

**TAYLOR COUNTY HOUSING AUTHORITY
EXECUTIVE COMMITTEE
Minutes of Meeting
November 9, 2005**

This meeting was called to order by Chuck Webster at 7:00p.m. Members present were George Southworth, Tammy Mann, Al Beadles and Joe Tomandl. Shelia Nice was also present.

A motion was made by Al Beadles, seconded by George Southworth to approve the minutes of the last meeting. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried.

Directors Report: Shelia stated things were going well. We were paid back on two loans that were loans in question. We are getting to the end of the year and have pretty much spent what we can. Projects are going well. Next: Shelia talked with Caryn Stone in Madison about the new lead base paint rules. She told her she doesn't have a clue what they consist of. Caryn said good, come to Madison, I will fill you in and it will be a benefit to me. She needs to make out a flyer and she thought it would be good to have me there at the same time so she will know if she covers everything. A motion was made by George Southworth, seconded by Al Beadles to approve the director's report. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by Tammy Mann to allow Shelia to go to Madison to work with Caryn Stone. All were in favor. Motion Carried.

The motion was made by Al Beadles, seconded by George Southworth to go into closed session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

The motion was made by Tammy Mann, seconded by Joe Tomandl to go into open session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

A motion was made by Al Beadles, seconded by George Southworth to approve loan application 05-19. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve loan application 05-20. All were in favor. Motion Carried.

Other Business: Client 05-16 came in to asked the board why 05-16 loan was denied at the last meeting. The board explained the reason and how they come to these decisions. I feel the client understood things better when he left.

Discussed the Christmas party, the board said make the plans.

Conflict of Interest: No conflicts.

A motion was made to adjourn by George Southworth, seconded by Joe Tomandl. All were in favor. Motion Carried.

"These minutes are subject to approval."

Respectfully Submitted,

Shelia Nice
Executive Director

**TAYLOR COUNTY HOUSING AUTHORITY
EXECUTIVE COMMITTEE
Minutes of Meeting
October 12, 2005**

This meeting was called to order by Chuck Webster at 7:20p.m. Members present were George Southworth, Tammy Mann, and Joe Tomandl. Shelia Nice was also present.

A motion was made by George Southworth, seconded by Joe Tomandl to approve the minutes of the last meeting. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried.

Directors Report: Shelia met with the County Board for the 2006 budget, she again asked for the \$11,652.00 for Taylor County Housing Authority. The County Board approved the budget with no issues. Two months ago she explained the contract error with a contractor. Well the contractor reimbursed the Housing Authority and apologized for his error. The CDBG programs are looking good, funds are revolving nicely. The Rib Lake CDBG has its first foreclosure! Mr. Hale is handling the case. The IRS changed the mileage reimbursement it went up to 48.5 cents per mile until Dec. 31, 2005. The Audit report is back from the auditor, the board members can take a book to look it over. A motion was made by Tammy Mann, seconded by George Southworth to approve the director's report. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by George Southworth to accept the new mileage rate of 48.5 cents a mile between the months of Sept. 1 and Dec. 31, 2005. All were in favor. Motion Carried.

The motion was made by Joe Tomandl, seconded by Tammy Mann to go into closed session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

The motion was made by Tammy Mann, seconded by George Southworth to go into open session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve loan application 05-12. All were in favor. Motion Carried.

A motion was made by George Southworth, seconded by Tammy Mann to approve loan application 05-13. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by George Southworth to approve #7, 05-14 selling their mobile home and using the funds to purchase a new home. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by George Southworth to approve loan application 05-15 if the clients can follow stipulation set by Bureau of Housing. All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by George Southworth to deny loan application 05-16 due to his financial situation. All were in favor. Motion carried.

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve loan application 05-17. All were in favor. Motion carried.

A motion was made by Joe Tomandl, seconded by George Southworth to approve a subordination for loan application 03-41. All were in favor. Motion Carried.

Other Business: No other business.

Conflict of Interest: No conflicts.

A motion was made to adjourn by George Southworth, seconded by Tammy Mann. All were in favor. Motion Carried.

