

PUBLIC MEETING NOTICE

**CHIPPEWA COUNTY HOUSING AUTHORITY
MONDAY, OCTOBER 27, 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 September 29, 2025 Meeting
7. Reports:
 1. Update on Bylaw amendment from outside counsel
 2. Update on 738 Maple St. Chippewa Falls
 3. Update on Yardi software conversion
 4. Update on CDBG Manufactured Housing Communities
 5. 2026 CDBG Grant Application
8. Business Items:
 1. Discuss and Approval of the Financial Reports for September 2025
 2. Discussion and Approval to close the office on December 26, 2025 and January 2, 2026
 3. Discuss and Approval of policy changes to the Longevity, Annual Service Awards, Corrective and Disciplinary Action
 4. Review and Discuss the following policies: Insurance, Ethics, Harassment
9. Agenda Items for Future Consideration
10. Schedule next meeting date – November 10, 2025, Special Meeting. The Commission will convene, upon passage of the proper motion, in closed session pursuant to Wisconsin State Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility; to review six-month performance evaluation of the Executive Director.
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, SEPTEMBER 29, 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, Davis, Artz, Rosenow

Members absent: Hennick

Others present: Rizzo, Sherman

3. APPROVAL OF THE AGENDA

Artz and Rosenow made a motion to approve the meeting agenda with the change of moving the update to the bylaws to number one under reports. Motion carried with all present voting aye.

4. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

None

5. CONSENT AGENDA

Rosenow and Davis made a motion to approve the minutes of the August 25, 2025, meeting. Motion carried with all present voting aye.

6. REPORTS

1. Updating the Bylaws: Sherman went through his changes and made notes of additional changes. Will review again in the next meeting.

2. Update on 738 Maple St. Chippewa Falls: Rizzo stated that CCHA is still working with to potential buyer to income qualify.

3. Updates on Small City RLF Funds: Rizzo reported that municipalities were notified by the state on August 29, 2025, that the CDBG Small City RLF will be discontinuing the program effective September 30, 2025. CCHA is working on transition plan and will be hosting a Teams meeting to go through the plan with the municipalities.

4. Updates on Retaining Legal Counsel Rizzo stated that CCHA will have a contract with Weld Riley starting October 1, 2025.

5. Updates to the Employee Handbook: Rizzo gave a demonstration on what the employee handbook is starting to look like.

7. BUSINESS ITEMS

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

2. Discussion and action to establish a procedure and framework for evaluation of the Executive Director: Davis and Rosenow made a motion to approve that Rizzo will send the Annual Performance Evaluation form to the Commissioners for each to complete. The Commissioners will have a special closed session meeting on November 10, 2025, to go over the evaluations and will present to Rizzo in a closed session during the December 15, 2025, meeting. Motion carried with all present voting aye.

3. Discussion and approval of CCHA check process change: Davis and Artz made a motion to approve Section 8 HAP payments being printed with the Chair and Vice-Chair signatures, Section 8 Admin checks being printed with the Chair and Vice-Chair signatures after in person approval, and all federal and management checks being printed with the Chair and Vice-Chair signatures after being entered into the

system by the Fiscal Manager, posted by the Executive Director, and approved by the Chair. Motion carried with all present voting aye.

4. Discuss and Approval of policy changes to the Bereavement, Jury Duty, Position Changes and Re-classification policies: Rosenow and Davis made a motion to approve the policies with the change from 3 days to 24 hours on the Bereavement Policy. Motion carried with all present voting aye.

5. Review and discuss the Longevity, Annual Service Awards, Corrective and Disciplinary Action Policies: Rizzo presented the policies for approval at the next meeting.

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Guthman called for agenda items for future consideration. Bylaws, Policies, and approval to close the office on Friday, December 26, 2025, and Friday, January 2, 2026.

9. SCHEDULE NEXT MEETING DATE

All agreed to schedule the next meeting for October 27, 2025.

