~

RESOLUTION 2025-07

Resolution to Reclassify the CDBG Loan Specialist Position

The undersigned being the only members of the Board of Commissioners of the Chippewa County Housing Authority (the "Housing Authority"), do hereby adopt the following resolutions by written consent:

WHEREAS Chippewa County Housing Authority has been made aware of small city CDBG RLF funds being returned to the state and funding cuts for the Housing Choice Voucher program; and

WHEREAS the position of CDBG Loan Specialist and Property Manager will be vacant after July 31, 2025; and

WHEREAS the Chippewa County Housing Authority will combine the position of CDBG Loan Specialist and Property Manager; and

THEREFORE BE IT RESOLVED that the Executive Director be authorized to combine the CDBG Loan Specialist and Property Manager positions; and

BE IT FURTHER RESOLVED that said change shall be effective August 1, 2025

Dated this 28th day of July 2025

Pam Guthman, Chairman

Ruth Rosenow, Commissioner

Lee Hennick, Vice Chairman

Judith Davis, Commissioner

Lori Artz, Commissioner

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 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.

CHIPPEWA COUNTY HOUSING AUTHORITY
TRAVEL AND EXPENSES REIMBURSEMENT POLICY

1. General Policy

- A. The Authority will reimburse employees for reasonable, necessary and actual travel, lodging, meals, registration, and miscellaneous expenses incurred in the performance of authorized official duties subject to limitations expressed in this chapter.
- B. Expense Vouchers: All employees and Commissioners submitting expense vouchers for reimbursement for items requested shall turn in receipts for expenses claimed.
- C. The Executive Director must approve reimbursements for expenses, other than routine expenses incurred on a regular basis, such as conferences, seminars, special equipment or supplies require approval in advance.
- D. The Authority will not reimburse employees if they are eligible for reimbursement by a third party.

2. Rates of Reimbursement

- A. Per Diem allowance paid all Commissioners and employees for conventions, seminars, etc., during the course of their regular duties for room and meals shall not exceed State standards for room and meals.
- B. The agency will use its credit card to make reservations and payment for hotel rooms whenever possible.
- C. Passengers in the vehicle are not eligible for mileage reimbursement.
- D. Chippewa County Housing Authority will allow memberships to various professional organizations that will better the function of the agency. Membership will be limited to one agency membership per professional organization as approved by the Executive Director

The Authority will use an individual membership when it is less expensive than an agency membership. Upon separation of employment, the individual membership paid by the Authority remains with Chippewa County Housing Authority and transferred to another employee.

3. Transportation

- A. Privately Owned Vehicles
 - 1. The Housing Authority will reimburse the use of private vehicles at the State reimbursement rate.
 - 2. Employees who use their personal vehicles for agency business must maintain personal automobile insurance in the amount specified in the Chippewa County

Fleet Vehicle Policy.

3. Employees must use the most reasonable direct route as follows:
 - a. Reimbursement includes the actual miles traveled when traveling from the office on a work related activity and then returning to the office.
 - b. When traveling from the employee's residence to the work site to the office, mileage shall be any miles from the work site back to the office. The employee may add the extra miles if travel from home to the work site is greater than they would travel from home to the office.
 - c. When traveling from the office to a work site to the employee's residence, mileage shall be those miles from the office to the worksite. The employee may add the extra miles if travel from the work site to home is greater than if they would travel from the office to home.
 - d. When traveling from home to a work site and then returning to home, mileage shall be reimbursable unless the distance is further than if they leave from the office. If it is further, then the employee will deduct the extra miles. If such travel occurs on a day that the employee is not scheduled to work or if travel occurs outside the normal working hours, the agency will reimburse the total mileage.
4. Traffic violation expenses are not reimbursable.
5. Parking and storage costs of autos while on authorized Housing Authority activities is an eligible expense.

B. County Owned Vehicles

When using County owned vehicles the employees will adhere to the County's Vehicle Fleet policy.

C. Air Travel

1. The maximum allowed for air travel shall be limited to the lesser of the most economical fare available or the standard County mileage allowance. The Commission shall have the authority to determine the most economical method after consideration of all costs. Employees will make reservations well in advance to obtain the lowest possible airfare.
2. Unless circumstances do not permit, the payment for airfare by agency credit card.
3. Flight insurance is not a reimbursable expense.
4. When a favorable price differential exists, employees will purchase round trip tickets.
5. Any frequent flyer award, discount or rebate becomes the property of the

Housing Authority.