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Respectfully Submitted,

Shelia Nice
Executive Director

August 17, 2005

This meeting was called to order by Chuck Webster at 7:05p.m. Members present were George Southworth, Tammy Mann, Joe Tomandl & Al Beadles. Shelia Nice was also present.

A motion was made by Joe Tomandl, seconded by George Southworth to approve the minutes of the last meeting. All were in favor. Motion Carried.

A motion was made by Al Beadles, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried.

Directors Report: Shelia stated to the board that the Housing Authority did not use \$5643.09 of the county budget funds for 2004, it was returned back to the county. In Sept. she needs to meet with the County board for the 2006 budget, she will again ask for the \$11,652.00 for Taylor County Housing Authority. She noted that an error was made on a contractor's payment form and a contractor was over paid, she needs to contact the contractor and request reimbursement. Val has the PHA Plan, Annual Plan done for Section 8. She has brought it to the board to be reviewed. CDBG programs are looking good, funds are revolving nicely. Shelia's Notary is due for a 4 year renewal. Cost is a total of \$60.00.

A motion was made by Joe Tomandl, seconded by Tammy Mann to except the director's report. All were in favor. Motion Carried.

A motion was made by Al Beadles, seconded by George Southworth to accept paying the fees for Shelia's notary renewal. Funds will be paid out of the Housing Authority account seeing it is needed for her position. All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve the PHA Annual Section 8 plan. All were in favor. Motion Carried.

The motion was made by Joe Tomandl, seconded by George Southworth to go into closed session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

The motion was made by Joe Tomandl, seconded by Tammy Mann to go into open session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve loan application 05-10. All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve loan application 05-11. All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by Joe Tomandl to deny a subordination for loan application E-18. All were in favor. Motion Carried.

Other Business: No other business.

Conflict of Interest: No conflicts.

A motion was made to adjourn by Joe Tomandl, seconded by George Southworth. All were in favor. Motion Carried.

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Respectfully Submitted, Shelia Nice, Executive Director

July 6, 2005

This meeting was called to order by Chuck Webster at 7:05p.m. Members present were George Southworth, Tammy Mann, Joe Tomandl & Al Beadles. Shelia Nice was also present.

A motion was made by George Southworth, seconded by Joe Tomandl to approve the minutes of the last meeting. All were in favor. Motion Carried.

A motion was made by Al Beadles, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried.

Directors Report: Shelia introduced the new employee Val Heins to the board before the meeting. She stated that she did place an ad in the local paper for the position. She also stated that there is a new board member in the Village of Rib Lake. She had discussed with the board about continuing to have Denise do books for our accounting. Shelia also stated that she talked with Caryn Stone on Tuesday July 5th, Caryn said that the CDBG grant applicants have not been picked as of today. A motion was made by Tammy Mann, seconded by George Southworth to except the director's report. All were in favor. Motion Carried.

A motion was made by Al Beadles, seconded by George Southworth to pay Denise Johnson \$100.00 per month to do the month to month, end of the year paperwork and keep the financial book up to date for the accountants. All were in favor. Motion Carried.

The motion was made by Joe Tomandl, seconded by Al Beadles to go into closed session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

The motion was made by Al Beadles, seconded by George Southworth to go into open session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by George Southworth to approve loan application 05-09 for an emergency roof. All were in favor. Motion Carried.

Other Business: No other business.

Conflict of Interest: The nature of a potential conflict of interest involving loan number 05-09 was discussed. A motion was made by Al Beadles, second by Joe Tomandl to allow staff to continue with the loan pending approval from Corporation Council and DOA. All were in favor. Motion Carried.

A motion was made to adjourn by George Southworth, seconded by Tammy Mann. All were in favor. Motion Carried.

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Respectfully Submitted by Shelia Nice, Executive Director

June 8, 2005

This meeting was called to order by Chuck Webster at 7:07p.m. Members present were George Southworth, Tammy Mann. Shelia Nice was also present.

A motion was made by George Southworth, seconded by Tammy Mann to approve the minutes of the last meeting. All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by George Southworth to approve the financial report as given. All were in favor. Motion Carried.

