

\*\*\* All present are expected to conduct themselves in accordance with our City's Core Values \*\*\*



## OFFICIAL NOTICE AND AGENDA

of a meeting of a City Board, Commission, Department Committee, Agency, Corporation, Quasi-Municipal Corporation or Sub-unit thereof.

Notice is hereby given that the **Community Development Authority** of the City of Wausau, Wisconsin will hold a regular or special meeting on the date, time and location shown below.

Meeting of the: **COMMUNITY DEVELOPMENT AUTHORITY BOARD OF THE CITY OF WAUSAU**  
Date/Time: **Tuesday, October 24, 2017 at 12:00 pm.**  
Location: **550 E Thomas Street, Wausau, Wisconsin 54403**  
Members: **Russell Wilson, Andy Witt, Sarah Napgezok, David Welles, Gary Gisselman, Dorothy Korzilius, Becky McElhaney**

AGENDA ITEMS FOR CONSIDERATION (All items listed may be acted upon)

1. Call the Meeting to Order
2. Public Comment
3. Approval of Minutes from 08/22/2017
4. Consideration and Possible Action on Resolution 17-006 Administrative Plan Update - HCV Program and Riverview Towers LLC
5. Consideration and Possible Action on Resolution 17-007 Admissions & Continued Occupancy Policy (ACOP) Update - Public Housing Program
6. Discussion on the Rescheduling of a Board Retreat
7. Operational Issues and Current Activities
  - Occupancy Overview
  - 2102 N Second Street Update
  - Discrimination Complaint Update - RVT LLC
  - NEF Annual Review - RVT LLC
  - WAHA Commissioner Training Handout
  - Executive Director Training - Milwaukee HUD Office
  - Resident Christmas Parties
8. Adjournment

**Russell Wilson - Committee Chair**

This Notice was posted at City Hall and faxed to the Daily Herald newsroom on Wednesday, October 18, 2017 @ 12:00 pm. Questions regarding this agenda may be directed to Christian Schock, Community Development Director, 715-261-6683.

Please note that, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids & services. For information or to request this service, contact the City Clerk at **407 Grant Street, Wausau, Wisconsin 54403** or 715-261-6620

It is possible that members of, and possible a quorum of members of other committees of the City of Wausau may be in attendance at the above mentioned meeting to gather information. No action will be taken by any such group at the above mentioned meeting other than the committee specifically referred to in this notice.

Distribution List: City Website, City Hall, Media, Committee Members, etc.

**COMMUNITY DEVELOPMENT AUTHORITY**  
**MINUTES**

08/22/17

**MEMBERS PRESENT:** Russ Wilson, Sarah Napgezek, Andy Witt, Dorothy Korzilius, Becky McElhaney

**MEMBERS ABSENT:** Gary Gisselman, David Welles

**OTHERS PRESENT:** Juli Birkenmeier, Betty Noel, Christian Schock, Kevin Fabel, Dave Sether

**(1) Call Meeting to Order**

Meeting was called to order at 12:02 pm in the WCDA Boardroom at 550 E Thomas Street, Wausau, Wisconsin.

**(2) Public Comment**

None

**(3) Approval of Minutes from 07/25/2017**

Napgezek made a motion to approve the minutes from 07/25/17. Witt seconded. Motion was approved unanimously.

**(4) Discussion and Possible Action on the Sale of WCDA-Owned Property at 2102 N Second Street**

Dave Sether was present to provide and discuss a rendering reflecting his vision for the property. He further explained his idea of dividing the building into two sections serving two different purposes; the north end would be used as a Re-Vi design studio, and the south end used as a potential brewery and tap house. Wilson inquired as to the timeframe expected for the project and Sether said the exterior improvements could begin this fall, or spring of 2018, with possible design studio occupancy by summer of 2018. He said he anticipates the brewery phase to follow sometime in 2019. Sether stated he is currently working toward acquiring a brew master to run the brewery/tap house and has inquired with the owners of Thrive Eatery for a potential partnership coordinating food offerings with current beers on tap. Napgezek asked whether there would be adequate parking available and Sether answered saying there is sufficient space and said he is finalizing a draft plan.

Wilson and McElhaney asked questions relative to an agreement of sale and financing plan. Sether said his intention is to personally purchase the property and then lease the building to Re-Vi. He said he plans to seek funding through local agencies such as McDevco and, quite possibly, the City of Wausau. Noel confirmed Sether's original offer of \$39,000 for the property. Schock stated that he and Sether will work cooperatively to confirm a closing date for the sale. Fabel reiterated that the site closure packet is currently under review by the WDNR closure board and anticipates an environmental closure in late 2017 or early 2018.

Witt made a motion to accept Dave Sether's offer of \$39,000 to purchase the property located at 2102 N Second Street. Napgezek seconded. Motion was approved unanimously.

## **(5) Finance Committee Report**

Witt provided his Chair report from the August 9, 2017, Finance Committee meeting and reviewed the WCDA's investment sheet as of June 30, 2017. He reported that the Riverview Towers ACC Reserve account, held at Time Federal Savings Bank, was closed as it was no longer a requirement following the RAD conversion. Witt said a portion of those funds were used for RAD legal expenses and the remaining funds were combined with the Replacement Reserve funds at River Valley Bank. No other significant changes were noted.

