

PUBLIC MEETING NOTICE

CHIPPEWA COUNTY HOUSING AUTHORITY
MONDAY, SEPTEMBER 29, 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 August 25, 2025 Meeting
7. Reports:
 1. Update on 738 Maple St. Chippewa Falls
 2. Update on Small City RLF Funds
 3. Update on Retaining Legal Counsel
 4. Update on Employee Handbook
 5. Update on Bylaw amendment from outside counsel
8. Business Items:
 1. Discuss and Approval of the Financial Reports for August 2025
 2. Discussion and action to establish a procedure and framework for evaluation of the Executive Director
 3. Discussion and Approval of CCHA check process change
 4. Discuss and Approval of policy changes to the Bereavement, Jury Duty, Position Changes and Re-classification policies
 5. Review and Discuss the following policies: Longevity, Annual Service Awards, Corrective and Disciplinary Action
9. Agenda Items for Future Consideration
10. Schedule next meeting date – October 27, 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
MONDAY, AUGUST 25, 2025 AT 3:30 P.M.
LAKE HALLIE GOLF COURSE 2196 110TH STREET, CHIPPEWA FALLS, WI**

1. CALL TO ORDER

Guthman called the meeting to order at 3:32 p.m.

2. ROLL CALL

Members present: Guthman, Hennick, Artz, Rosenow

Members absent: Davis

Others present: Rizzo

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

None

5. CONSENT AGENDA

Hennick and Artz made a motion to approve the minutes of the July 28, 2025 meeting. Motion carried with all present voting aye.

6. REPORTS

1. Update on 738 Maple St. Chippewa Falls: Rizzo referenced the written report and there was discussion about other possibilities for additional down payment assistance in the community.

2. Updates on Hope Village Conversion Project: Rizzo stated that the Section 3/Davis-Bacon and construction contracts have been awarded, and construction should begin in October 2025.

3. Updates on Section 8 Termination/Informal Hearing: Rizzo reported that there were no informal hearings scheduled.

4. Updates on Retaining Legal Counsel Rizzo stated that a Request for Proposal has been sent out and a notice posted in the Chippewa Herald, the deadline to submit a proposal is Monday, September 22, 2025.

5. Updates on the Yardi Software Conversion: Rizzo reported that the new go live date for the new Voucher program software will be October 1, 2025.

6. Hiring Update: Rizzo stated that as of August 18th the housing authority is fully staffed.

7. Updating the Bylaws: Rizzo reported that the changes made by the work group were submitted to Jim Sherman for review and may be ready for approval in the next meeting.

7. BUSINESS ITEMS

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

2. Resolution 2025-08 To Sell 738 Maple St: Artz and Hennick made a motion to approve resolution 2025-08. Motion carried with all present voting aye.

3. Discuss and possible action on safety concerns There was discussion regarding the safety of the housing authority staff, and the changes in security that the County is putting in place. No action was taken.

4. Discuss and Approval of policy changes to the Travel and Expense Reimbursement, Compensation, and Retirement policies: It was agreed that the housing authority will follow the County's policy for Section 3.A.1. regarding privately owned vehicles on the Travel and Expense Reimbursement policy.

Hennick and Artz made a motion to approve the policies with the noted change. Motion carried with all present voting aye.

5. Review and discuss the Bereavement, Jury Duty, Position Changes and Re-classification Policies:
Reviewed, Rizzo suggested that the Bereavement policy be changed from 3 days to 24 hours due to office hours, and action will be taken at the next scheduled meeting.

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Guthman called for agenda items for future consideration. Bylaws, Policies, and Evaluation for Executive Director.

9. SCHEDULE NEXT MEETING DATE

All agreed to schedule the next meeting for September 29, 2025.

9. ADJOURNMENT

Rosenow and Artz made a motion to adjourn at 4:45 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 September 29, 2025, Meeting
Chippewa County Housing Authority (CCHA) Commission Meeting**

Reports:

1. **738 Maple St** – CCHA is still working with the potential buyer to determine if they are eligible, we have amended the closing date from September 19, 2025 to November 14, 2025.
2. **Small City RLF Funds** – CCHA was notified by the state on August 29th that the CDBG Small City RLF will be discontinuing the program effective September 30, 2025. On September 8, 2025, Rizzo sent an email to the Clerks of the municipalities that CCHA administers with a timeline and an overview of our plan for this transition. A copy of the notice that CCHA and the municipalities received is included in the packet.
3. **Retaining Legal Counsel** – CCHA did receive one bid for legal services from Weld Riley, and the contract will be awarded.
4. **Employee Handbook** – Rizzo will present her progress during the meeting.
5. **Update on Bylaw amendment from outside counsel** – Jim Sherman will provide an update.

Business Items:

1. **Approval of the Financial Reports for August 2025** – The August financials are included in the meeting packet.
2. **Discussion and action to establish a procedure and framework for evaluation of the Executive Director** – Copies of the CCHA Annual Performance Evaluation form and CCHA Peer Review Performance Evaluation are included in the meeting packet.
3. **Discussion and Approval of CCHA check process change** – Section 8 HAP payments will be processed through Yardi and checks will be printed with the Chairperson and Vice-Chairperson signatures. Section 8 Admin checks will be printed with the Chairperson and Vice-Chairperson signatures after in person approval. All federal and management checks will be entered into Yardi by the Fiscal Manager, posted in Yardi by the Executive Director and approved in Yardi by the Chairperson; this will allow for a 2-step approval process. Checks will then be printed with the Chairperson and Vice-Chairperson signatures.
4. **Discuss and Approval of policy changes** – Discuss and approve any changes to the Bereavement, Jury Duty, Position Changes and Re-classification policies that were reviewed during the last meeting. A copy of the policies is included in the meeting packet.

5. **Review and discuss the Longevity, Annual Service Awards, Corrective and Disciplinary Action 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.



STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Kathy Blumenfeld, Secretary
David Pawlisch, Division Administrator

August 29th, 2025

John West, Chairperson
Adams County
120 N. Water Street
Friendship, WI 53934

Dear Chairperson West:

We are writing to inform you that the U.S. Department of Housing and Urban Development (HUD) has approved Wisconsin's 2025–2029 Consolidated Plan. As part of this plan, the Division of Energy, Housing and Community Resources (DEHCR) will begin the process of closing all locally held Community Development Block Grant (CDBG) Housing Revolving Loan Funds (RLFs).