9. ADJOURNMENT

Artz and Rosenow made a motion to adjourn at 5:50 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 October 27, 2025, Meeting
Chippewa County Housing Authority (CCHA) Commission Meeting**

Reports:

- 1. Update on Bylaw amendment from outside counsel** – Jim Sherman will provide an updated.
- 2. Update on 738 Maple St** – CCHA is still working with the potential buyer to determine if they are eligible due to the buyer starting a new job.
- 3. Update on Yardi software conversion** – The software conversion went live on October 1, 2025.
- 4. Update on CDBG Manufactured Housing Communities** – Rizzo met with the CDBG Regional Committee and discussed the options for this funding.
- 5. 2026 CDBG Grant Application** – Rizzo has received the 2026 CDBG grant application from the state. Application is due by December 9, 2025.

Business Items:

- 1. Approval of the Financial Reports for September 2025** – The September financials are included in the meeting packet.
- 2. Discussion and approval to close the office on December 26, 2025 and January 2, 2026** – CCHA would like to close the office on these days due to the holidays.
- 3. Discuss and Approval of policy changes** – Discuss and approve any changes to the Longevity, Annual Service Awards, Corrective and Disciplinary Action policies that were reviewed during the last meeting. A copy of the policies is included in the meeting packet.
- 4. Review and discuss the Insurance, Ethics, Harassment 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 September '25

	TOTAL	General Management Account	VISION Account	HCRI Programs Account	Section 8 Account	Federal Programs Account
BALANCE	\$2,206,550.53	\$99,200.88	\$15,901.23	\$247,336.20	\$361,203.01	\$1,482,909.21
RECEIPTS	\$256,975.13	\$2,168.22	\$0.00	\$19.00	\$240,886.64	\$13,901.27
DISBURSEMENTS	\$273,334.25	\$73,096.95	\$0.00	\$0.00	\$200,218.59	\$18.71
BALANCE	\$2,190,191.41	\$28,272.15	\$15,901.23	\$247,355.20	\$401,871.06	\$1,496,791.77
Math check	\$2,190,191.41					
				First Time Homebuyer		Rental Rehab
				Tax/Mortgage		Lease Purchase
				HELP loans		Self-Help
						First Time Homebuyer
						YouthBuild
Certified:						
			10/27/2025			
			Date			
Chairman						

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NEW Chippewa Co Housing Authority