Witt reviewed the open Capital Fund Program (CFP) grants stating that the remaining balance of \$14,079 from the 2015 grant will be fully-expended upon completion of the modernization project at 514-516 N. First Avenue. He said a portion of the 2016 grant will also be used for this project and assured the Commission that staff is on track with meeting the imposed obligation and expenditure deadlines. He reported that although the 2017 grant of \$190,979 has been awarded, the CDA will not receive access to the funds until sometime in September.

Witt stated that a sub-committee had been appointed to review the six proposals received in response to the RFP for banking services. Committee members first reviewed and scored the proposals independently, then met as a whole to review and discuss the outcomes. He reported that River Valley Bank had scored the highest, relative to the evaluation criteria reflected in the RFP, making their services most advantageous to the WCDA. Based on the results of this review, the Finance Committee recommends to the full board that the River Valley Bank proposal be accepted.

Witt then reviewed the second quarter financial statements and summaries for the WCDA's budgeted programs as well as the second quarter financials for Riverview Towers LLC, and further reviewed the items of note contained in his report.

## **(6) Discussion and Possible Action on Proposals Received for WCDA Banking Services**

McElhaney made a motion to approve River Valley Bank's proposal for banking services. Korzilius seconded. Motion was approved. Napgezok abstained.

## **(7) Operational Issues and Current Activities**

**Occupancy Overview** – Noel reported that occupancy remains above 94% for all programs.

**WAHA Conference Update** – Because only a portion of the commissioner training being offered at the WAHA conference will be presented by HUD staff, commissioners were in agreement to wait for a future training offer.

**Commissioners Retreat Update** – Due to a conflict with the previously agreed upon date of October 11, 2017, Wilson requested that the retreat be rescheduled. Wednesday, November 1, 2017, was agreed upon with the location to be determined at a future meeting.

## **(8) Adjourn**

Meeting adjourned.

Respectfully Submitted,

Russ Wilson

Chairperson

# RESOLUTION NO 17-006

## Administrative Plan Revision Housing Choice Voucher (HCV) Program & Riverview Towers LLC

WHEREAS, the Wausau Community Development Authority operates a Section 8 Housing Choice Voucher Program within the City of Wausau and Riverview Towers LLC; and

WHEREAS, the Wausau Community Development Authority is required to have the Board of Commissioners approve any revision or change to the Administrative Plan, which is applicable to the operation of its Section 8 Housing Choice Voucher Program and Riverview Towers LLC; and

WHEREAS, the Wausau Community Development Authority is further required to submit the Board approved Administrative Plan to the Department of Housing and Urban Development, Milwaukee Field Office, for retention in its files.

NOW THEREFORE, BE IT RESOLVED, the Commission of the Wausau Community Development Authority hereby approves the submission of its most recent version of the Administrative Plan, to the Department of Housing and Urban Development.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Approved Date \_\_\_\_\_

Community Development Authority  
of the City of Wausau

\_\_\_\_\_  
Russell W. Wilson  
Chairperson

\_\_\_\_\_  
Christian Schock  
Director

## **Admin Plan Revision 07/01/17**

The most recent Admin Plan revisions involved many working and language changes as well as corrections and changes to references and citations. The changes more specific to policy and administrative guidance are detailed below.

### **Chapter 1**

#### **1-II.D. APPLICABLE REGULATIONS**

-Added 24 CFR Part 100: The Fair Housing Act

### **Chapter 3**

#### **3-I.C. FAMILY BREAKUP AND REMAINING MEMBER OF TENANT FAMILY**

- Added Notice PIH 2017-08

In accordance with Notice PIH 2017-08, for HUD–Veterans Affairs Supportive Housing (HUD–VASH) vouchers, when the veteran is the perpetrator of domestic violence, dating violence, sexual assault, or stalking, the victim must continue to be assisted. Upon termination of the perpetrator’s HUD–VASH voucher, the victim should be given a regular HCV if one is available, and the perpetrator’s HUD–VASH voucher should be used to serve another eligible family. If a regular HCV is not available, the victim will continue to use the HUD–VASH voucher, which must be issued to another eligible family upon the voucher’s turnover.

#### **3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE**

##### **Previous Behavior in Assisted Housing [24 CFR 982.552(c)]**

- The PHA policy about the Family Self Sufficiency (FSS) program was made part of the CFR.

#### **3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING**

-The wording was changed from “the basis that the applicant is or has been a victim” to “the basis or as a direct result of the fact that the applicant is or has been a victim”

-At the time an application is denied the PHA has to provide the applicants with VAWA Notice of Occupancy Rights (HUD-5380) and a domestic violence certification form (HUD-5382).

-The PHA is not required to identify adverse factors that may result in an applicants denial. If an applicant informs the PHA that their status as a victim directly relates to the grounds of their denial, the PHA will request that the applicant provide enough information for the PHA to make an objectively reasonable determination, whether the adverse factor is a direct result of their status as a victim.

### **Chapter 5**

#### **5-I.B. BRIEFING [24 CFR 982.301]**

-The HUD-5380 domestic violence certification form and the form HUD-5382 notice of occupancy rights need to be in the briefing packet.

## **Chapter 8**

### **8-I.E. SPECIAL REQUIREMENTS FOR CHILDREN WITH ELEVATED BLOOD LEAD LEVEL [24 CFR 35.1225; FR Notice 1/13/17]**

- Re-wording of “Environmental Intervention” to “Elevated” blood lead level
- Re-wording of “risk assessment” to “environmental investigation”

## **Chapter 9**

### **9-I.G. HAP CONTRACT EXECUTION [24 CFR 982.305]**

- Once the HAP contract and lease have been executed and the family has been admitted to the program, the PHA will notify families of their rights under VAWA by providing (HUD-5382) AND (HUD-5380).