These funds will be redirected to a new statewide affordable housing initiative focused on converting underutilized or vacant buildings into affordable housing units. This transition is intended to streamline housing efforts and expand access across the state. We expect the rollout of the affordable housing initiative in the fall of 2026 and will provide additional information on the competitive application process at a later date.

Local governments should complete processing of applications already deemed income eligible. All new applications, applications received but not yet processed, or applications on a wait list should be referred to the appropriate Housing Region no later than September 30, 2025. Applicants should be informed of this transfer. An updated timeline is enclosed for your reference.

Prior to returning funds to DEHCR, CDBG mortgages that will enter their 30th year by 12/31/2027 must be reaffirmed with the county's Register of Deeds. The cost to record these documents is eligible to be paid with CDBG funds. Once all CDBG funds are returned, the cost to reaffirm mortgages after 12/31/2027 will be covered locally but you can recoup the recording costs by withholding the amount(s) from loan repayments you receive prior to returning the amount to the state. A receipt from the Register of Deeds confirming each transaction and a reconciliation of the amount being returned less fees is required.

Next Steps for Program Closeout

Although funds may be returned at any time between now and April 15th 2026, to begin the formal closeout process, the following documents must be submitted to Cassandra Dobson via email at Cassandra.dobson1@wisconsin.gov.

- A fully updated RLF Account Transactions Journal
- The most recent CDBG Housing bank statement
- A current Project Loan Tracking Report or Loan Portfolio
- Final Fiscal Report (attached)

Once the above information is received and reviewed, DEHCR will notify you of the amount to be returned and provide instructions on returning the funds.

Ongoing Responsibilities

Grantees remain responsible for file and loan management. Administrative and project files must be maintained, and grantees will retain ownership of any mortgages currently held. Loan receivables must be tracked accurately.

Client payments or loan payoffs should be deposited into your general account and submitted to DEHCR at least monthly, or on a mutually agreed schedule. UGLGs are eligible to retain a \$250 administrative fee for each fully repaid loan and the actual cost of re-recording mortgage needing to be reaffirmed due to the 30 year mortgage limit statute. These amounts should be subtracted from the total payment amount prior to returning funds to DEHCR. A current mortgage receivable list and documentation of re-recording fees must be submitted each time a payoff amount is submitted to DEHCR.

Grantees are responsible for issuing satisfactions and responding to subordination requests.

The CDBG Annual Report and Single Audit Statement are no longer required. However, grantees must continue to submit an updated list of outstanding CDBG housing loan receivables by January 31 each year.

All program-related records must be retained until written authorization for destruction is granted by the Department of Administration. No records may be destroyed without formal approval.

Housing assistance for your residents will now be administered through the CDBG Regional Housing Program. Please direct inquiries and referrals to the appropriate program administrator as determined on the [CDBG Housing Regions Map](#) found on the [DEHCR website](#).

We appreciate your partnership during this transition. If you have questions or require additional assistance, please contact Cassandra Dobson at 608-261-7744 or Cassandra.dobson@wisconsin.gov

Sincerely,

Tamra Fabian

Tamra Fabian, Director
Bureau of Community Development
Division of Energy, Housing and Community Resources

CC: Liana Glavin, County Clerk, Adams County
Cassandra Dobson, Grant Specialist- Advanced, DEHCR
Mark Staff, Deputy Division Administrator, DEHCR
Cindy Frankiewicz, Fiscal Section Chief, DEHCR

Timeline for Discontinuing Small Cities CDBG Housing RLF Program

February 2025	<ul style="list-style-type: none"> • Listening sessions scheduled; two in person, one virtual session
April 2025	<ul style="list-style-type: none"> • Listening sessions completed
August 2025	<ul style="list-style-type: none"> • Letters to UGLGs on updated timeline to return funds, final annual report and completion report due dates
September 30 th 2025	<ul style="list-style-type: none"> • No further applications accepted by RLF program for local CDBG housing program • Applicants referred to housing region
February 2026	<ul style="list-style-type: none"> • All CDBG Housing RLF construction is completed and paid in full
April 15 th 2026	<ul style="list-style-type: none"> • Required documentation due to DEHCR for review • Funds returned to DEHCR
Fall 2026	<ul style="list-style-type: none"> • Affordable housing applications available
Spring 2027	<ul style="list-style-type: none"> • Awards made

BY-LAWS OF CHIPPEWA COUNTY HOUSING AUTHORITY

INTRODUCTION

The Chippewa County Housing Authority is established according to Wisconsin Statutes ~~66.40~~ §66.1201, previously ~~§66.40~~, also known as the "Housing Authorities Law", as amended, with the intent to help provide safe and sanitary dwelling accommodations for persons of low income in Chippewa County, recognizing that such provision of safe and sanitary dwelling accommodations for persons of low income is in the public interest and is a governmental function of state concern.

The Chippewa County Housing Authority (~~Authority~~) was established by the Chippewa County Board of Supervisors in 1971 following passage of a duly adopted resolution declaring the need for the Authority with the directive that the ~~Housing Authority~~ "prepare, carry-out, lease and operate housing projects. The Authority shall have the powers and duties and as set out in ~~authorized by Wis. Stats. §§66.1201 to 66.1211~~, as amended from time to time, ~~50.075~~, the powers and duties set forth in ~~§66.40 to §66.404~~ are conferred upon the Chippewa County Housing Authority."

These by-laws of the Authority were duly adopted at the first Housing Authority meeting and have since been revised and are intended to provide operating guidelines for said Authority within the parameters set by ~~Wis. Stats. §§66.1201 to 66.1211~~ state statutes ~~66.40~~ and are intended to supplement and conform to said state statutes.

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be "Chippewa County Housing Authority."

Section 2. Seal of Authority. The Seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 23. Office of Authority. ~~The offices of the Authority shall be at the Chippewa County Courthouse, 711 N. Bridge St., Chippewa Falls, in the County of Chippewa, State of Wisconsin, but the Authority may hold its _____ meetings at such other places designated by the Chairperson's resolution.~~

ARTICLE II - THE OFFICERS

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Section 1. Officers. The officers of the Authority shall be a Chairperson, a Vice-Chairperson and an appointed Executive Director, who shall serve as the Secretary.

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Section 2. Chairperson. The Chairperson shall preside at all meetings of the Authority. ~~The Chairperson has the authority to sign all contracts, deeds and other instruments made by the Authority. Except as otherwise authorized by resolution of the authority, the Chairperson shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.~~

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Section 3. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson, until such time as the Authority shall select a new Chairperson.

