

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
November 13th, 2013

This meeting was called to order by Chuck Webster at 5:02 pm. Members present were Dan Makovsky, Tammy Mann, Joe Tomandl & Roger Ewan. Shelia Nice was also present.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve the meeting minutes from the last meeting. All were in favor. Motion Carried!

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

Directors Report: Shelia discussed with the board how low the Administration funds were. There is no helping this situation, it is due to no repayments of loan, which when repaid also brings in admin to the Housing Authority. At this time she is having Cheryl work very few hours and will also be dropping back her own hours. Hopefully this turns around but there is also a chance with winter being here it may get worse before it improves. Shelia stated she did talk with the unemployment office on this matter to see what cost the Housing Authority should be aware of if employees were subject to signing up for unemployment. She explained all this to the H. A. Board members. Also brought up were more rules changes in HOME in regards to what should be granted to the client and what shouldn't, such as inspection, mileage and soft cost.

Dan Makovsky & Roger Ewan state they would also talk with a few of the County board members to bring them up to date on the matter and see if they have any help on this matter.

A motion was made by Dan Makovsky, seconded by Joe Tomandl to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Dan Makovsky, seconded by Joe Tomandl to go into closed 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 Dan Makovsky 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 loan HOME 13-6, as brought to the board. All were in favor. Motion carried!

A motion was made by Roger Ewan, seconded by Dan Makovsky to approve HOME 13-7 as brought to the board. All were in favor. Motion carried.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve CDBG 13-7 as brought to the board. All were in favor. Motion carried.

Other Business: Conflict of interest: N/A

A motion was made by Roger Ewan, seconded by Joe Tomandl to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"

Respectfully,

Shelia Nice,
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
October 9th, 2013

This meeting was called to order by Chuck Webster at 5:00 pm. Members present were Dan Makovsky, Tammy Mann, Joe Tomandl & Roger Ewan. Shelia Nice was also present.

A motion was made by Joe Tomandl, seconded by Dan Makovsky to approve the meeting minutes from the last meeting. All were in favor. Motion Carried!

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

Directors Report: Shelia went to the CDBG meeting in Rhinelander on Sept. 30th, for the North Woods Region. She felt it was a good meeting, the group set up guidelines for rehab work, what will consist of an emergency, steps to be followed by our board members and clients. There is another meeting on Oct. 21st in Antigo on the policy and procedures. Shelia discussed with the board how the Section 8 coordinator was doing and then discussed program activities.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Dan Makovsky, seconded by Joe Tomandl to go into closed 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 Dan Makovsky 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 Dan Makovsky to approve loan HCRI Homebuyer 13-1, as brought to the board. All were in favor. Motion carried!

A motion was made by Roger Ewan, seconded by Dan Makovsky to approve the release of mortgage on loan CDBG 08-01, only with the written signed agreement that was brought to the board by Shelia, from Taylor Credit Union, and after it is approved by Mr. Schmiede, County Attorney. All were in favor. Motion carried.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve the write off of loan HOME 4 due to a foreclosure many years ago. All were in favor. Motion carried.

Other Business:

Conflict of interest: N/A

A motion was made by Roger Ewan, seconded by Dan Makovsky to adjourn the meeting. All were in favor. Motion carried.

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Respectfully,

Shelia Nice,
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
September 11th, 2013

This meeting was called to order by Chuck Webster at 5:04 pm. Members present were Dan Makovsky, Tammy Mann, Joe Tomandl & Roger Ewan. Shelia Nice and Cheryl Franckiewicz were also present.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve the meeting minutes from 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 started by introducing the new employee, Cheryl Franckiewicz to the board members who have not met her yet. She then let the board know that the HOME Administers from Madison were in on Sept. 10th, to go through the books and files to verify things were done correctly. We also went out to look at a couple properties to check them out. I was very pleased to hear we were doing a great job. They are having us do a few things on the properties we looked at but we can accomplish that. Cheryl started work on Sept. 3rd, 2013, at \$9.00 hr. Chuck Webster set the rate by comparing wages and her experience. Cheryl & I are invited to the Social Security office in Wausau Sept. 25th, for a training regarding processing paperwork on line for our clients. Shelia has a CDBG meeting in Rhinelander on Sept. 30th, for updates on the North Woods Region.