Account QuickReport

10/20/25

Accrual Basis

As of September 30, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
112 - Cash Restricted							99,200.88
112.10 - NW Bank							99,200.88
112.1 - General/Mgmt							99,200.88
Check	09/02/2025	State ...	WISCONSIN DEPT ...	State tax - 7/3...	321.2 - State W...	-1,392.09	97,808.79
General Journal	09/04/2025	payroll		Net Pay	-SPLIT-	-14,403.38	83,405.41
General Journal	09/04/2025	payroll		EE HSA - Pretax	112.1 - General...	-60.00	83,345.41
Check	09/04/2025	ACH	ExpertPay	Child support ...	320 - Child Sup...	-63.23	83,282.18
Check	09/10/2025	Fed tax	Internal Revenue Ser...	941 Fed Tax D...	321.1 - Fed/FIC...	-4,337.52	78,944.66
Check	09/15/2025	17456	GFL Environmental	UE-424052 ...	-SPLIT-	-279.81	78,664.85
Check	09/15/2025	17457	Bauman Associates, ...	Client # 50694...	909.2 - Account...	-340.00	78,324.85
Check	09/15/2025	17458	HOUSING AUTHORI...	August services	909.2 - Account...	-1,405.45	76,919.40
Check	09/15/2025	17459	Andy Clay	August inspect...	909.11 - Sectio...	-1,451.00	75,468.40
Check	09/15/2025	17460	LUCAS ENDRES	July & August '...	-SPLIT-	-650.00	74,818.40
Check	09/15/2025	17461	WAHA DISTRICT 6	Annual dues	916.32 - District...	-10.00	74,808.40
Deposit	09/15/2025			Deposit	-SPLIT-	1,320.00	76,128.40
Deposit	09/15/2025			Deposit	715 - Other Rev...	803.00	76,931.40
Check	09/15/2025	17462	ELAN FINANCIAL S...	Acct # 4798 5...	-SPLIT-	-149.45	76,781.95
Check	09/15/2025	17463	DEPARTMENT OF P...	Water/sewer	-SPLIT-	-1,536.71	75,245.24
Check	09/15/2025		XCEL ENERGY	Acct # 52-942...	-SPLIT-	-1,544.21	73,701.03
Check	09/15/2025	ACH	Verizon Wireless	Acct # 442197...	916.91 - Cell ph...	-146.18	73,554.85
General Journal	09/18/2025	payroll		Net Pay	-SPLIT-	-14,222.60	59,332.25
General Journal	09/18/2025	payroll		EE HSA - Pretax	112.1 - General...	-60.00	59,272.25
Check	09/18/2025	ACH	ExpertPay	Child support ...	320 - Child Sup...	-63.23	59,209.02
Check	09/22/2025	ACH	State of Wisconsin H...	October 2025 ...	915.5 - Health Ins	-14,654.32	44,554.70
Check	09/24/2025	WRS	WISCONSIN RETIR...	WRS Contribu...	915.4 - Retirem...	-5,348.00	39,206.70
Check	09/24/2025	Fed tax	Internal Revenue Ser...	941 Fed Tax D...	321.1 - Fed/FIC...	-4,284.34	34,922.36
Deposit	09/25/2025			Deposit	715 - Other Rev...	0.09	34,922.45
Check	09/29/2025	WRS	WISCONSIN RETIR...	WRS Contribu...	915.4 - Retirem...	-5,300.29	29,622.16
Check	09/30/2025	ACH	WISCONSIN DEPT ...	State tax - 8/3...	321.2 - State W...	-1,383.94	28,238.22
Deposit	09/30/2025			Deposit	704 - Interest In...	45.13	28,283.35
Check	09/30/2025	ACH F...	NORTHWESTERN ...	ACH Fees Se...	916.2 - Automat...	-11.20	28,272.15
Total 112.1 - General/Mgmt						-70,928.73	28,272.15
Total 112.10 - NW Bank						-70,928.73	28,272.15
Total 112 - Cash Restricted						-70,928.73	28,272.15
TOTAL						-70,928.73	28,272.15

NEW Chippewa Co Housing Authority
Account QuickReport
As of September 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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Accrual Basis

NEW Chippewa Co Housing Authority

Account QuickReport

As of September 30, 2025

Type	Date	Num	Name	Memo	Split	Amount	Balance
112 - Cash Restricted							247,336.20
112.10 - NW Bank							247,336.20
112.11 - HCRI-No post account							247,336.20
112.114 - RL Homebuyer/Homeowner Asst							49,389.44
Total 112.114 - RL Homebuyer/Homeowner Asst							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							152,375.76
Deposit	09/04/2025			Deposit	750.1 - Rent	19.00	152,394.76
Total 112.111 - HCRI-Activity RENTAL/SEC.DEP						19.00	152,394.76
Total 112.11 - HCRI-No post account						19.00	247,355.20
Total 112.10 - NW Bank						19.00	247,355.20
Total 112 - Cash Restricted						19.00	247,355.20
TOTAL						19.00	247,355.20