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Section 4. Executive Director. The Executive Director shall serve as the Authority's Secretary and Treasurer and shall have general responsibility for the administration of the Authority's business and affairs. ~~The Secretary shall be the Executive Director of the Authority and, as such, shall have general supervision over the administration of its business and affairs, subject to the direction of the Commissioners/Officers of the Authority. The Executive Director shall, at the direction of the Officers of the Authority, also have the authority to sign all contracts, deeds and other instruments made by the Authority. The Executive Director shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, and shall keep a record of the proceedings of the Authority in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his/her office. He/SheThe Executive Director shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.~~

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The Executive Director shall act as Treasurer of the Authority. ~~Treasurer shall be the Executive Director of the Authority.~~ He/She shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He/She shall pay out and disburse check payments and moneys under the direction of the Authority. Except as otherwise authorized by the Authority, all such payments shall be signed by two members of the commission who have been designated as signatories. ~~The Executive Director is authorized to sign for one signatory if that signatory is unable or unavailable to sign. He/She shall keep regular books of accounts showing receipts~~

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and expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/She shall be bonded along with other Authority members for the faithful performance of his/her duties as the Authority may determine.

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The Executive Director shall have the responsibility for employee performance evaluations and corrective and/or disciplinary action. The Executive Director shall have the responsibility for employee discharge and shall seek consultation with the other officers of the Authority prior to discharge of any employee. All actions taken by the Executive Director regarding these matters shall be brought before the full Authority at the next scheduled Authority meeting.

~~The Executive Director may shall be allowed to create and revise the Authority's Employee Handbook from time to time, subject to approval by the Commissioners that is approved by the Officers of the Authority.~~

Section 5. Additional Duties. The Officers and Commissioners of the Authority shall perform such duties and functions as may from time to time be required by the Authority or the by-laws or rules and regulations of the Authority.

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Section 6. Election or Appointment. ~~The first Chairperson, as initially appointed and confirmed, shall hold office for the period he/she is initially appointed and confirmed or until his/her successor is elected or qualified. Thereafter, the Chairperson shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority and shall hold office for one year or until his/her successor is elected and qualified. The Vice-Chairperson shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office for one year or until his/her successor is elected or qualified.~~

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The Executive Director shall be appointed by the Authority and shall serve at the pleasure of the Authority. The compensation of the Executive Director shall be determined by the Authority and will be consistent with compensation paid to Chippewa County Management Personnel. No Commissioner of the Authority shall serve as Executive Director, except as a temporary appointee. (BY THE AUTHORITY OR BOARD OF COMMISSIONERS??)

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Section 7. Vacancies. Should the offices of Chairperson or Vice-Chairperson become vacant, the

Authority shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the position of Executive Director becomes vacant, the Authority shall appoint a successor.

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Section 8. Additional Personnel. The Authority may, from time to time, employ such personnel as it deems necessary to exercise its powers, duties and functions, as prescribed by the Housing Authority's Law of Wisconsin and all other laws of the State of Wisconsin applicable thereto. The selection and compensation of such personnel (including the Executive Director) shall be determined by the Authority subject to the laws of the State of Wisconsin.

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ARTICLE III — MEETINGS

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Section 1. Annual Meetings. The annual meeting of the Authority shall be held on the 4th Monday of July at the regular time and meeting place of the Authority. In the event such date shall conflict with other events as determined by the Chairperson, the annual meeting ~~shall~~ may be scheduled to at an alternative date and time by the Chairperson.

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Section 2. Regular Meetings. Monthly meetings shall be held on the 4th Monday of each month and proper notice will be given to all members and interested parties of said scheduled meeting. Housing Authority meetings shall comply with Wisconsin's Open Meetings Law as set out in Chapter 19 of the Wisconsin Statutes, ~~all regulations pertaining to open meetings.~~ Meetings may be convened virtually when necessary and by the Chairperson, through use of internet applications or telephone, which allow for the participation of the public. Remote presence is considered present. All such virtual meetings will be held with the necessary and appropriate notifications, consistent with Wisconsin's Open Meetings Law.

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Section 3. Special Meetings. The Chairperson ~~and at least one other member of the Authority may,~~ when he/she~~they~~ deems it expedient or necessary to conduct the affairs of the Authority, call a special meeting of the Authority for the purpose of transacting any business. The call for a special meeting must be delivered to each member of the Authority or must be mailed to the business or home address of each member of the Authority at least five days prior to the date of such special meeting. Notice of the special meeting shall also be provided to the public consistent with Wisconsin's Open Meetings Law. ~~At such special meeting no business shall be considered other than as designated in the official meeting notice.~~

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Section 4. Quorum. The Housing Authority Board of Commissioners shall have five (5) duly appointed members and the powers of the Authority shall be vested in those duly appointed Commissioners. Three (3) Commissioners shall constitute a quorum for the purpose of conducting its business and exercising its powers and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Authority upon a vote of a majority of the Commissioners present.

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Section 5. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:

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1. Roll Call
2. Approval of the agenda
3. Members of the Public Wishing to be Heard
4. Reading and Approval of the minutes of previous meeting
5. Reports
6. Business Items
7. Agenda Items for Future Consideration
8. Schedule next meeting date
9. Adjournment
2. Reading and approval of the minutes of previous meeting.
3. Bills and Communications.
4. Reports.
5. Adjournment.

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All formal actions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

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Section 6. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the ayes and nays shall be entered upon the minutes of such meeting.

ARTICLE V — AMENDMENTS

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Section 1. Amendments to By-Laws. The by-laws of the Authority shall be amended, only with the approval of at least three of the members of the Authority at a regular or a special meeting.