A motion was made by Tammy Mann, seconded by Roger Ewan to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Tammy Mann, seconded by Joe Tomandl to go into closed 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 Dan Makovsky 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 Dan Makovsky to approve change order for HOME 13-2, granting the painting of back deck only if comes back with lead, furnace will be added to loan. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Roger Ewan to approve change order on having the front landing repaired & the cement broken out and replaced on the north side of the home for loan HOME 13-3. All were in favor. Motion carried.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve loan for HOME 13-4 as brought to the board. All were in favor. Motion carried.

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve loan for HOME 13-5 as brought to the board. All were in favor. Motion carried.

A motion was made by Dan Makovsky, seconded by Joe Tomandl to approve loan for CDBG 13-5 as brought to the board. All were in favor. Motion carried.

A motion was made by Dan Makovsky, seconded by Joe Tomandl to approve loan for CDBG 13-6 as brought to the board. Roger Ewan & Tammy Mann voted nay, Chuck Webster voted due to the tie. He voted aye". Motion carried.

Other Business:

Conflict of interest: N/A

A motion was made by Roger Ewan, seconded by Tammy Mann to adjourn the meeting. All were in favor. Motion carried.

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Respectfully,

Shelia Nice,
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Minutes of Meeting
July 10th, 2013

This meeting was called to order by Joe Tomandl at 5:00 pm. Members present were Dan Makovsky, Tammy Mann & Roger Ewan. Shelia Nice was also present. Chuck Webster absent.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve the meeting minutes from the last meeting with the revised first line on order by, should have been Chuck Webster instead of Joe Tomandl. All were in favor. Motion Carried!

A motion was made by Roger Ewan, seconded by Dan Makovsky to approve the financial report as given. All were in favor. Motion Carried!

Directors Report: Shelia stated that we have the new grant for the HOME program now. Just finishing up on the financial end of it, and then we can move forward with clients. She showed the board the Civil Rights Certification form that had to be signed by Chuck for Section 8. She stated Chuck said to bring the paperwork to him on Thursday to be signed. Shelia also stated she is having problems with getting electricians. The last proposal she sent out to three contractors for bids on a client, she did not get one bid. She even talked to another and they said they have no time either. She is going to check into more electricians.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Dan Makovsky, seconded by Roger Ewan to go into closed session. A roll call vote was taken with each member voting aye". All were in favor. Motion Carried!

A motion was made by Dan Makovsky, 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 Roger Ewan to approve loan HOME 13-2, as brought to the board. All were in favor. Motion carried!

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve having the steps repaired on loan RLF CDBG 13-1. All were in favor. Motion carried.

A motion was made by Tammy Mann, seconded by Dan Makovsky to approve taking client RLF CDBG 13-5 and putting her in the HOME program as number HOME 13-3. Reason for the change of program is in case an emergency situation arises we can use CDBG funds, were in HOME you cannot. All were in favor. Motion carried.

Other Business: Reviewed the updated Procurement Policy. A motion was made by Tammy Mann, seconded by Roger Ewan to approve the updated Procurement Policy.

Conflict of interest: N/A

A motion was made by Dan Makovsky, seconded by Roger Ewan to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"

Respectfully,

Shelia Nice, Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Revised Minutes of Meeting
June 12th, 2013

This meeting was called to order by Chuck Webster at 5:00 pm. Members present were Joe Tomandl, Dan Makovsky, Tammy Mann & Roger Ewan. Shelia Nice was also present.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve the meeting minutes from the last meeting. All were in favor. Motion Carried!