## **Chapter 10**

### **10-I.A. ALLOWABLE MOVES**

-If a family needs to move due to VAWA they would need to request the emergency transfer using form HUD-5383.

-The PHA may choose to provide a voucher to facilitate an emergency transfer of the victim without first terminating the assistance of the perpetrator. Before granting an emergency transfer, the PHA will ensure the victim is eligible to receive continued assistance based on the citizenship or immigration status of the victim.

## **Chapter 12**

### **12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS**

- The PHA policy about the Family Self Sufficiency (FSS) program was made part of the CFR.

### **12-II.E. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT OR STALKING**

- In order to demonstrate an actual and imminent threat, the PHA must have objective evidence of words, gestures, actions, or other indicators.
- The wording was change when determining whether a program participant who is a VAWA victim is an actual immediate threat to other the PHA would need to consider “Whether the threat is likely to happen within a short period of time” to “Whether the threat is likely to happen within an immediate time frame”

### **Terminating the Assistance of a Domestic Violence Perpetrator**

-If the perpetrator remains in the unit, the PHA continues to pay the owner until the PHA terminates the perpetrator from the program. The PHA must not stop paying HAP until 30 days after the owner bifurcates the lease to evict the perpetrator. The PHA may pay HAP for the full month if the 30-day period will end mid-month [Notice PIH 2017-08].

-If the perpetrator is the only participant eligible to receive assistance, the PHA will provide any remaining participant a chance to establish eligibility for the program. If the remaining participant cannot do so, the PHA will provide them with 30 days to establish eligibility for another housing program prior to termination of the HAP contract.

#### **12-II.F. TERMINATION NOTICE**

-The form HUD-5380 needs to be given to the family with a termination notice.

#### **Chapter 15**

#### **15-VII.N. DENIAL OR TERMINATION OF ASSISTANCE [24 CFR 982.638]**

The PHA may deny or terminate assistance for violation of participant obligations, with the exception of failure to meet obligations under the Family Self-Sufficiency program.

#### **Chapter 16**

- Re-wording of “Environmental Intervention” to “Elevated” blood lead level
- Re-wording of “risk assessment” to “environmental investigation”

#### **16-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555]**

##### ***Evidence [24 CFR 982.555(e)(5)]***

- *Procedures for Rehearing or Further Hearing* were moved in the chapter
- *Issuance of Decision [24 CFR 982.555(e)(6)]* was added and information in this category was already listed in the chapter but was just organized under this section.
- *Notice of Final Decision was changed to Effect of Final Decision*
- The Executive Director has the authority to determine that the PHA is not bound by the decision of the hearing officer because the PHA was not required to provide a hearing, the decision exceeded the authority of the hearing officer, the decision conflicted with or contradicted HUD regulations, requirements, or the decision was otherwise contrary to federal, state, or local laws.
- In such a case, the PHA will mail a “Notice of Final Decision” to the PHA and the participant on the same day. The “Notice of Final Decision” will be sent by first-class mail. A copy of this notice will be maintained in the PHA’s file.

#### **16-VI.B. RECORD RETENTION [24 CFR 982.158]**

- The PHA must keep confidential records of all emergency transfer requested by victims of domestic violence, dating violence, sexual assault, and stalking under the PHA’s Emergency Transfer Plan, as well as the outcomes of such requests, and retain the records for a period of three years [24 CFR 5.2002(e)(12)].

#### **16-IX.C. NOTIFICATION [24 CFR 5.2005(a)]**

- As part of the written briefing packet and at the time the family is admitted to the program the PHA will provide applicants with information about VAWA.

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- Take precautions when discussing or providing VAWA information with a participant.
  - o Make sure that you are not putting the victim at risk by sending it in the mail where the abuser is monitoring the mail
  - o Ensure that no one can overhear the conversation
  - o The victim may designate an attorney, advocate, or other secure contact for communications regarding VAWA protections.

**16-IX.D. DOCUMENTATION [24 CFR 5.2007]**

- HUD 5382 Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking may be filled out and submitted on behalf of the victim.
- [In determining whether to extend the deadline, the PHA will consider factors that may contribute to the victim’s inability to provide documentation in a timely manner, including cognitive limitations, disabilities, limited English proficiency, absence from the unit, administrative delays, the danger of further violence, and the victim’s need to address health or safety issues.](#)
- [Once the victim provides documentation, the PHA will acknowledge receipt of the documentation within 10 business days.](#)
- If there is conflicting documentation the PHA may request third-party documentation. Individuals have 30 calendar days to provide information. If the PHA does not receive the documentation they can deny or terminate assistance as a result. The PHA would need to hold separate hearings for the tenants.

-Exhibit 16.5 Sample Notice to Housing Choice Voucher owners and managers regarding the violence against women act (VAWA) was removed.

-Model Owner Notification of Rights and Obligations was added.

**Chapter 17**

**17-II.F. CAP ON NUMBER OF PBV UNITS IN EACH PROJECT**

**Exceptions to 25 Percent per Project Cap [FR Notice 1/18/17]**

- [The project is located in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey Five-Year estimates](#)
- [For these projects, the project cap is the greater of 25 units or 40 percent \(instead of 25 percent\) of the units in the project \[FR Notice 7/14/17\].](#)

**17-VII.C. MOVES**

-[Emergency Transfers under VAWA \[Notice PIH 2017-08\]](#) has been added which sets rules in place for a victim to be able to move prior to living in a unit for a year.