ADOPTED: ~~September 29, 2025~~ October 29, 2012

SIGNED _____

CHAIRPERSON

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VICE-CHAIRPERSON

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SEAL

Revised:

5/85

11/88

6/95

10/12

RECEIPTS AND DISBURSEMENTS

STATEMENT ENDING August '25

	TOTAL	General Management Account	VISION Account	HCRI Programs Account	Section 8 Account	Federal Programs Account
BALANCE	\$2,164,501.75	\$127,598.20	\$15,901.23	\$247,192.20	\$297,638.78	\$1,476,171.34
RECEIPTS	\$301,915.22	\$29,114.23	\$0.00	\$144.00	\$265,919.12	\$6,737.87
DISBURSEMENTS	\$259,866.44	\$57,511.55	\$0.00	\$0.00	\$202,354.89	\$0.00
BALANCE	\$2,206,550.53	\$99,200.88	\$15,901.23	\$247,336.20	\$361,203.01	\$1,482,909.21
Math check	\$2,206,550.53					
				First Time Homebuyer		Rental Rehab
				Tax/Mortgage		Lease Purchase
				HELP loans		Self-Help
						First Time Homebuyer
						YouthBuild
Certified:						
			9/29/2025			
			Date			
Chairman						

10:24 AM

09/18/25

Accrual Basis

NEW Chippewa Co Housing Authority

Account QuickReport

As of August 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
112 - Cash Restricted							127,598.20
112.10 - NW Bank							127,598.20
112.1 - General/Mgmt							127,598.20
Deposit	08/07/2025			Deposit	738.46 · REGI...	28,411.47	156,009.67
Deposit	08/07/2025			Deposit	-SPLIT-	660.00	156,669.67
General Journal	08/07/2025	payroll		Net Pay	-SPLIT-	-13,598.58	143,071.09
General Journal	08/07/2025	payroll		EE HSA - Pretax	112.1 · General...	-60.00	143,011.09
Check	08/07/2025	ACH	ExpertPay	Child support ...	320 · Child Sup...	-63.23	142,947.86
Check	08/11/2025	17423	GFL Environmental	UE-424052 ...	962.11 · Garbage	-329.00	142,618.86
Check	08/11/2025	17424	LUCAS ENDRES	June '25 Cty K...	-SPLIT-	-325.00	142,293.86
Check	08/11/2025	17425	Drug Test Midwest LLC	Strmt #1706	-SPLIT-	-286.50	142,007.36
Check	08/11/2025	17426	Jacobsons Hardware	Acct # 68400	-SPLIT-	-72.47	141,934.89
Check	08/11/2025	17427	MENARDS EAU CLA...	Acct # 305304...	-SPLIT-	-205.42	141,729.47
Check	08/11/2025	17428	Column Software PBC		-SPLIT-	-186.94	141,542.53
Check	08/11/2025	17429	ELAN FINANCIAL S...	Acct # 4798 5...	916.24 · Misc Exp	-33.43	141,509.10
Check	08/11/2025	17430	ELAN FINANCIAL S...	Acct# 4798 51...	916.24 · Misc Exp	-48.61	141,460.49
Check	08/11/2025	17431	Chippewa Valley Law...	May & July law...	-SPLIT-	-2,890.00	138,570.49
Check	08/11/2025	17432	Delta Dental	8/1 - 8/31/25 D...	-SPLIT-	-296.20	138,274.29
Check	08/11/2025	17433	DEPARTMENT OF P...	738 Maple St ...	962.2 · Utilities	-103.59	138,170.70
Check	08/11/2025	17434	WAHA DISTRICT 6	WAHA confer...	-SPLIT-	-1,500.00	136,670.70
Check	08/11/2025	17435	Judith Davis	7/28/25 per di...	-SPLIT-	-47.75	136,622.95
Check	08/11/2025	17436	RUTH ROSENOW	7/28/25 Per Di...	-SPLIT-	-36.02	136,586.93
Check	08/11/2025	17437	LORI ARTZ	7/28/2025 per ...	-SPLIT-	-43.16	136,543.77
Check	08/11/2025	17438	Wiley Law S.C.	Inv # 2444	909.3 · Legal	-361.95	136,181.82
Check	08/11/2025	17439	CHIPPEWA VALLEY...	Keys	-SPLIT-	-115.25	136,066.57
Check	08/11/2025	17440	CliftonLarsonAllen LLP	Acct # A24897...	912.2 · Audit-G...	-787.50	135,279.07
Check	08/11/2025	17441	HOUSING AUTHORI...	July services	909.2 · Account...	-1,405.45	133,873.62
Check	08/11/2025	17442	Andy Clay	July inspections	909.11 · Sectio...	-908.00	132,965.62
Check	08/11/2025	17443	ELAN FINANCIAL S...	Acct# 4798 51...	961.2 · General...	-1,479.67	131,485.95
Check	08/11/2025	17444	Securian Financial Gr...	Policy # 00283...	-SPLIT-	-223.17	131,262.78
Check	08/13/2025	Fed tax	Internal Revenue Ser...	941 Fed Tax D...	321.1 · Fed/FIC...	-4,162.44	127,100.34
General Journal	08/21/2025	payroll		Net Pay	-SPLIT-	-12,853.60	114,246.74
General Journal	08/21/2025	payroll		EE HSA - Pretax	112.1 · General...	-60.00	114,186.74
Check	08/21/2025	ACH	ExpertPay	Child support ...	320 · Child Sup...	-63.23	114,123.51
Check	08/22/2025	ACH	State of Wisconsin H...	September 20...	915.5 · Health Ins	-10,950.18	103,173.33
Check	08/27/2025	Fed tax	Internal Revenue Ser...	941 Fed Tax D...	321.1 · Fed/FIC...	-4,004.01	99,169.32
Deposit	08/31/2025			Deposit	704 · Interest In...	42.76	99,212.08
Check	08/31/2025	ACH F...	NORTHWESTERN ...	ACH Fees Au...	916.2 · Automat...	-11.20	99,200.88
Total 112.1 - General/Mgmt						-28,397.32	99,200.88
Total 112.10 - NW Bank						-28,397.32	99,200.88
Total 112 - Cash Restricted						-28,397.32	99,200.88
TOTAL						-28,397.32	99,200.88

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Accrual Basis

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
112 · Cash Restricted							
112.10 · NW Bank							247,192.20
112.11 · HCRI-No post account							247,192.20
112.114 · RL Homebuyer/Homeowner Asst							247,192.20
Total 112.114 · RL Homebuyer/Homeowner Asst							49,389.44
							49,389.44
112.112 · HCRI-Admin RL							45,571.00
Total 112.112 · HCRI-Admin RL							45,571.00
112.111 · HCRI-Activity RENTAL/SEC.DEP							
Deposit	08/28/2025			Deposit	-SPLIT-	144.00	152,231.76
							152,375.76
Total 112.111 · HCRI-Activity RENTAL/SEC.DEP						144.00	152,375.76
Total 112.11 · HCRI-No post account						144.00	247,336.20
Total 112.10 · NW Bank						144.00	247,336.20
Total 112 · Cash Restricted						144.00	247,336.20
TOTAL						144.00	247,336.20

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Accrual Basis

NEW Chippewa Co Housing Authority

Account QuickReport

As of August 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
112 · Cash Restricted							
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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Accrual Basis

