

**PUBLIC MEETING MINUTES  
CHIPPEWA COUNTY HOUSING AUTHORITY  
MONDAY, JULY 28, 2025 AT 3:30 P.M.  
ROOM 016 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

**3. APPROVAL OF THE AGENDA**

Artz and Rosenow 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 Hennick made a motion to approve the minutes of the June 16, 2025 meeting with a change in the room number from 016 to 005. Motion carried with all present voting aye.

**6. REPORTS**

**1. Update on 738 Maple St. Chippewa Falls:** In addition to referencing the written report, Rizzo stated that an offer was signed for \$245,000 with a closing date of September 19, 2025, this offer is contingent on income verification and board approval.

**2. Updates on 17 W Birch St. Chippewa Falls:** Rizzo referenced the written report.

**3. Updates on 363 Elm St. Chippewa Falls:** Rizzo referenced the written report.

**4. Updates on Hope Village Conversion Project:** Rizzo referenced the written report.

**5. Updates on Section 8 Termination/Informal Hearing:** Rizzo referenced the written report, stated that the decision was reversed prior to a hearing being scheduled. Rizzo will review all terminations prior to a termination letter being sent in the future.

**6. Updates on Section 8 Termination Court Case:** In addition to referencing the written report, Rizzo stated that she has signed an agreement with an attorney to represent CCHA for this appeal.

**7. Section 8 Waiting List:** Rizzo referenced the written report, stated that she had met with HUD. It was determined during that meeting that CCHA will halt issuing vouchers for the remainder of 2025. Rizzo also stated that she has applied for shortfall funding and will continue to have monthly meetings with the HUD Shortfall team. Rizzo stated that she also plans to purge the waiting list before the end of the year.

**8. Updates on Retaining Legal Counsel** Rizzo referenced the written report.

**9. Updates on the Yardi Software Conversion:** Rizzo referenced the written report.

**10. CDBG Waiting List:** Rizzo referenced the written report.

**11. CDBG Grant Amendment 3:** Rizzo referenced the written report. It was called out by the committee that there was a misspelling of Chuck's last name in the written report and that it should read Chuck Hull.

**12. Hiring Update:** Rizzo referenced the written report.

**13. Employee Handbook:** Rizzo reference the written report.

**14. Updating the Bylaws:** Rizzo reference the written report. It was requested by Rosenow that Rizzo also send a copy of the Eau Claire County, City of Eau Claire, and City of Altoona bylaws that were referenced during the CCHA bylaw review to Jim Sherman.

7. **BUSINESS ITEMS**

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

**2. Discuss and Approval of job reclassification:** Hennick and Davis made a motion to discuss the job reclassification.

**3. Resolution 2025-07 to reclassify the CDBG Loan Specialist position:** Rosenow and Artz made a motion to approve resolution 2025-07. Motion carried with all present voting aye.

**4. Discuss and Approval of policy changes to the Work Rules, Personal Time and Holiday policies:** It was discussed that Rizzo will add a section to the Personal Time policy for Rehiring and Donating PTO hours. Artz and Davis made a Motion to approve the additions. Motion carried with all present voting aye.

**5. Review and discuss the Travel and Expense Reimbursement, Compensation, and Retirement 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. Approval of the 738 Maple St. offer, Board Training, Commissioner Shadowing, Evaluation for Executive Director.

9. **SCHEDULE NEXT MEETING DATE**

All agreed to schedule the next meeting for August 25, 2025, prior to our annual dinner.

9. **ADJOURNMENT**

Hennick and Artz made a motion to adjourn at 5:08 p.m. Motion carried with all present voting aye.

Respectfully Submitted,



Richelle Rizzo  
Executive Director/Secretary to the Commission

Certified:



Pam Guthman  
Chair

Date 8/25/25