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

Directors Report: Shelia talked at the last month meeting about the low SEMAP Scores for Section 8, at this meeting she updated the board on the submitted documentation she talked about at the month before and now the score was back up to 100 %. Shelia read to the board an email about Section 8 admin that Angie from Hawkins Ash CPA sent her, it stated we should take another \$3,500.00 out of Section 8 for past admin we had coming which is being held in the unrestricted area and Shelia explained how she was confused about this, because of the way HUD handles unrestricted funds, but Angie felt it should be done due to the 2009 NRA reconciliation, Angie stated if HUD disagrees they will let us know to pay it back. Still confusing to Shelia that is why she brought it to the board for approval.

A motion was made by Joe Tomandl, seconded by Roger Ewan to approve the \$3,500 admin transfer for admin into the TCHA account. All were in favor. Motion Carried.

A motion was made by Dan Makovsky, seconded by Tammy Mann to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Dan Makovsky to go into closed 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 Dan Makovsky 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 Dan Makovsky to approve subordinating with Time Federal Savings for client CDBG 09-05 so the client can finish the work being done on the client's home. All were in favor. Motion Carried!

A motion was made by Joe Tomandl, seconded by Dan Makovsky to approve the emergency roof and electric work that has to be done for client CDBG RLF 13-5. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Roger Ewan to approve loan HOME 13-1 as it was submitted to the board. All were in favor. Motion carried.

Other Business: N/A
Conflict of interest: N/A

A motion was made by Dan Makovsky, seconded by Roger Ewan to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"
Respectfully,

Shelia Nice, Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
Revised Minutes of Meeting
May 8th, 2013

This meeting was called to order by Joe Tomandl at 5:00 pm. Members present were Dan Makovsky, Tammy Mann & Roger Ewan. Shelia Nice was also present.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve the meeting minutes from the last meeting. All were in favor. Motion Carried!

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

Directors Report: Shelia stated that the CDBG checking account was closed out and the County opened a new one. We are still administering the program like normal, now the county writes the checks. Little bit more work making sure nothing is missed but should work out fine. Shelia has a HCRI Homebuyer and HOME training in the Dells on May 21, 22, and 23. Betty Kalscheur program director stated there are a lot of changes to HOME. Janell is not going; she feels it is too close to her due date. The Section 8 training was great. Learned more again this year and Janell thought it was very helpful! Shelia brought in the letter for the SEMAP Scores for Section 8 and read the letter she is sending for the response to the scores. She stated that two of the four zero scored should not be zero due to those items do not involve Taylor County's Section 8 program and she did state that in the letter.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve Shelia going to the training. All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by Roger Ewan to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Dan Makovsky, 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!

A motion was made by Dan Makovsky, seconded by Roger Ewan 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 Dan Makovsky, seconded by Roger Ewan to approve the emergency septic and the well right away because of health reasons on Loan CDBG RLF 13-4. The client may come back with the roof that is not approved at this time. All were in favor. Motion carried!

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve loan HCRI Homebuyer 13-2 & 3, for down payment and closing cost. All were in favor. Motion carried.

A motion was made by Tammy Mann, seconded by Dan Makovsky to approve writing off loan HCRI L.G., \$440.00 client passed away. All were in favor. Motion carried.

Other Business: N/A

Conflict of interest: N/A

A motion was made by Joe Tomandl, seconded by Dan Makovsky to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"

Respectfully,

Shelia Nice

Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
April 3rd, 2013

This meeting was called to order by Joe Tomandl at 5:00 pm. Members present were Dan Makovsky, Tammy Mann & Roger Ewan. Shelia Nice was also present.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve the meeting minutes from the last meeting. All were in favor. Motion Carried!