SECT 8

Account QuickReport

As of August 31, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
1111 · Northwestern Bank							297,638.78
1111.1 · ADMIN ACCOUNT							269,183.63
Deposit	08/01/2025			Deposit	3601 · ADMIN ...	21,413.00	290,596.63
Deposit	08/13/2025			Deposit	3601 · ADMIN ...	1,385.00	291,981.63
Deposit	08/31/2025			Deposit	3300 · INTERE...	28.12	292,009.75
Check	08/31/2025	ACH F...	NORTHWESTERN ...	ACH Fees Au...	4193 · Bank Fees	-21.65	291,988.10
Total 1111.1 · ADMIN ACCOUNT						22,804.47	291,988.10
1111.2 · NW CHECKING							9,546.96
Check	08/01/2025	27569	RENT CHECKS		4715.1 · RENT ...	-530.00	9,016.96
Check	08/01/2025	27570	RENT CHECKS		4715.1 · RENT ...	-495.00	8,521.96
Check	08/01/2025	27571	RENT CHECKS		4715.1 · RENT ...	-678.00	7,843.96
Check	08/01/2025	27572	RENT CHECKS		4715.1 · RENT ...	-206.00	7,637.96
Check	08/01/2025	27573	RENT CHECKS		4715.1 · RENT ...	-560.00	7,077.96
Check	08/01/2025	27574	RENT CHECKS		4715.1 · RENT ...	-2,268.00	4,809.96
Check	08/01/2025	27575	RENT CHECKS		4715.1 · RENT ...	-832.00	3,977.96
Check	08/01/2025	27576	RENT CHECKS		4715.1 · RENT ...	-187.00	3,790.96
Check	08/01/2025	27577	RENT CHECKS		4715.1 · RENT ...	-637.00	3,153.96
Check	08/01/2025	27578	RENT CHECKS		4715.1 · RENT ...	-459.00	2,694.96
Check	08/01/2025	27579	RENT CHECKS		4715.1 · RENT ...	-2,129.00	565.96
Check	08/01/2025	27580	RENT CHECKS		4715.1 · RENT ...	-641.00	-75.04
Check	08/01/2025	27581	RENT CHECKS		4715.1 · RENT ...	-471.00	-546.04
Check	08/01/2025	27582	RENT CHECKS		4715.1 · RENT ...	-388.00	-934.04
Check	08/01/2025	27584	RENT CHECKS		4715.1 · RENT ...	-146.00	-1,080.04
Check	08/01/2025	27585	RENT CHECKS		4715.1 · RENT ...	-169.00	-1,249.04
Check	08/01/2025	27586	RENT CHECKS		4715.1 · RENT ...	-9.00	-1,258.04
Check	08/01/2025	ACH	RENT CHECKS	August 2025 R...	-SPLIT-	-175,587.00	-176,845.04
Check	08/01/2025	27587	RENT CHECKS	Portables Aug...	-SPLIT-	-428.24	-177,273.28
Deposit	08/01/2025			Deposit	3602 · HAP RE...	191,210.00	13,936.72
Deposit	08/13/2025			Deposit	3602 · HAP RE...	34,000.00	47,936.72
Check	08/19/2025	27588	RENT CHECKS		4715.1 · RENT ...	-750.00	47,186.72
Payment	08/28/2025	1451	Johnson, Kristin f TRI...	Pmt 8/4/2025	1128 · Receiva...	100.00	47,286.72
Payment	08/28/2025	5086	Perry, Jennifer / Haze...	Pmt 8/5/2025	1128 · Receiva...	50.00	47,336.72
Payment	08/28/2025		Douglas, Brandilyn f	Pmt 8/14/2025	1128 · Receiva...	20.00	47,356.72
Payment	08/28/2025		Miller, Alei f	Pmt 8/19/2025	1128 · Receiva...	40.00	47,396.72
Payment	08/28/2025		Schimmel, Tamara f	Pmt 8/21/2025	1128 · Receiva...	50.00	47,446.72
Payment	08/28/2025		MCGARY, KIA f	Pmt 8/15/2025	1128 · Receiva...	80.00	47,526.72
Payment	08/28/2025	969622	Pomietlo, Mark	Pmt 8/18/2025	1128 · Receiva...	39.00	47,565.72
Total 1111.2 · NW CHECKING						38,018.76	47,565.72
1111.5 · Mainstream HAP							2,146.00
Check	08/01/2025	27581	Mainstream Rent Ch...		4715.5 · Mainst...	-179.00	1,967.00
Check	08/01/2025	27583	RENT CHECKS		4715.1 · RENT ...	-137.00	1,830.00
Check	08/01/2025	ACH	Mainstream Rent Ch...	August 2025 ...	4715.5 · Mainst...	-14,447.00	-12,617.00
Deposit	08/01/2025			Deposit	3604 · Mainstre...	15,714.00	3,097.00
Total 1111.5 · Mainstream HAP						951.00	3,097.00
1111.6 · Mainstream Admin							-5,201.01
Deposit	08/01/2025			Deposit	3606 · Mainstre...	1,790.00	-3,411.01
Total 1111.6 · Mainstream Admin						1,790.00	-3,411.01
1111 · Northwestern Bank - Other							21,963.20
Total 1111 · Northwestern Bank - Other							21,963.20
Total 1111 · Northwestern Bank						63,564.23	361,203.01
TOTAL						63,564.23	361,203.01

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Accrual Basis

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

Type	Date	Num	Name	Amount	Balance
113 · Federal Funds-NW Bank Acct					1,476,171.34
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					3,642.78
113.084 · 2023 Admin					1,400.38
Total 113.084 · 2023 Admin					1,400.38
113.085 · 2023 Activity					14.14
Total 113.085 · 2023 Activity					14.14
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					3,642.78
113.952 · REV LOAN NSP					9,823.45
Payment	08/28/2025	2300	Bohman, Daniel and Tina 90602:Current - 5%	400.83	10,224.28
Deposit	08/28/2025			99.17	10,323.45
Payment	08/28/2025	3757	Dukart (Eternick), Dan & Cora 90605:Current - 5%	363.57	10,687.02
Deposit	08/28/2025			159.43	10,846.45
Total 113.952 · REV LOAN NSP				1,023.00	10,846.45
113.957 · Revolving loan Admin NSP					15,975.56
Total 113.957 · Revolving loan Admin NSP					15,975.56
113.81 · Other non revolving loan					42,210.85
Deposit	08/28/2025			260.00	42,470.85
Deposit	08/28/2025			170.00	42,640.85
Deposit	08/28/2025			170.00	42,810.85
Deposit	08/28/2025			280.00	43,090.85
Deposit	08/28/2025			280.00	43,370.85
Deposit	08/28/2025			240.00	43,610.85
Deposit	08/28/2025			170.00	43,780.85
Total 113.81 · Other non revolving loan				1,570.00	43,780.85
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