Directors Report: Shelia stated that the year seems to be moving slow, however after comparing last year and this year's figures, the RLF account is up more than \$25,000 compared to last year. Shelia stated that the office is need of a new printer. Denise's printer is falling apart and does not work properly. Next, the situation with a new part time employee! As stated at the last meeting, Caryn Stone, CDBG Madison stated that we do not need to advertise in the paper for a part time employee, we can hire someone from Job Service, Man Power, or the College. The problem lies in the timing we will need Denise to train her in the Section 8 program. How would you like me to handle this if she takes a different position? A motion was made by Tammy Mann, seconded by George Southworth to except the director's report. All were in favor. Motion Carried.

Chairman of the Board Chuck Webster stated that he accepts Shelia Nice hiring someone on her own, through one of the places listed above. Shelia is aware of what the employee needs to be qualified in and the employee hired would be able to work with Denise before she leaves. George Southworth and Tammy Mann agreed with Chuck Webster's statement.

A Motion was made by George Southworth, seconded by Tammy Mann to have Shelia purchase a new color printer for the office. All were in favor. Motion carried.

The motion was made by Tammy Mann, seconded by George Southworth to go into closed session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

The motion was made by Tammy Mann, seconded by George Southworth to go into open session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

A motion was made by George Southworth, seconded by Tammy Mann to approve loan application 05-07. All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by George Southworth to approve loan application 05-08. All were in favor. Motion Carried.

Other Business: No other business.
There were no conflicts of interests.

A motion was made to adjourn by George Southworth, seconded by Tammy Mann. All were in favor. Motion Carried.

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Respectfully Submitted, Shelia Nice, Executive Director

May 11, 2005

This meeting was called to order by Chuck Webster at 7:07p.m. Members present were George Southworth, Tammy Mann, Al Beadles and Joe Tomandl. Shelia Nice, was also present.

A motion was made by George Southworth, seconded by Al Beadles to approve the minutes of the last meeting. All were in favor. Motion Carried.

A motion was made by Al Beadles, seconded by Joe Tomandl to approve the financial report as given. All were in favor. Motion Carried.

Shelia gave the Directors Report. She stated that she conferred with Caryn Stone, CDBG Madison on the part time position if Denise leaves. We do not need to advertise in the paper we can contact Job Service, Man Power, or the College for a part time employee. She also state that the funds are spent out, which is good. We will do more work this year in the Rib Lake area as funds have been paid back. That is good for Rib Lake. A motion was made by Joe Tomandl, seconded by George Southworth to except the director's report. All were in favor. Motion Carried.

A motion was made by George Southworth, seconded by Tammy Mann to except the revised Community Development Block Grant Programs Policy & Procedures Manual. All were in favor. Motion Carried.

The motion was made by Joe Tomandl and seconded by Al Beadles to go into closed session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

The motion was made by Tammy Mann, seconded by Al Beadles to go into open session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve a loan 05-05. All were in favor. Motion Carried.

A motion was made by Al Beadles, seconded by George Southworth to approve loan 05-06. All were in favor. Motion Carried.

Other Business: A motion was made by George Southworth, seconded by Al Beadles to approve signing a contract with Tenant PI. They will be taking over our Trans Union agreement and we will now receive our credit reports, tenant screening, and back ground checks through them. All were in favor. Motion Carried.

There were no conflicts of interests.

A motion was made to adjourn by Joe Tomandl, seconded by Tammy Mann. All were in favor. Motion Carried.

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Respectfully Submitted, Shelia Nice, Executive Director

April 13, 2005

This meeting was called to order by Chuck Webster at 7:14p.m. Members present were George Southworth, Tammy Mann and Joe Tomandl. Shelia Nice, was also present.

A motion was made by George Southworth, seconded by Joe Tomandl to approve the minutes of the last meeting. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried.

Shelia gave the Directors Report. She stated that the computer used for lessons for clients no longer works. She asked the board what they would like her to do with the monitor, keyboard, etc. Shelia filled the board in on the upcoming CDBG Grant. Wisconsin has about 6 million to spend. These funds are for home rehab, sewer lateral and emergency funds. Our first application is due June 13th, 2005. Hopefully we get picked this year. Next she discussed with the board the possibility of utilizing the services of a different rental – credit report agency. A motion was made by George Southworth, seconded by Tammy Mann to except the director's report. All were in favor. Motion Carried.