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10/20/25

SECT 8

Reconciliation Detail

1111 - Northwestern Bank, Period Ending 09/30/2025

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						364,673.66
Cleared Transactions						
Checks and Payments - 20 items						
Check	08/01/2025	27587	RENT CHECKS	X	-428.24	-428.24
Check	09/02/2025	ACH	RENT CHECKS	X	-174,949.00	-175,377.24
Check	09/02/2025	ACH	Mainstream Rent Ch...	X	-14,885.00	-190,262.24
Check	09/02/2025	27598	RENT CHECKS	X	-2,011.00	-192,273.24
Check	09/02/2025	27595	RENT CHECKS	X	-832.00	-193,105.24
Check	09/02/2025	27591	RENT CHECKS	X	-750.00	-193,855.24
Check	09/02/2025	27599	RENT CHECKS	X	-641.00	-194,496.24
Check	09/02/2025	27596	RENT CHECKS	X	-637.00	-195,133.24
Check	09/02/2025	27593	RENT CHECKS	X	-560.00	-195,693.24
Check	09/02/2025	27589	RENT CHECKS	X	-530.00	-196,223.24
Check	09/02/2025	27590	RENT CHECKS	X	-495.00	-196,718.24
Check	09/02/2025	27600	RENT CHECKS	X	-471.00	-197,189.24
Check	09/02/2025	27601	RENT CHECKS	X	-428.24	-197,617.48
Check	09/02/2025	27592	RENT CHECKS	X	-206.00	-197,823.48
Check	09/02/2025	27602	RENT CHECKS	X	-187.00	-198,010.48
Check	09/02/2025	27604	RENT CHECKS	X	-169.00	-198,179.48
Check	09/02/2025	27603	Mainstream Rent Ch...	X	-96.00	-198,275.48
Check	09/02/2025	27597	RENT CHECKS	X	-80.00	-198,355.48
Check	09/02/2025	27605	RENT CHECKS	X	-9.00	-198,364.48
Check	09/30/2025	ACH F...	NORTHWESTERN ...	X	-14.35	-198,378.83
Total Checks and Payments					-198,378.83	-198,378.83
Deposits and Credits - 15 items						
Deposit	09/02/2025			X	1,790.00	1,790.00
Deposit	09/02/2025			X	15,714.00	17,504.00
Deposit	09/02/2025			X	21,413.00	38,917.00
Deposit	09/02/2025			X	185,335.00	224,252.00
Payment	09/04/2025		Lepak, Chad & Eliza...	X	2.00	224,254.00
Payment	09/04/2025	1189602	HENNING, HEATHE...	X	108.00	224,362.00
Deposit	09/05/2025			X	1,619.00	225,981.00
Payment	09/09/2025	5087	Perry, Jennifer / Haz...	X	50.00	226,031.00
Payment	09/09/2025		Ellestad, Tricia f	X	54.00	226,085.00
Payment	09/09/2025		Bryant, Ashley	X	183.00	226,268.00
Payment	09/18/2025		Barfknecht, Jessie f	X	69.00	226,337.00
Payment	09/18/2025		Harper, Randy f	X	70.00	226,407.00
Deposit	09/23/2025			X	14,445.00	240,852.00
Deposit	09/24/2025			X	0.01	240,852.01
Deposit	09/30/2025			X	34.63	240,886.64
Total Deposits and Credits					240,886.64	240,886.64
Total Cleared Transactions					42,507.81	42,507.81
Cleared Balance					42,507.81	407,181.47
Uncleared Transactions						
Checks and Payments - 7 items						
Check	04/01/2020	26382	RENT CHECKS		-308.41	-308.41
Check	09/01/2023	27182	RENT CHECKS		-240.00	-548.41
Check	12/02/2024	27442	RENT CHECKS		-86.00	-634.41
Check	12/20/2024	27445	WAY, KATHRYN f		-3.00	-637.41
Check	07/01/2025	27553	RENT CHECKS		-2,268.00	-2,905.41
Check	08/01/2025	27583	RENT CHECKS		-137.00	-3,042.41
Check	09/02/2025	27594	RENT CHECKS		-2,268.00	-5,310.41
Total Checks and Payments					-5,310.41	-5,310.41
Total Uncleared Transactions					-5,310.41	-5,310.41
Register Balance as of 09/30/2025					37,197.40	401,871.06
Ending Balance					37,197.40	401,871.06