4. Meals

A. Reimbursement

1. If a person is required to eat more than one meal, the person may use the total of the meals split among the eligible meals at the person's option.
2. Meal expense must be for meals purchased outside the Agency's work area unless they are a part of a seminar or conference.
3. In the event that meals are included in any registration or tuition fee, other charges for meals shall not be allowable.
3. Liquor or alcoholic beverage is not reimbursable.
4. For reimbursement for breakfast, employees must leave home before 6:00 a.m.; lunch, departure must be before 10:30 a.m. and return after 2:30 p.m. dinner, return must be after 7:00 p.m.
5. Tips up to 20% are eligible for reimbursement but do not increase the rate amount.

B. Any amount claimed in excess of the maximum requires a full explanation of such expenses and is subject to approval by the Executive Director.

C. Receipts for all meals are required.

D. Employees should log the departure and returning time on the travel reimbursement form.

E. Any person required to be gone longer than three (3) days may draw up to 80% of the total meal money in advance upon authorization by the Executive Director. The request to the Executive Director requires a notice ten (10) days in advance. Receipts for all meal money must accompany settlement and settlement must occur within three (3) working days after said meeting.

5. Lodging

- A. Lodging expenses shall not exceed State standards, including taxes. Persons traveling together shall, whenever feasible, share lodging accommodations. The organization's printing machine or an organized handwritten receipt shall support all lodging expenses. Expenses for lodging at homes of relatives or friends are not reimbursable.
- B. When registering in hotels or motels or signing for any official purposes, employees will use their business address. The agency will base the choice of lodging primarily on cost with consideration given to accessibility in conducting business.
- C. The Executive Director may allow higher lodging limits depending on circumstances by permission prior to incurring the expense.

- D. When the travel requires the employee to leave the worksite prior to 6:00 a.m. and is in excess of 120 miles one way the Executive Director can authorize an overnight stay for the night before. The agency will approve subsequent nights of lodging when the cost of daily travel including staff time exceeds the cost of the hotel. The agency will not approve overnight stays for the last day of travel unless there are unsafe driving conditions.

6. Travel Expenses of Spouse or Other Members of the Family

- A. If any employee's spouse or family member accompanies him or her on a Housing Authority business trip, any portion of the expense attributable to the spouse or family member's travel, meals, lodging, etc., are in no circumstances reimbursable. If a spouse or family member accompanies an employee on a business trip, the reimbursable business expense for transportation and lodging is the rate if the spouse or family had not gone along.
- B. When an employee brings their spouse or family members or has personal business causing the use of more than one vehicle, that employee will not be eligible for mileage reimbursement.

CHIPPEWA COUNTY HOUSING AUTHORITY

COMPENSATION AND EXPENSE REIMBURSEMENT POLICY

PAYROLL:

The Agency pays its employees bi-weekly every other Thursday using a direct deposit system. The pay period is for the two-weeks from Sunday through Saturday preceding the pay date. Time sheets are due to the Executive Director by 8:00 a.m. on the Monday following the close of the pay period. On occasion, timesheets are due earlier based on the direct deposit requirements when a holiday closes the Federal Reserve or bank. The Director will notify employees when timesheets are due earlier than the normal date.

Employees should complete their timesheets on a daily basis to assure accuracy and completion if there is an unexpected absence.

When the release date is a holiday, direct deposits will be one day earlier on Wednesday. There is no other exception to the release date.

EXPENSE REIMBURSEMENT:

Expense reimbursement forms are due to the Executive Director by 8:30 a.m. the first Monday of the month for the preceding month. Reimbursement is within two weeks.

Definitions of eligible expenses and maximums are included in the agency travel policy.

CHIPPEWA COUNTY HOUSING AUTHORITY

RETIREMENT BENEFIT POLICIES

This is an abbreviated description of the retirement benefit. Employees should visit the Wisconsin Employee Trust Fund (ETF) website to obtain detailed information about the Retirement Benefit.

The Authority participates in the Wisconsin Retirement Fund and shall pay the employer's share of the retirement cost. Employees are required to pay the employee share of the retirement cost. The Agency automatically deducts the employee's share from their bi-weekly deposits.

Employees must work at least 600 hours in any 12-month continuous period to participate in the Wisconsin Retirement Program.