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Accrual Basis

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

Type	Date	Num	Name	Amount	Balance
Total 113.110 · RL Special Projects Account					11,095.60
113.70 · HOME Revolving Loan Accounts					1,246,381.48
113.87 · Home Revolving Loan Funds					953,672.15
Payment	08/28/2025		Wozniak, Katie:2nd loan	220.67	953,892.82
Deposit	08/28/2025			169.33	954,062.15
Payment	08/28/2025	4463	Svoma, Kris - 5%:current	282.39	954,344.54
Deposit	08/28/2025			157.76	954,502.30
Payment	08/28/2025	0018...	Klenke, Melissa 5%:HOME Funds	164.79	954,667.09
Deposit	08/28/2025			45.21	954,712.30
Payment	08/28/2025	0020...	Klenke, Melissa 5%:HOME Funds	157.58	954,869.88
Deposit	08/28/2025			52.42	954,922.30
Payment	08/28/2025	1267	Weycker, Jessica & Drangstveit, Jerid 5%	422.09	955,344.39
Deposit	08/28/2025			7.91	955,352.30
Payment	08/28/2025	2072	Garrett, Brian C. & Denise J 5%:Current Loan	430.01	955,782.31
Deposit	08/28/2025			49.99	955,832.30
Payment	08/28/2025	10051	REITAN, JOHN & TARA 5%:CURRENT	304.61	956,136.91
Deposit	08/28/2025			195.39	956,332.30
Payment	08/28/2025	10165	Jepson, Lori:Jepson, Lori 5% Current	559.91	956,892.21
Deposit	08/28/2025			60.09	956,952.30
Payment	08/28/2025	22-06...	Hale, Shauntia 5%:Current Portion	485.31	957,437.61
Deposit	08/28/2025			144.69	957,582.30
Total 113.87 · Home Revolving Loan Funds				3,910.15	957,582.30
113.86 · Clark Co - HOME RLF					227,391.00
113.862 · Clark Co - HOME - Activity					205,354.90
Total 113.862 · Clark Co - HOME - Activity					205,354.90
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					227,391.00
113.72 · Self/Help					-37.59
113.77 · Admin					66,755.79
Total 113.77 · Admin					66,755.79
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				3,910.15	1,250,291.63
113 · Federal Funds-NW Bank Acct - Other					-12,497.74
Deposit	08/31/2025			234.72	-12,263.02
Total 113 · Federal Funds-NW Bank Acct - Other				234.72	-12,263.02
Total 113 · Federal Funds-NW Bank Acct				6,737.87	1,482,909.21
TOTAL				6,737.87	1,482,909.21

Chippewa County Housing Authority Annual Performance Evaluation

Employee Name:	Position Title:	Reviewer:
Date of Review:	Date of Last Review:	Employment Date:

Review Period: 6 months: _____ Annual: _____

Section I: Goal Analysis

Goal	Met/Unmet	Completion Comments
1.)		
2.)		
3.)		

Section II: Job Performance Skills

Rating categories:

Outstanding - O: Represents consistency over time of outstanding overall performance. Demonstrates effective leadership. Applies expertise beyond assigned area of responsibility. Aggressively pursues tough projects and additional responsibility. Note: Usage of this category is highly limited.

Exceeds Expectations - E: Performance exceeds normal expectations. Represents a high level of achievement. Accepts challenging demanding projects; Exceeds quality standards expertise required for work.

Meets Expectations - M: Meets all of supervisor's expectations. Demonstrates the knowledge, skills, and abilities to complete the essential duties in a fully capable manner.

Below Expectations - B: Sometimes meets the performance standards. Requires guidance and direction. Occasionally does not meet goals for projects or assignments. Requires more supervision than expected.

Unsatisfactory - U: Unsatisfactory level of performance. Fails to meet quality standards. Requires excessive direction or supervision; Lacks skills, knowledge, or ability to complete the project or assignment.

Rating Criteria	Rating	Comments/Examples
1.) Initiative – Sees beyond immediate assignments and acts on opportunities and problem areas. Generates new ideas and practices self-development.		•
2.) Problem Solving – Performs duties without specific direction, given adequate guidelines. Presents and weighs alternatives before making decisions. Consults others when appropriate. Anticipates and prevents problems. Generates alternative solutions and selects optimal solution.		•
3.) Planning/Time/Resource Management – Allocates time and resources effectively. Prioritizes assignments to avoid crises. Keeps work area orderly so others can perform tasks if necessary, initiates activities to stay busy and productive when necessary.		•
4.) Flexibility/Adaptability – Responds and adapts effectively to change. Willingly takes on new responsibility. Effectively handles pressure.		•
5.) Teamwork – Works in harmony with and receives favorable comments from others. Provides assistance to others when needed. Helps resolve conflicts.		•
6.) Customer Service – Provides professional customer service with customers and fellow staff. Responds in a professional manner to conflict or disagreement. Has skills to diffuse or reduce conflict.		•

<p>7.) Responsiveness – Demonstrates responsiveness to requests from others without being asked. Maintains an "approachable" demeanor for clients and fellow staff.</p>		<ul style="list-style-type: none"> •
<p>8.) Supervision – Accepts direction and supervision in a positive manner. Keeps supervisor advised of problems, ideas and decisions when needed.</p>		<ul style="list-style-type: none"> •
<p>9.) Job Knowledge – Demonstrates strong understanding of job duties. Keeps job knowledge and technical skills current.</p>		<ul style="list-style-type: none"> •
<p>10.) Productivity – Produces acceptable quantity of work in a timely manner. Completes assignments on or before deadlines. Works at a steady pace regardless of environmental pressure.</p>		<ul style="list-style-type: none"> •
<p>11.) Accuracy – Results are consistently accurate and neat. Thinks of and completes most details. Maintains confidentiality.</p>		<ul style="list-style-type: none"> •
<p>12.) Follow-Through – Sees that work and related action steps are followed through to completion.</p>		<ul style="list-style-type: none"> •

Section III: Goal Setting

(Complete during evaluation meeting)

Future Goals:
1.)
2.)
3.)

Section IV: Employee Comments

Employee's Signature

Date

Evaluator's Signature

Date

Employee signature acknowledges discussion and receipt of review and does not necessarily indicate agreement.