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10/20/25

Accrual Basis

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

Type	Date	Num	Name	Amount	Balance
113 · Federal Funds-NW Bank Acct					1,482,909.21
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					10,846.45
Payment	09/18/2025	3758	Dukart (Eternick), Dan & Cora 90605:Current - 5%	347.35	11,193.80
Deposit	09/18/2025			175.65	11,369.45
Total 113.952 · REV LOAN NSP				523.00	11,369.45
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					43,780.85
Deposit	09/09/2025			170.00	43,950.85
Deposit	09/09/2025			560.00	44,510.85
Deposit	09/18/2025			170.00	44,680.85
Total 113.81 · Other non revolving loan				900.00	44,680.85
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
113.70 · HOME Revolving Loan Accounts					1,250,291.63
113.87 · Home Revolving Loan Funds					957,582.30
Payment	09/04/2025	20389	Aderhold, Melissa	9,746.00	967,328.30
Payment	09/04/2025		Wozniak, Katie:2nd loan	264.95	967,593.25

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10/20/25

Accrual Basis

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

Type	Date	Num	Name	Amount	Balance
Deposit	09/04/2025				
Payment	09/09/2025	4464	Svoma, Kris - 5%:current	125.05	967,718.30
Deposit	09/09/2025			249.89	967,968.19
Payment	09/09/2025	0023...	Klenke, Melissa 5%:HOME Funds	190.26	968,158.45
Deposit	09/09/2025			146.71	968,305.16
Payment	09/09/2025	1271	Weycker, Jessica & Drangstveit, Jerid 5%	63.29	968,368.45
Deposit	09/09/2025			425.28	968,793.73
Payment	09/09/2025	10052	REITAN, JOHN & TARA 5%:CURRENT	4.72	968,798.45
Deposit	09/09/2025			885.90	969,684.35
Check	09/15/2025	ACH	Xcel Energy	114.10	969,798.45
Check	09/15/2025	ACH	Xcel Energy	-3.94	969,794.51
Deposit	09/24/2025			-14.77	969,779.74
				0.18	969,779.92
Total 113.87 · Home Revolving Loan Funds				12,197.62	969,779.92
113.86 · Clark Co - HOME RLF					
113.862 · Clark Co - HOME - Activity					227,391.00
Total 113.862 · Clark Co - HOME - Activity					205,354.90
					205,354.90
113.861 · Clark Co - HOME - Admin					
Total 113.861 · Clark Co - HOME - Admin					22,036.10
					22,036.10
Total 113.86 · Clark Co - HOME RLF					
					227,391.00
113.72 · Self/Help					-37.59
113.77 · Admin					
Total 113.77 · Admin					66,755.79
					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				12,197.62	1,262,489.25
113 · Federal Funds-NW Bank Acct - Other					
Deposit	09/30/2025			261.94	-12,263.02
Total 113 · Federal Funds-NW Bank Acct - Other				261.94	-12,001.08
Total 113 · Federal Funds-NW Bank Acct				13,882.56	1,496,791.77
TOTAL				13,882.56	1,496,791.77

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 are approximately 20 lines visible. The paper appears to be a standard notebook page.

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

CHIPPEWA COUNTY HOUSING AUTHORITY

INSURANCE COVERAGE

The Authority purchases insurance benefits through the State of Wisconsin Employee Trust Funds (ETF) program. Detailed information about these programs is available through their website. This serves as a brief summary of the benefits.

HEALTH INSURANCE:

The Agency participates in the State Retirement group health insurance plan. The Housing Authority shall pay 88% of the premium for single or family plans and employees shall pay 12% of the premium based on the average qualified plans. The health insurance benefit is available to all employees no matter how many hours they work. The minimum employer share of the premium is 25%. The Authority will prorate the insurance benefit for employees and offer employees who work 20-29 hours per week are eligible for insurance benefit at 50% of the premium based on the average qualified plans. They will offer employees who work 30-39 hours per week are eligible for insurance benefit at 69% of the premium based on the average qualified plans.

The agency will deduct the employee's share of the premium from their bi-weekly deposit. A year-end adjustment is in the last paycheck of the year if that is necessary to balance out the annual figures.