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

Directors Report: Shelia stated that the CDBG checking account was closed out and the County opened a new one. We are still administering the program like normal, now the county writes the checks. Little bit more work making sure nothing is missed but should work out fine. Shelia has a HCRI Homebuyer and HOME training in the Dells on May 21, 22, and 23. Betty Kalscheur program director stated there are a lot of changes to HOME. Janell is not going; she feels it is too close to her due date. The Section 8 training was great. Learned more again this year and Janell thought it was very helpful! Shelia brought in the letter for the SEMAP Scores for Section 8 and read the letter she is sending for the response to the scores. She stated that two of the four zero scored should not be zero due to those items do not involve Taylor County's Section 8 program and she did state that in the letter.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve Shelia going to the training. All were in favor. Motion Carried.

A motion was made by Tammy Mann, seconded by Roger Ewan to approve the director's report as given. All were in favor. Motion Carried!

A motion was made by Dan Makovsky, 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!

A motion was made by Dan Makovsky, seconded by Roger Ewan 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 Dan Makovsky, seconded by Roger Ewan to approve the emergency septic and the well right away because of health reasons on Loan CDBG RLF 13-4. The client may come back with the roof that is not approved at this time. All were in favor. Motion carried!

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve loan HCRI Homebuyer 13-2 & 3, for down payment and closing cost. All were in favor. Motion carried.

A motion was made by Tammy Mann, seconded by Dan Makovsky to approve writing off loan HCRI L.G., \$440.00 client passed away. All were in favor. Motion carried.

Other Business: N/A
Conflict of interest: N/A

A motion was made by Joe Tomandl, seconded by Dan Makovsky to adjourn the meeting. All were in favor. Motion carried.

"These minutes are subject to approval"
Respectfully,

Shelia Nice
Executive Director

Taylor County Housing Authority
EXECUTIVE COMMITTEE
February 13th, 2013

This meeting was called to order by Chuck Webster at 5:00 pm. Members present were Dan Makovsky, Joe Tomandl, Tammy Mann & Roger Ewan. Shelia Nice was also present.

A motion was made by Joe Tomandl, seconded by Roger Ewan to approve the meeting minutes from the last meeting. All were in favor. Motion Carried!

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

Directors Report: Shelia let the board know that she had to buy new rechargeable batteries for the camera. The other ones died, which were purchased in 2001. She also stated that Janell, the new Section 8 coordinator is doing a good job. She stated how everything that could happen in Section 8 happened in one month but Janell hung in there and is moving forward. Shelia asked the board if she could carry over her vacation of 39.48 hrs that she was not able to use because Jenny moved on to different employment and she needed to be in the office and she needed to be there to work with Janell. Next she stated that WAHA (WI Association of Housing Authorities) is holding the HUD Spring Conference in Fond du Lac and wanted to know if she and Janell could attend. Not only is the training bringing us the updates for the Section 8 programs, but also the Milwaukee HUD staff is on hand to do hands on training during the whole conference.

A motion was made by Dan Makovsky, seconded by Roger Ewan to approve Shelia carrying over the vacation hours she was not able to use do to needing to be at work. All were in favor. Motion Carried!

A motion was made by Roger Ewan, seconded by Dan Makovsky to approve Shelia and Janell going to the Spring WAHA conference. All were in favor. Motion Carried!

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

A motion was made by Joe Tomandl, seconded by Dan Makovsky to go into closed 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 Dan Makovsky 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 the subordination for CDBG 09-05 so they could have work done on their home. All were in favor. Motion carried!

A motion was made by Roger Ewan, seconded by Dan Makovsky to approve the loan for RLF CDBG 13-1, windows, and a roof. All were in favor. Motion carried!

A motion was made by Tammy Mann, seconded by Joe Tomandl to approve the loan for CDBG RLF 13-2 for the work order brought to the board. All were in favor. Motion carried.

Other Business: N/A

Conflict of interest: N/A

A motion was made by Joe Tomandl, seconded by Roger Ewan to adjourn the meeting. All were in favor. Motion carried.

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Respectfully,

Shelia Nice
Executive Director