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## **Chapter 18**

### **18-VI.E. MOVES**

| -[Emergency Transfers under VAWA \[Notice PIH 2017-08\]](#) has been added which sets rules in place for a victim to be able to move prior to living in a unit for a year.

# RESOLUTION NO 17-007

## **Admissions and Continued Occupancy Policy (ACOP) Revision Public Housing Program**

WHEREAS, the Wausau Community Development Authority operates a Public Housing Program within the City of Wausau; and

WHEREAS, the Wausau Community Development Authority is required to have the Board of Commissioners approve any revision or change to the Admissions and Continued Occupancy Policy (ACOP), which is applicable to the operation of its Public Housing Program; and

WHEREAS, the Wausau Community Development Authority is further required to submit the most recent Board approved ACOP to the Department of Housing and Urban Development, Milwaukee Field Office, for retention in its files.

NOW THEREFORE, BE IT RESOLVED, the Commission of the Wausau Community Development Authority hereby approves the submission of its most recent version of the ACOP, to the Department of Housing and Urban Development.

AYES \_\_\_\_\_ NAYS \_\_\_\_\_

Approved Date \_\_\_\_\_

Community Development Authority  
of the City of Wausau

\_\_\_\_\_  
Russell W. Wilson  
Chairperson

\_\_\_\_\_  
Christian Schock  
Director

## **ACOP Revisions 7/1/17**

**The most recent ACOP revisions involved many wording and language changes as well as corrections and changes to references and citations. The changes more specific to policy and administrative guidance are detailed below.**

### **Chapter 3**

Changed and added text throughout chapter to be in compliance with Notice PIH 2017-08 which had revisions to the VAWA 2013 Final Rule. Added references to the updated HUD 5380 form and HUD 5382 form. Verbiage included references to denial of admission to program could not be related to VAWA.

### **Chapter 4**

Changed and added text throughout chapter to be in compliance with Notice PIH 2017-08 which had revisions to the VAWA 2013 Final Rule. PHA Policy to include preferences for VAWA victims which were not incorporated. Currently we do not have any preferences on our public housing wait lists.

### **Chapter 5**

Occupancy standards were changed; removed persons of opposite sex (other than spouses, and children under age 5) will not be required to share a bedroom. Unborn children can no longer be considered when considering unit size.

### **Chapter 7**

Added the appropriate verbiage change for EIV Income Reports but did not include the preference for VAWA victims under PHA Policy sections.

### **Chapter 8**

Updated the required forms under VAWA 2013 Final Rule to be given at admission to program. Added paragraph under PHA Policy for relief from excess utility charges and the required procedure to request the relief. Exhibit 8-1: Smoke-Free Policy was updated. All public housing units must be smoke-free by July 30, 2018.

### **Chapter 12**

Updated Emergency Transfer to include transfers requested under VAWA 2013 Final Rule. Included the updates in the required forms.

### **Chapter 13**

Included the required verbiage under the VAWA 2013 Final Rule under the Lease Terminations section.

## **Chapter 14**

Changed and added text throughout chapter to be in compliance with Notice PIH 2017-08 which had revisions to the VAWA 2013 Final Rule.

## **Chapter 15**

Record retention was changed from four years to three years of 50058 for end of participation families and must also keep three years of emergency transfer requests.

Changed and added text throughout chapter to be in compliance with Notice PIH 2017-08 which had revisions to the VAWA 2013 Final Rule.

# Occupancy Overview

October 24, 2017

## Riverview Towers (149)

- 2 vacancies
- 97% Occupancy

## Riverview Terrace (36)

- 1 vacancy
- 97% Occupancy

## Scattered Sites (46)

- 100% Occupancy

# **10 THINGS TO KNOW ABOUT RUNNING A HOUSING AUTHORITY**

**PRESENTED BY: ANNE MCALPINE & REBECCA KRALEWSKI**

## **FACT #1 WHAT IS A HOUSING AUTHORITY**

## **WHAT IS A HOUSING AUTHORITY**

- **AUTONOMOUS PUBLIC CORPORATION**
- **FORMED UNDER WISCONSIN STATUTE 66.1201**
- **PROVIDES HOUSING TO LOW AND MODERATE INCOME INDIVIDUALS**
- **MANY SOURCES OF FUNDING**
  - **HUD**
  - **WHEDA**
  - **RURAL DEVELOPMENT**

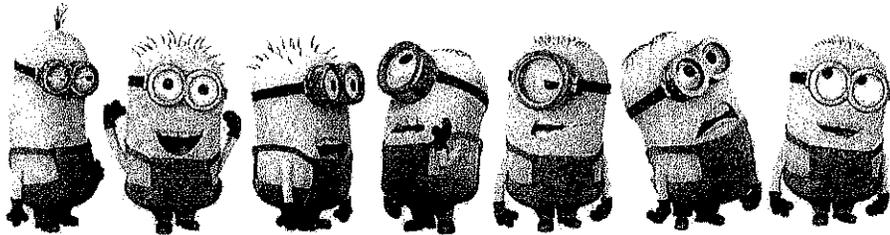
## **LINKAGE TO LOCAL GOVERNMENT**

- **HOUSING AUTHORITY IS A SEPARATE PUBLIC CORPORATION WITH SEPARATE POWERS**
- **LOCAL GOVERNMENT IS RESPONSIBLE CREATING THE HOUSING & APPOINTING COMMISSIONERS**
- **SOME LOCAL GOVERNMENT TO PROVIDE VARIOUS SUPPORT SERVICES**
- **THE HOUSING AUTHORITY IS NOT SUBJECT TO PROPERTY TAXES; PAYS PILOT**