Chippewa County Housing Authority

Peer Review Performance Evaluation

Employee Name:	Peer Reviewer:
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Job Performance Skills

Rating categories:

E - Excellent demonstration of the competency

S - Solid demonstration of the competency

F - Fair demonstration of the competency

P - Poor demonstration of the competency

Rating Criteria	Rating	Comments/Examples
1.) Job Knowledge & Technical Competence – Demonstrates strong understanding of job duties. Keeps job knowledge and technical skills current.		•
2.) Customer Service – Provides professional customer service with customers and fellow staff. Responds in a professional manner to conflict or disagreement. Has skills to diffuse or reduce conflict.		•
3.) Productivity & Results – Produces acceptable quantity of work in a timely manner. Completes assignments on or before deadlines. Works at a steady pace regardless of environmental pressure.		•
4.) Teamwork – Works in harmony with and receives favorable comments from others. Provides assistance to others when needed. Helps resolve conflicts.		•

Additional Comments:

CHIPPEWA COUNTY HOUSING AUTHORITY

BEREAVEMENT POLICY

Chippewa County Housing Authority offers 3 days of bereavement per occurrence to its employees available at the death of any one of the following:

- Spouse including registered domestic partners
- Mother, father, mother-in-law, father-in-law, step mother, step father
- Sister, brothers, sister in law, brother-in-law, step sister, step brother
- Daughter, son, daughter-in-law, son-in-law, step daughter, step son
- Grandmother, grandfather, grandmother-in-law, grandfather-in-law, granddaughter, grandson, granddaughter in law, grandson in law, step grandmother, step grandfather, step granddaughter, step grandson.

Unused bereavement days are not eligible for cash payment.

CHIPPEWA COUNTY HOUSING AUTHORITY
POLICY FOR EMPLOYEES CALLED TO JURY DUTY

Chippewa County Housing Authority encourages employees to serve jury duty when called by the court system. Employees can use work time to serve jury duty and will be paid their regular wage for the time spent serving jury duty including travel time if they must serve outside of Chippewa County. Hours paid for jury duty will be limited to the number of hours normally worked in a day. Mileage, parking or meal reimbursement costs will not be paid by the Authority.

If an employee uses paid work time while serving jury duty, they must surrender any payment they receive from the court system for their time to the Authority. They are not required to surrender payments they receive that are intended to compensate them for mileage or meals.

Employees have the option to use personal time when serving jury duty and if they choose to use personal time, any compensation they receive from the court system will be theirs to keep.

CHIPPEWA COUNTY HOUSING AUTHORITY

POLICY FOR POSITION CHANGES AND RECLASSIFICATIONS

Employees who are interested in being considered for transfer into a vacant position that occurs within the agency can indicate their interest by notifying the Executive Director in writing. The Executive Director shall review the request using the following criteria:

1. The vacated position is being refilled
2. The employee meets the educational and or experience qualifications of the vacated position
3. The employee has the work and personal skills required to perform the job

The Executive Director may consult with the officers of the Commission or the Commission as a whole prior to making a decision. The ability to transfer to another position is at the discretion of the Executive Director and the Commission.

Employees who are interested in a re-classification of their position must indicate their interest by notifying the Executive Director in writing. The Executive Director shall review the request using the following criteria:

1. The tasks performed by the employee are significantly new or expanded responsibilities compared to the responsibilities of their current classification
2. The new classification is comparable with other Chippewa County Housing Authority or Chippewa County positions in both wages and responsibilities
3. The new classification is comparable with other Public Housing Authority's or counties in both wages and responsibilities
4. There is documentation of training and or skills that have been acquired by the employee and are needed to perform the new duties or responsibilities of the re-classification

New classifications will be brought before the Commission for their approval. The presentation will include documentation of the above criteria along with a report of the fiscal impact of the reclassification on the budget of the agency. The Commission will approve the re-classification at a regularly scheduled meeting and will designate a start date for the re-classification.

CHIPPEWA COUNTY HOUSING AUTHORITY

LONGEVITY

The Authority recognizes experience shown by length of employment as a valuable asset and provides recognition of employee longevity:

1. Full time employees who have worked at least 2,000 hours and part time employees who have worked at least 1,040 hours or more shall receive longevity payments.
2. Employees must have completed three consecutive years of employment with the Housing Authority on or before December 15 to receive their first longevity payment of thirty dollars (\$30.00). Subsequent longevity payments will be increased ten dollars (\$10.00) each additional year of employment with the Authority.
3. Eligible employees will receive their longevity payment on the first payday in December.
5. Employees who terminate during the year are not eligible for longevity payments, except to employees or to the beneficiaries of those employees who have discontinued employment because of death or for retirement reasons under Wisconsin State Retirement. In those special cases, the prorating calculation will use full months of employment completed times $1/12^{\text{th}}$ of the annual benefit that would have been due in December.

POLICY FOR ANNUAL SERVICE AWARDS

The Commission of the Chippewa County Housing Authority believes that it is important to provide recognition to employees for the service to the agency. The recognition should take place at a Commission meeting or a specially scheduled event as set up by the Executive Director. The recognition awards will be given for each 5-years of consecutive employment. Employees will be awarded "Main Street Dollars" from the Chippewa Falls Main Street Program according to the following schedule:

5 years	\$15.00
10 years	25.00
15 years	30.00
20 years	40.00
25 years	50.00
30 years	60.00
35 years	70.00
40 years	80.00
45 years	90.00
50 years	100.00

Employees and Commissioners are recognized at the Agency's annual celebration.

Corrective and Disciplinary Action Policy

Corrective and disciplinary action may be taken for violations of standards of employee conduct, violations of policies and procedures, or for unsatisfactory work performance.

The Executive Director may issue formal disciplinary action to an employee for reasons that may include, but shall not be limited to, violation of the standards of employee conduct, CCHA policies and procedures, work rules, safety rules or other reasonable work standards not specifically defined herein.