A motion was made by George Southworth, seconded Joe Tomandl to dispose of the old computer. All were in favor. Motion carried.

A motion was made by Joe Tomandl, seconded by Tammy Mann to place an ad in the Star News shopper for a possible part time position. All were in favor. Motion Carried.

The motion was made by Joe Tomandl and seconded by Tammy Mann to go into closed session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

The motion was made by Joe Tomandl, seconded by George Southworth to go into open session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve a loan in the amount \$24,000 for 05-04 for septic, well, electric hook up, and the balance of the funds going toward other expenses related to getting her into an affordable home. All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by George Southworth to approve subordination for loan for application #29, to make the home handicap accessible. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by George Southworth to approve subordination for loan 95-55 for a lower interest rate. All were in favor. Motion Carried.

There were no conflicts of interests.

Other business:

A motion was made to adjourn by Joe Tomandl, seconded by George Southworth. All were in favor. Motion Carried.

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Respectfully Submitted, Shelia Nice, Executive Director

March 9, 2005

Taylor County Housing Authority Executive Committee
Revised Minutes of Meeting

This meeting was called to order by Al Beadles at 7:08p.m. Members present were George Southworth, and Joe Tomandl. Shelia Nice, was also present.

A motion was made by Joe Tomandl, seconded by George Southworth to approve the minutes of the last meeting. All were in favor. Motion Carried.

A motion was made by George Southworth, seconded by Joe Tomandl to approve the financial report as given. All were in favor. Motion Carried.

The Directors report was given by Shelia. She updated the board on Rib Lake CDBG program. She then explained to the board a mortgage issue with a client, Congressman Obeyes Office and HUD. She contacted Caryn Stone in Madison, to give heads up incase an issue like this is ever brought up again in a different area. All were in favor. Motion Carried.

The motion was made by Joe Tomandl and seconded by George Southworth to go into closed session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

The motion was made by Joe Tomandl, seconded by George Southworth to go into open session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

A motion was made by George Southworth, seconded by Joe Tomandl to grant the Executive Director a \$1.00 per hour raise retroactive back to January 2, 2005. The Executive Directors rate of pay will be reviewed again on August 10, 2005. If the financial situation for the Housing Authority continues doing well another raise may be issued. Insurance reimbursement stayed the same. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by George Southworth to approve the emergency loan for 05-02. All were in favor. Motion Carried.

A motion was made by George Southworth, seconded by Joe Tomandl to approve a rehab loan for application 05-03. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by George Southworth to approve allowing clients 98-46 who lost their home to a fire, use the loan funds to purchase a new home or to rebuild a new home. A mortgage will remain on the property they own unless they purchased an existing home, it would then be transferred to the new property. All were in favor. Motion Carried.

There were no conflicts of interests.
Other business:

A motion was made to adjourn by George Southworth, seconded by Joe Tomandl. All were in favor. Motion Carried.

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Respectfully Submitted, Shelia Nice, Executive Director

February 9, 2005

This meeting was called to order by Charles Webster at 7:14 p.m. Members present were George Southworth, Al Beadles, Tammy Mann and Joe Tomandl. Shelia Nice, and Rob Galetka were also present.

A motion was made by George Southworth, seconded by Al Beadles to approve the minutes of the last meeting. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by Tammy Mann to approve the financial report as given. All were in favor. Motion Carried.

The Directors report was given by Shelia. Shelia handed out and went through the 2004 financials at the January meeting, but also stated to the board to go through them and if they had questions to bring the discussion up at the Feb. meeting. At this time, Shelia answered questions on the 2004 financials. She also discussed the Better Homes, Better Business Conference, Denise and her attended. She let the board know that as soon as the Home Buyers Education Course is held again, she will need to attend. The course was offered about 1 ½ years ago, but at the time she was in the hospital with a compound fractured leg. A motion was made by George Southworth, seconded by Al Beadles to approve the Directors report. All were in favor. Motion Carried.