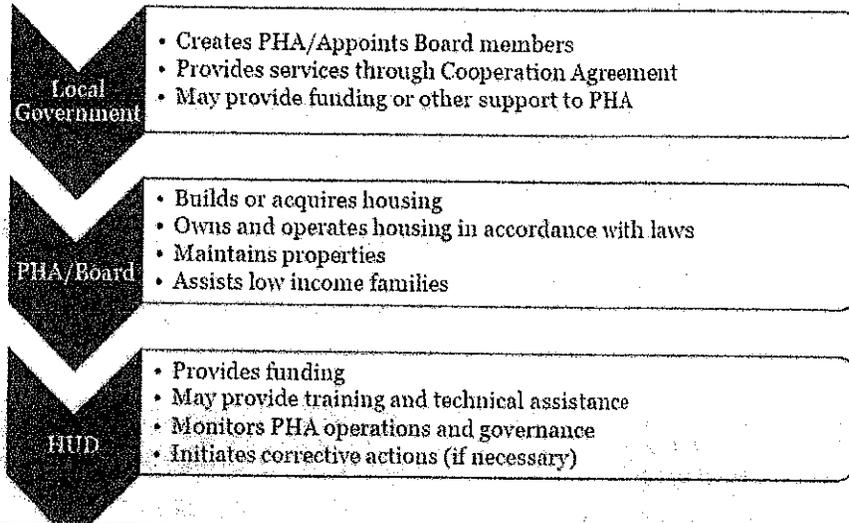
## WHO IS ON THE BOARD?

- THE BOARD IS MADE UP OF 5 TO 7 VOLUNTEERS DEPENDING ON THE NUMBER OF UNITS
- VACANCIES ON THE BOARD SHOULD NEVER DELAY PROGRAM ACTIVITIES
- THERE MUST BE A QUORUM TO CONDUCT BUSINESS.
- COMMISSIONER MAY NOT USE THEIR POSITION ON THE BOARD FOR POLITICAL ACTIVITIES OR PERSONAL GAIN. (HATCH ACT AS AMENDED IN 1975)
- A COMMISSIONER MAY BE REMOVED FROM OFFICE FOR INEFFICIENCY, NEGLECT OF DUTY OR MISCONDUCT

## FACT #2 WHO IS IN CHARGE HERE?

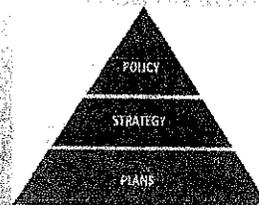


## Roles and responsibilities



## HOUSING AUTHORITY & COMMISSIONERS

- **PROVIDE LEADERSHIP.**
- **SET POLICY.**
- **APPROVE BUDGETS.**
- **EARN SUPPORT IN THE COMMUNITY FOR HOUSING PROGRAMS.**



## **COMMISSIONERS MUST ALLOW THE EXECUTIVE DIRECTOR & STAFF TO HANDLE THE DAY-TO-DAY MANAGEMENT**

- **WITHOUT A POSITIVE WORKING RELATIONSHIP WITH THE BOARD, AN EXECUTIVE DIRECTOR CANNOT BE EFFECTIVE.**



## **GOVERNANCE: LINES OF RESPONSIBILITY**

### **COMMISSIONER**

- **SELECT & HIRE AN EXECUTIVE DIRECTOR**
- **EVALUATE EXECUTIVE DIRECTOR**
- **APPROVE BY-LAWS, RESOLUTIONS, POLICIES**
- **APPROVE THE AUTHORITY'S BUDGET**
- **SET BASIC PHA POLICIES**
- **GOVERN PHA**

### **EXECUTIVE DIRECTOR**

- **MANAGE THE DAY-TO DAY OPERATIONS OF THE PHA**
- **HIRE, EVALUATE, TRAIN, & TERMINATE STAFF**
- **PREPARE BUDGETS & PROCEDURES**
- **RESIDENT SELECTION**
- **MANAGE FACILITIES & MAINTENANCE**
- **DEVELOP & MANAGE RESIDENT PROGRAMS**
- **COLLECT RENTS & ENFORCE TERMS OF LEASES**
- **PROCURE ANNUAL AUDIT**
- **ADVISE BOARD OF REGULATORY CHANGES**
- **EXECUTE BOARD APPROVED POLICIES**

## **WHAT MAKES AN EFFECTIVE COMMISSIONER**

### **AN EFFECTIVE COMMISSIONER WILL:**

- **EXHIBIT LEADERSHIP CAPABILITIES.**
- **AVOID MAKING DECISIONS OR JUDGMENTS BASED ON INFORMATION RECEIVED SOLELY FROM INDIVIDUALS OR OUTSIDE GROUPS.**
- **HAVE EXPERIENCE IN CONDUCTING A BOARD MEETING VIA ROBERTS RULES AND KNOWLEDGE OF THE WISCONSIN OPEN MEETINGS LAW (WI, STAT. 19.81-19.98)**
- **DEAL HONESTLY AND FAIRLY IN ALL MATTERS RELATED TO HOUSING AUTHORITY OPERATIONS.**
- **BE AN ADVOCATE IN THE COMMUNITY FOR THE AGENCY.**
- **COMMISSIONERS SHOULD NEVER DISCUSS ACTIONS, DECISIONS, STAFF OR ANY ASPECT OF THE HOUSING AUTHORITY IN A NEGATIVE MANNER WITH OUTSIDE INDIVIDUALS OR GROUPS.**