New employees are eligible for enrollment and must complete the application within 30 days of hire. Coverage will begin the first of the month following the date of hire.

LIFE INSURANCE:

Employees working 600 hours annually or more will be eligible for coverage under the Wisconsin Life Insurance Plan effective 3/1/95. The Housing Authority will pay both the employer's and the employees' share for basic coverage. Employees eligible for the Life Insurance Program the first of the month after 30 days of employment.

The State Additional Life Insurance coverage, Supplemental Life Insurance coverage or Spouse and Dependent Insurance coverage shall be an employee optional payroll deduction.

INCOME CONTINUATION:

Employees are eligible to enroll in the Income Continuation program upon hire. If they do not enroll within 30 days of hire, they will be subject to "evidence of insurability standards". The Authority will pay the premium for benefits to begin 180 days after the elimination period as described in the benefit plan. At the time of enrollment, employees chose an elimination period of 30, 60, 90, 120 or 180 calendar days. The employee will pay the difference between the 180-day premium and the premium for shorter periods. Disability benefits begin the day after your elimination period has lapsed and you have not worked due to a continuous and totally disabling condition during that time.

DENTAL INSURANCE:

Dental insurance is available with the group life insurance, and included in the monthly premium. Additional dental insurance is available to employees at their own expense.

Ethics

I. Purpose

To ensure that the public can have complete confidence in the integrity of Chippewa County Government, each employee shall respect and adhere to the fundamental principles of ethical service. This policy is created as the proper operation of county government demands that:

1. Chippewa County employees be independent, impartial and responsible to the people;
2. Decisions be made in the proper channels of the county governmental structure;
3. County offices should not be used for personal gain;
4. County business should be conducted in such a way to re-enforce the public's confidence in its integrity.

The purpose of this policy is to establish ethical standards of conduct for all County employees by identifying those acts or actions that are not compatible with the best interest of the County. Because representatives of the County are drawn from society, they cannot and should not be without all personal and economic interest in the decisions and policies of government. Citizens who serve as employees retain their rights as citizens to personal and economic interests. Therefore, the standards of ethical conduct for County employees must distinguish between minor and inconsequential conflicts which are unavoidable and those conflicts which are substantial and material. The provisions of this policy, and such rules and regulations which may be established, are to be interpreted in the context of the above principles and are deemed to be in the best interest of the public.

II. Coverage

This policy governs all County employees.

III. Exemptions

Political contributions which are reported under Chapter 11, Wis. Stats., are exempt from the provisions of this code.

I. Definitions

1. Person
Any individual, corporation, partnership, joint venture, association or organization.
2. Financial Interest
Any interest which yields, directly or indirectly, a monetary or other material benefit to the County employee or to any person employing or retaining services of the County employee.
3. Anything of Value

Any money or property, favor, service, payment, advance, forbearance, loan or promise of future employment, but does not include such things as compensation and expenses paid by the state or County, fees, expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this policy.

4. Privileged Information

Any written or oral material related to County government which has not become part of the body of public information, and which is designated by statute, court decision, lawful orders, ordinances, resolution or custom as privileged.

5. County Employee

All persons filling an allocated position of County employment, including the Clerk of Court, County Clerk, Sheriff, Register of Deeds and Treasurer.

6. Immediate Family

A County employee's spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the employee or receives that level of support from the employee.

IV. Fair and Equal Treatment

1. Use of Public Property

A County employee shall not use, or knowingly permit the use, of County services or County-owned vehicles, equipment, and materials for unauthorized nongovernmental purposes or for unauthorized personal convenience or for profit, unless such services or uses are available to the public generally and consistent with practices and policies of the County.

2. Obligations to Citizens

A County employee shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

V. Conflicts of Interest

1. No County employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.
2. No person may offer or give to a County employee, directly or indirectly, and no County employee may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the employee's vote, official action or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the employee.
3. No County employee may take any official action substantially affecting a matter in which the employee, a member of his or her immediate family, or an organization with which the County employee is associated, has a substantial financial interest.

