

**PUBLIC MEETING MINUTES
CHIPPEWA COUNTY HOUSING AUTHORITY
MONDAY, JUNE 16, 2025 AT 3:30 P.M.
ROOM 005 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,



Richelle Rizzo
Executive Director/Secretary to the Commission

Certified:



Pam Guthman
Chair

Date

7/29/25