## **CHAIRPERSON RESPONSIBILITIES**

- **THE BOARD CHAIRPERSON MUST UNDERSTAND THAT HE OR SHE HAS NO SPECIAL AUTHORITY BEYOND THAT OF ANY OTHER BOARD MEMBER UNLESS THE FULL BOARD DECIDES OTHERWISE. IE. LOCCS AUTHORIZING OFFICIAL**
- **THIS MEANS THAT THE CHAIRPERSON/PRESIDENT CANNOT SPEAK OR ACT FOR THE BOARD UNLESS THE FULL BOARD HAS FORMALLY OR INFORMALLY DELEGATED THIS PRIVILEGE.**

## **RESIDENT COMMISSIONERS**

- **WITH LEGISLATION PASSED IN RECENT YEARS, MANY HOUSING AUTHORITIES HAVE A RESIDENT COMMISSIONER SERVING ON THEIR AGENCY BOARD.**
- **THE RESIDENT COMMISSIONER HAS THE SAME DUTIES AND RESPONSIBILITIES AS THE OTHER COMMISSIONERS.**

## **IMPORTANCE OF A GOOD WORKING RELATIONSHIP**

**IN ORDER TO HAVE A WELL-RUN AGENCY, IT IS IMPORTANT TO HAVE A GOOD WORKING RELATIONSHIP BETWEEN THE BOARD AND THE EXECUTIVE DIRECTOR. TO THIS END, A COMMISSIONER SHOULD:**

- **ALLOW THE ED TO DO THEIR JOB WITHOUT INTERFERENCE**
- **ALWAYS BE OPEN/HONEST ABOUT ANY PROBLEMS OR CONCERNS**
- **NEVER ASK SPECIAL FAVORS OF THE STAFF, INCLUDING REQUESTS FOR INFORMATION**
- **REFRAIN FROM TAKING IT UPON YOURSELF ENDORSE SPECIAL INTEREST GROUPS ON BEHALF OF THE AUTHORITY**
- **DO NOT MEET SEPARATELY WITH STAFF OR RESIDENTS**
- **SUPPORT THE ED IN THEIR RELATIONSHIPS WITH OUTSIDE GROUPS OR INDIVIDUALS.**

## **COMMISSIONER ETHICS**

- **BOARDS MUST ENSURE THAT ALL ACTIONS OF THE HA ARE CARRIED OUT IN A FAIR AND ETHICAL MANNER.**
- **AVOID CONFLICTS OF INTEREST (PERCEIVED OR REAL) SUCH AS RECEIVING GIFTS FROM CONTRACTORS, VENDORS, ETC.**
- **PH CONFLICTS OF INTEREST DETAILED IN SECTION 19 OF THE ACC.**

## **ETHICS- CONFLICT OF INTERESTS**

- **EXAMPLES:**
- **HCV PROGRAM - PROPERTIES OWNED OR MANAGED BY COMMISSIONERS OR STAFF**
- **PH - CONTRACTORS BIDDING ON HA WORK THAT HAS DIRECT / INDIRECT INTEREST IN HA OR FAMILY RELATIONSHIP.**
- **HIRING OF STAFF THAT HAVE FAMILIAL RELATIONSHIPS PER SECTION 19(B)(1) OF THE ACC.**

## **FACT #3 BOARD MEETINGS ARE PUBLIC MEETINGS**

## **WHAT NOT TO DO**

### **A COMMISSIONER SHOULD NOT:**

- **MEET INDIVIDUALLY WITH TENANTS OR STAFF, REMIND THEM OF THE CHAIN OF COMMAND.**
- **BE A SPECTATOR AT BOARD MEETINGS. YOUR PARTICIPATION IS NEEDED.**
- **INTERFERE IN THE DAY-TO-DAY OPERATIONS OF THE HOUSING AUTHORITY.**
- **MAKE DECISIONS VIA EMAIL OR BY TELEPHONE. ALL DECISIONS MUST BE MADE ACCORDING TO THE OPEN MEETINGS LAW.**
- **DISCUSS HOUSING AUTHORITY BUSINESS OUTSIDE OF THE HOUSING AUTHORITY BOARD MEETING**

## **CLOSED SESSIONS**

- **COMMISSIONERS SHOULD NEVER MEET IN CLOSED SESSION WITHOUT THE ED OR PROPER PUBLIC NOTICE**
- **SEE HANDBOOK FOR OPEN MEETING LAW**

## **DUTIES OF COMMISSIONERS**

- **SET POLICIES FOR THE HOUSING AUTHORITY REGARDING ITS COURSE OF ACTION.**
- **PASS RESOLUTIONS THAT GIVE THE HOUSING AUTHORITY THE DIRECTION FROM THE BOARD.**
- **DETERMINE HOW POLICY IS IMPLEMENTED BY REVIEWING REPORTS SUBMITTED AT MEETINGS BY MANAGEMENT STAFF.**
- **RECEIVE INFORMATION AS TO THE STATUS OF CURRENT PROGRAMS OR UPCOMING ISSUES THAT ARE IMPORTANT TO THE HOUSING AUTHORITY**
- **REVIEW FINANCIAL INFORMATION.**