Rob's Inspection Service Contract: On February 1st, 2005 Rob sent the Housing Authority Director and the Housing Authority Board members a letter of resignation. Rob's last day on his contract is February 28th, 2005. A motion was made by Al Beadles, seconded by George Southworth to accept the letter of resignation. All were in favor. Motion Carried.

The Directors evaluation was discussed. The board feels the Director has been doing an outstanding job. Everything was found to be of the highest standard. The Director will now be in charge of doing the Housing Authority CDBG inspections. The Director's salary raise was tabled until next months meeting. A motion was made by George Southworth, seconded by Al Beadles to have the Director do all the inspections for the Housing Authority. All were in favor. Motion Carried.

There were no applications to discuss.

There were no conflicts of interests.

Other business:

A motion was made to adjourn by George Southworth, seconded by Tammy Mann. All were in favor. Motion Carried.

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Respectfully Submitted, Shelia Nice, Executive Director

January, 12, 2005

This meeting was called to order by Charles Webster at 7:54 p.m. Members present were George Southworth, Al Beadles, Tammy Mann and Joe Tomandl. Shelia Nice, and Rob Galetka were also present.

A motion was made by George Southworth, seconded by Tammy Mann to approve the minutes of the last meeting. All were in favor. Motion Carried.

A motion was made by Al Beadles, seconded by Joe Tomandl to approve the financial report as given. All were in favor. Motion Carried.

The Directors report was given by Shelia. Shelia handed out and explained the financials for the end of the year. Revolving loan income was down about 11%. Admin however was up because of last years RLF income. Now that winter is here we normally end up with a lot of emergency loans, so I have held back on new loans so the funds are there for emergencies when needed. A motion was made by Tammy Mann, seconded by George Southworth to approve the Directors report. All were in favor. Motion Carried.

A motion was made by Al Beadles, seconded by Joe Tomandl to change the per mile reimbursement to .405, this is the Federal Rate per mile. All were in favor. Motion Carried.

Rob's Inspection Service Contract: At the December 2004 meeting Rob's Inspection Service contract was tabled. There were issues that needed further clarification at the State level. Caryn Stone, CDBG Program Manager with the Wisconsin Department of Commerce, was provided a copy of Rob's Inspection Service contract. After reviewing this document, Caryn indicated changes were required. Based on Caryn's recommendation, Shelia drafted a contract which addressed the following issues; time limits for the inspections to be completed, liability insurance, and provision for the director also being able to do inspections. This draft was mailed along with the meeting minutes to Robert Galetka and all Board members.

At this Board meeting, Robert Galetka disagreed with the contract drafted by the Director. With regard to the time limit, Rob indicated this was not a realistic request as this is a part time job for him. With regard to liability insurance, Rob indicated this was not affordable based on the income generated from the inspections he performs for the Housing Authority. He stated that if liability insurance becomes a requirement he would not renew the contract. With regard to Shelia performing inspections, Rob indicated he should do all the inspections.

After a lengthy discussion, Rob agreed that he may be able to do the inspections in 10 days. He also stated that he was still in disagreement with regard to the Director performing any inspections. With regard to liability insurance, the Director was instructed to check into what was mandated by the State. A motion was made by George Southworth, seconded by Al Beadles to table acting on the inspector's contract until the next board meeting. All were in favor. Motion Carried.

George Southworth and Al Beadles were asked to do the evaluation this month for the Director of Taylor County Housing Authority.

The motion was made by Joe Tomandl and seconded by Tammy Mann to go into closed session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

The motion was made by Joe Tomandl, seconded by Al Beadles to go into open session. A roll call vote was taken with each member voting "aye". All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by George Southworth to approve the director acting on application 04-23 for an emergency furnace. All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve the director acting on emergency application 05-01 for a furnace. All were in favor. Motion Carried.

A motion was made by Joe Tomandl, seconded by George Southworth to approve loan application 05-02 for a Down payment/closing cost loan. All were in favor. Motion Carried.

There were no conflicts of interests.

Other business: The Board Chairman, Charles Webster approved the purchase of a book called Apartment Management in Wisconsin for office use.

A motion was made to adjourn by George Southworth, seconded by Al Beadles. All were in favor. Motion Carried.

"These minutes are subject to approval."

Respectfully Submitted, Shelia Nice, Executive Director