

MINUTES OF MEETING – TOMAH PUBLIC HOUSING AUTHORITY

A Tomah Public Housing Authority meeting was held on the 8th of November 2023 at 4:15 P.M. at the Kupper-Ratsch Senior Center, 1002 Superior Ave., Tomah, WI 54660.

Members present: Rick Murray, Richard Yarrington, Sandra Vierck

Non-member(s) present: Lamont Kiefer, Carrie Nilssen

Meeting called to order at 4:22 p.m. by Chairman Rick Murray at the Kupper-Ratsch Senior Center. Roll call taken.

Richard Yarrington moved seconded by Sandra Vierck that the minutes of the October 11, 2023, meeting be approved. All Ayes motion to approve carried.

Discussion/Updates Provided:

- The City of Tomah liaison, Lamont Kiefer, met with the Executive Team about the possibility of Tomah Public Housing employees joining onto the City's Employee Healthcare Plan. It was determined not to be possible as Housing staff are not an employee of the city and are not on the city payroll.
 - Other options discussed:
 - provide employees with a health insurance stipend.
 - insurance center in Onalaska, WI
- Carrie Nilssen will look within the Housing Office for a copy of the Housing Authority Bylaws
- The office space at 107 E. Milwaukee was discussed and the amount of monthly rent that would be appropriate for the space.
 - Concerns about the current space include:
 - Windows and doors are leaking
 - Not handicap accessible.
 - Restroom
 - Property Rental Agreement is needed
 - Signage
- Payment was made to the auditors in the amount of \$6,500, which was the contracted agreed upon amount. A letter was written to the Auditors on 10/12/2023 and a follow-up email was sent on 11/28/2023 asking for an explanation to the higher invoice amount. As of 12/13/2023 no response has been received.
- A third \$20,000 was rolled from the Money Market into a CD at BankFirst.
- Discussed the installation and shared pictures of the new vinyl plank flooring in apartment 314.

Discussion/Action – 2024 Budgets and Signed Resolutions 346 – 347 - 348:

Discussion was held on the revised 2024 Budgets. Richard Yarrington made a motion to approve, seconded by Sandra Vierck. All Ayes, motion to approve carried. Board Resolutions 346 – 347 – 348 were dated 11/08/2023 and signed by Chairperson Rick Murray.

Discussion/Action – Civil Rights Certification

The 2024 Civil Rights Certification was read and signed by Chairperson Rick Murray on 11/08/2023.

Discussion/Action – Accounts Payable Reconciliation Detail and Summary

Discussion was held on the September 2023 Accounts Payable Reconciliation Detail and Summary Reports. Sandra Vierck made a motion to approve, seconded by Richard Yarrington. All Ayes, motion to approve carried.

Discussion/Action – Fee Accountant Reports

Discussion was held on the September 2023 Fee Accountant Reports. Sandra Vierck made a motion to approve, seconded by Richard Yarrington. All Ayes, motion to approve carried.

Discussion/Action – Bank Statements

The October 2023 bank statements were reviewed. Richard Yarrington made a moved to approve seconded by Sandra Vierck. All Ayes, motion to approve carried.

Discussion/Action – HUD VASH throughout Monroe County

Discussion was held about the possibility of Tomah Public Housing providing HUD VASH services throughout the entire county of Monroe. Currently the office only maintains clients within the City of Tomah. The board came up with a list of questions to ask the Milwaukee Field Office prior to making a final decision.

- The questions include:
 - How many clients do they anticipate to use the program outside of the city?
 - Will the VA social workers assist with the inspections?
 - Wouldn't it be better to port?
 - How much administrative dollars would be coming back to the Housing Authority?
 - Can we do a trial basis and not commit 100%?

There being no additional business for the Tomah Public Housing Authority Richard Yarrington moved seconded by Sandra Vierck to adjourn meeting at 6:38 pm.

Submitted by: Carrie Nilssen