## **PREPARATION FOR THE MEETING**

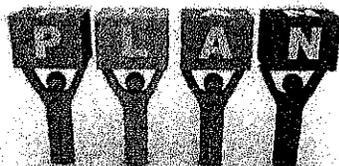
- **PRIOR TO THE MEETING - REVIEW THE AGENDA AND ALL OTHER MATERIALS TO BE DISCUSSED AT THE MEETING.**

Meeting Minutes

## **DURING THE MEETING**

- **DO NOT TAKE ACTION ON ANY TOPIC NOT ON THE AGENDA.**
- **NEW TOPICS MUST BE PLACED ON THE AGENDA FOR THE NEXT MEETING.**
- **ROBERT'S RULES OF ORDER SHOULD PREVAIL.**

## **FACT #4 HAVE A**



## **PLANNING IS GOOD BUSINESS**

- **ALL HAS SHOULD HAVE A CURRENT NEEDS ASSESSMENT FOR BOTH PHYSICAL STRUCTURE AND MANAGEMENT NEEDS**
- **SHOULD PROJECT FOR 5 TO 10+ YEARS AND BE A FLUID DOCUMENT**
- **INCLUDE ANTICIPATED COSTS**
- **INCLUDE ENERGY CONSERVATION**

## **PLANNING!**

- **HAS SHOULDN'T RELY SOLELY ON HUB – FUNDING IS SUBJECT TO ANNUAL APPROPRIATIONS**
- **BE AWARE OF OTHER FUNDING SOURCES**
- **BE AWARE OF PROPOSED REGULATION CHANGES AND POSSIBLE EFFECT ON YOUR HA**
- **PRO-ACTIVE APPROACH IS BEST, NOT MANAGEMENT BY CRISIS**

## **BUDGETING IS PLANNING**

- **IT IS THE RESPONSIBILITY OF THE ED TO CREATE BUDGETS. FINAL APPROVAL IS THE BOARD'S RESPONSIBILITY. COMMISSIONERS DEAL WITH THREE KINDS OF BUDGETS:**
  - **OPERATING BUDGETS**
  - **DEVELOPMENTAL BUDGETS**
  - **MODERNIZATION BUDGETS**

## **FACT #5 POLICY MAKING & POLICIES**

### **WHY HAVE A POLICY**

- **FEDERAL AND STATE REGULATIONS REQUIRE A NUMBER OF POLICIES BE IN PLACE FOR AGENCY**
- **A POLICY MANUAL MAY BE USEFUL**
- **POLICIES SHOULD BE REVIEWED PERIODICALLY IN LIGHT OF CHANGES**
- **WHEN REVISIONS ARE MADE, THE NEW POLICY SHOULD BE FORMALLY ADOPTED BY RESOLUTION.**

## **REQUIRED POLICIES**

- **ADMISSIONS AND CONTINUED OCCUPANCY (ACOP) - AUTHORITY-OWNED HOUSING**
- **ADMINISTRATIVE PLAN - HOUSING CHOICE VOUCHER OR MODERATE REHABILITATION PROGRAM**
- **GRIEVANCE PROCEDURE: ALLOWING FOR ONE PROCESS CHALLENGES TO ADMINISTRATIVE ACTS**
- **RENT COLLECTION**
- **PERSONNEL STANDARDS FOR AGENCY RELATIONS WITH EMPLOYEES**
- **INVESTMENT: UTILIZATION OF REVENUES NOT CURRENTLY NEEDED FOR OPERATIONS**
- **CAPITALIZATION: DEFINE A CAPITAL INVESTMENT**
- **DISPOSITION OF ASSETS: PROVIDE FOR DISCARDING CAPITAL ITEM**
- **COMMUNITY SPACE: ESTABLISH CRITERIA FOR USE OF COMMON AREAS**
- **DEPRECIATION**
- **SEE THE WAKA WEBSITE FOR VARIOUS POLICIES.**
- **ALL POLICIES NEED TO BE IN COMPLIANCE WITH HUD REGULATION, STATE AND FEDERAL LAWS.**

## **FACT #6**

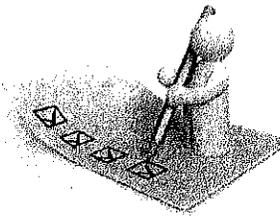
**YOU DIRECT THE USE OF  
GOVERNMENT FUNDS**

## **THE BOARD OF COMMISSIONERS ARE THE LEGAL RECIPIENT OF ALL MONEY**

- RENT
- ACC (ANNUAL CONTRIBUTIONS CONTRACT) THE CONTRACT BETWEEN HUD AND THE PHA THROUGH WHICH THE PHA RECEIVES OPERATING AND CAPITAL FUND MONEY
- INTEREST ON INVESTMENTS
- OTHER REVENUE OR RESOURCES

## **COMMISSIONERS MUST REVIEW FINANCIAL REPORTS**

- BUDGETS (YEAR TO DATE)
- AUDITS
- OTHER FINANCIAL DOCUMENTS
- HOUSING AUTHORITIES HAVE THE OPTION TO HIRE A FEE ACCOUNTANT



## **HUD'S REAL ESTATE ASSESSMENT CENTER (REAC) ASSESSES THE FINANCIAL CONDITION & GIVES HA A SCORE**

- **FASS, MASS, PASS, CAPITAL FUNDS EXPENDITURE REPORT**
- **HUD CAN IMPOSE SANCTIONS, RANGING FROM THE WITHHOLDING GRANTS TO TAKING CONTROL OF THE MANAGEMENT**