4. No County employee may use his or her position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, one or more members of the employee's immediate family either separately or together, or an organization with which the employee is associated.

VI. Political Activities

A County employee has the right to freely express his or her views as a citizen and cast his or her vote, subject to the following:

1. No County employee shall directly or indirectly use or seek to use his or her authority or position to control or modify the political activity of another person.
2. No County employee shall at any time use any Chippewa County-owned or leased equipment for any political activity.
3. No County employee shall attempt to or influence an attempt to remove, discharge, demote, reduce pay, or otherwise discriminate against any employee because of the employee's political opinions or affiliations.

VII. Disclosure of Privileged Information

A County employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. A County employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediate family.

VIII. Gifts and Favors

A County employee shall not accept from any person or organization directly or indirectly, anything of value without full payment, if it could reasonably be expected to influence his or her vote, governmental actions or judgments or is provided to such employee because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.

IX. State Statutes Incorporated

1. Statutes Incorporated by Reference

The following sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of this policy:

- a) §19.01 (Oaths and Bonds)
- b). §19.21 (Custody and Delivery of Official Property and Records)
- c). §19.81-§19.89 (Open Meetings of Governmental Bodies)
- d). §19.59 (Codes of Ethics for Local Government Officials, Employees and Candidates).

2. Violation of Incorporated Statutes

County employees shall comply with the sections of the Wisconsin Statutes incorporated in this policy.

X. Investigations and Enforcement

Any ethics complaint or violation of this policy by an employee shall be reported by using the Employee Concerns or Complaints policy located in the HR Policy Manual. If the ethics complaint or violation involves the employee's immediate supervisor, the employee shall consult with the Human Resources Director to report the complaint or violation.

If the complaint is found to be true, the Human Resources Director shall work with the employee's immediate supervisor to determine appropriate action, which may include Corrective or Disciplinary Action.

Discrimination, Harassment and Retaliation Free Workplace

I. Purpose

The County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment and retaliation. Therefore, the County expects that all relationships among people in the workplace shall be business-like and free of bias, prejudice and harassment.

The County has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. The County shall make every reasonable effort to ensure that all employees are familiar with these policies and are aware that any discrimination, harassment or retaliation complaint shall be investigated and resolved appropriately.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected status, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of the County prohibit disparate treatment on the basis of sex or any other protected status, with regard to terms, conditions, privileges and perquisites of employment.

II. Equal Employment Opportunity

It is the policy of the County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital or domestic status, citizenship, national origin, genetic information, or any other characteristic protected by law. The County prohibits any such discrimination or harassment.

III. Retaliation

The County encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the County to promptly and thoroughly investigate such reports. The County prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

IV. Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include:

1. Unwanted sexual advances or requests for sexual favors
2. Sexual jokes and innuendo
3. Verbal abuse of a sexual nature
4. Commentary about an individual's body, sexual prowess or sexual deficiencies
5. Leering, whistling or touching
6. Insulting or obscene comments or gestures
7. Display in the workplace of sexually suggestive objects or pictures
8. Other physical, verbal or visual conduct of a sexual nature

V. Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment may be verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital or domestic status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

VI. Individuals and Conduct Covered

This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the County (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

VII. Reporting an Incident of Harassment, Discrimination or Retaliation

The County encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, the Department Head, the Human Resources Director or any member of the Human Resources Division. See the complaint procedure described below.

In addition, the County encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The County recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures.

VIII. Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the Human Resources Director or any member of the Human Resources Division.

The County encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation shall be investigated promptly and typically by the Human Resources Director or designee. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The County will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment

or discrimination itself, will be subject to disciplinary action, up to and including discharge. Acts of retaliation should be reported immediately and shall be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation shall be dealt with appropriately. Responsive action may include, for example, training, referral to EAP, referral to counseling or disciplinary action up to and including discharge.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be subject to disciplinary action, up to and including discharge.