1) Definitions

a) Corrective Action

For purposes of this policy, "corrective action" means an employment measure initiated by the Chippewa County Housing Authority to the employee prior to disciplinary action and may be presented to the employee in verbal or written form. Corrective action is a non-disciplinary action. Another term used for corrective action may be coaching, counseling or informal corrective action. These measures are not required to be used before disciplinary action occurs or in any specific order. CCHA may repeat corrective action. If the corrective action is presented in verbal form to the employee, the Executive Director shall document the date and details of the verbal corrective action. Corrective Action documentation may be retained in the employee's personnel file.

b) Disciplinary Action

For purposes of this policy, "disciplinary action" means an employment action initiated by Chippewa County Housing Authority to an employee that results in a formal oral disciplinary warning, written disciplinary warning, disciplinary suspension without pay, disciplinary demotion/reduction in rank, or involuntary discharge from employment. Failure by the employee to correct the behavior may result in further disciplinary action, up to and including discharge from employment. All disciplinary actions shall be created and retained in the employee's personnel file.

c) Oral Warning

A disciplinary oral warning is an oral statement made to an employee indicating the employee's conduct or performance fails to meet an acceptable level or expected improvement. Written documentation of the oral warning shall be created and retained in the employee's personnel file.

d) Written Warning

A disciplinary written warning is a written statement made to an employee indicating the employee's conduct or the performance fails to meet an acceptable level or expected improvement. A written warning shall be retained in the employee's personnel file.

e) Disciplinary Suspension

A disciplinary suspension is the temporary removal of an employee from his/her assignment without pay for disciplinary reasons. The number of days of the removal shall be determined by the Executive Director, in consultation with the other officers of the Authority prior to suspension and should be based on the circumstances of the violation. Written documentation of the suspension shall be created and retained in the employee's personnel file.

f) Disciplinary Demotion

A disciplinary demotion is the permanent removal, for disciplinary reasons, of an employee from the employee's current assignment to an assignment in a lower classification resulting in reduced pay. Written documentation of the demotion shall be created and retained in the employee's personnel file.

g) Involuntary Discharge

Involuntary discharge from CCHA employment for disciplinary purposes may occur and shall be documented and retained in the employee's personnel file "Discharge" does not include paid administrative leave, layoff, reduction in workday, reduction in workforce, job transfer or reassignment, retirement, death or the end of completion of temporary employment as an LTE. Discharge shall be determined by the Executive Director, in consultation with the other officers of the Authority prior to the discharge.

h) Progressive Discipline

Progressive discipline allows an employee the opportunity to improve job performance and comply with established rules of conduct in order to avoid further consequences. For minor rule infractions and minor performance deficiencies, discipline may be applied progressively.] Where progressive disciplinary action does not result in satisfactory job performance or acceptable employee conduct, discharge of employment may be necessitated.

i) Level of Discipline

The level of discipline imposed is at the sole discretion of the Executive Director, in consultation with other officers of the Authority. The level of discipline imposed shall take into consideration the seriousness of the infraction, a review of the facts and circumstances of the infraction, the employee's performance record and history of prior disciplinary actions. Depending upon the severity of the offense, the level of discipline imposed by CCHA may involve immediate application of one or more progressive steps including immediate discharge, if warranted. Specific disciplinary measures are not required to be imposed before discharge from employment occurs, nor are disciplinary actions required to be imposed in any specific order. Repeated infractions of even minor offenses may result in discharge. CCHA may, at its discretion, repeat or skip disciplinary actions.

2) Standards of Employee Conduct

While it is impossible to list every type of behavior that may be deemed a serious infraction, subject to disciplinary action the Standards of Employee Conduct Policy includes examples of behaviors that may result in disciplinary action. The areas of unacceptable conduct listed are not intended to be an all-inclusive list. Nothing in this policy is intended to create additional property or procedural rights for employees beyond those rights guaranteed by federal and state law, unless such a provision is clearly labeled as a right of the employee.

3) FLSA

In accordance with the Fair Labor Standards Act, exempt employees who are disciplined, and given an unpaid suspension, shall serve a minimum of one full day unpaid suspension. Disciplinary deductions in pay cannot be in partial day increments.

4) Documentation

An employee shall receive a copy of all written disciplinary action documentation including oral warnings, written warnings, disciplinary suspensions, disciplinary demotions, and discharge. The Corrective or Disciplinary Action Form is located within the Employee Handbook.

Written Corrective and all Disciplinary action documentation shall include the following:

1. Employee name, date and time of the discipline meeting
2. Type of action (corrective action, oral warning, written warning, suspension, demotion or discharge)
3. Length of corrective action (if suspension)
4. Number and/or section of the ordinance, policy or procedure violation (if relevant)
5. Date(s) and detail(s) of specific incident(s) leading up to the corrective or disciplinary actions (if relevant)
6. Date(s) and detail(s) of any former corrective or disciplinary actions (if relevant)
7. Expectations going forward
8. The resulting action to be taken if employee fails to correct the deficiency

9. Signatures of the Executive Director administering the Corrective or Disciplinary Action, and any other witness in the meeting

Receipt of the Corrective or Disciplinary Action Form shall be acknowledged by the employee by signing the form. A copy of the Corrective or Disciplinary Action Form shall be furnished to the employee. The original Corrective or Disciplinary Action Form shall be retained in the employee's personnel file.



**CHIPPEWA COUNTY
HOUSING AUTHORITY**

711 N Bridge St. Rm 14 | Chippewa Falls, WI 54729
Phone: 715.726.7933 | Fax: 715.726.7936
www.chippewacountywi.gov/community/housing-authority

Corrective or Disciplinary Action Form

1. Employee Information

Employee Name: _____ Date/Time of Meeting: _____

Position/Title: _____

Executive Director Issuing Action: _____

2. Check Type of Action

- ☐ Correction Action – Non-Disciplinary
- ☐ Disciplinary Action – Oral Warning
- ☐ Disciplinary Action – Written Warning
- ☐ Disciplinary Action – Unpaid Suspension Length: _____ Exact Dates of Suspension: _____
- ☐ Disciplinary Action – Demotion Explain: _____
- ☐ Disciplinary Action – Discharge

3. If there is a violation of an ordinance, policy or procedure, provide specific number, chapter or section

4. Date(s) and detail(s) of the specific incident(s) leading up to corrective or disciplinary action

5. Date(s) and detail(s) of any former corrective or disciplinary actions (if relevant)

6. Expectations going forward

7. Employee comment (optional)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

If you require additional training or resources to become compliant with an ordinance, policy and procedure or to meet the expectations of your position, you must advise your Executive Director immediately. Future incidents regarding the above referenced issues may result in further discipline, up to and including discharge from employment with Chippewa County Housing Authority.

Corrective actions may be noted in your annual performance evaluation as determined by your Executive Director and should be placed in your personnel file.

Disciplinary actions shall be noted with your annual performance evaluation and placed in your personnel file.

Employee signature below does not denote agreement with the action but confirms the receipt of the information as written.

Employee Signature

Date

Executive Director Signature

Date