## **EXAMPLES OF OTHER FINANCIALS REPORTS FOR SOUND MANAGEMENT**

- **AN EXPLANATION OF ANY PENDING LITIGATION AND CONTINGENT LIABILITIES.**
- **A REVIEW OF ANY FINDINGS OF THE ANNUAL AUDIT.**
- **A REPORT ON ANY FINDINGS FROM HUD REVIEWS OF AGENCY FINANCIAL ACTIVITIES.**

## **FACT #7**

# **YOU HAVE LEGAL OBLIGATIONS**

## **INSURANCE**

- **PUBLIC OFFICIALS LIABILITY INSURANCE**
- **FIDELITY BONDS**
- **COMMISSIONER'S LIABILITY**
- **PROPERTY AND BUSINESS LIABILITY**

## **HOW TO AVOID LAWSUITS**

- **WRITTEN POLICIES AND PROCEDURES THAT COMPLY WITH FEDERAL AND STATE LEGISLATION PROTECTING THE CIVIL RIGHTS OF TENANTS AND STAFF.**
- **TRAIN ALL STAFF AND COMMISSIONERS IN WHAT THESE POLICIES ARE AND HOW THEY APPLY TO THEIR DUTIES.**
- **SEEK LEGAL COUNSEL WHEN IN DOUBT.**
- **STAY INFORMED ON ISSUES CONFRONTING THE HOUSING AUTHORITY.**
- **IF A SUIT SEEMS LIKELY, CONTACT LEGAL COUNSEL, LIABILITY CARRIER AND THE FUNDING AGENCY IMMEDIATELY.**

## **LOBBYING**

- **A HOUSING AUTHORITY IS ALWAYS PERMITTED TO EDUCATE AND ADVOCATE FOR MATTERS CONCERNING THE BUDGET AND ISSUES RELATED TO ACTIVITIES OF THE HOUSING AUTHORITY.**

## **FACT#8**

**EVERYBODY GETS TO BE HEARD**

## **A GRIEVANCE HEARING NOT A MEDIATION**

**A HEARING IS REQUIRED FOR ACTION OR INACTION ON THE PART OF THE HOUSING AUTHORITY.**

**CAN BE CONDUCTED BY:**

- **THE BOARD**
- **DISINTERESTED 3<sup>RD</sup> PARTY (ANOTHER PHA)**
- **HEARING OFFICER**

**FACT #9 THE BUCK STOPS HERE!**

**WE ARE THE LANDLORD.**

**WE ARE A PROPERTY MANAGEMENT COMPANY**

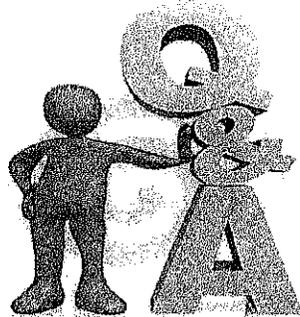
**WE ENFORCE THE LEASE**

**PUBLIC HOUSING IS A PRIVILEGE NOT A RIGHT.**

**FACT #10  
WE SPEAK OUR OWN LANGUAGE**

# I HAVE SUBMITTED BY FASS & MASS TO HUD VIA REAC THEY DID NOT LIKE MY PUM?

AAF-ACC-AEL-AM-CDBG-CFP-CFR-CGP-CIAP-EEOC-FASS-  
FDS-FHEO-FMC-FMR-FSS-GAAP-GAO-HA-HAP-HQS-HUD-LBP-LOGCS-MASS-MTCS-OCC-  
DIG-OMB-OSHA-PASS-PBM-PEL-PFS-PHA-PHMAP-PHAS-  
PIC-PDM-PILOT-QHWRA-RAB-RFP-REAC-RSEMAP-TANF-  
TEVS-TTP-DA-UMA-UPCS



## **Executive Director Training – Milwaukee HUD office**

### **Monday November 6<sup>th</sup>**

9:00am – 12:00pm One on One meetings with Field Office Staff available by appointment\*

10:00 – 11:30am Secure Systems (Optional Session)  
*Presenters: Dee Schultz and Laverne Butler*

11:30am – 12:30pm Lunch on own

12:30 – 2:15pm Housing Choice Voucher Session, Presenter: Scott Koegler  
Welcome & Introductions  
HCV Program Overview  
Admissions & Eligibility  
Occupancy & Continued Assistance

2:30 – 4:30pm HCV Briefing Strategies/Utilization  
*Presenters: Dena Hunt and Sally Czarnecki*

### **Tuesday November 7<sup>th</sup>**

8:30am – 12:00pm Housing Choice Voucher Session, Presenter: Scott Koegler  
(w/break) Portability & Other Moves  
Terminations & Hearings  
Tenant Files  
Other HCV & TBRA Topics

12:00 – 1:00pm Lunch on own

1:00 – 4:30pm Housing Choice Voucher Session, Presenter: Scott Koegler  
(w/break) HCV Policies  
SEMAP  
Financial Management  
Administrative Expenses Fees  
HUD Systems  
PIH Notices  
Resources

## **Executive Director Training – Milwaukee HUD office**

*(continued)*

### **Wednesday November 8<sup>th</sup>**

8:30am – 12:00pm  
(w/break)

*Public Housing Session, Presenter: Dee Schultz*

Program Overview  
Admissions & Eligibility  
Marketing PH – Group Discussion  
Continued Occupancy  
Tenant Files

12:00pm – 1:00pm

Lunch on own

1:00pm – 4:30pm  
(w/break)

*Public Housing Session, Presenter: Dee Schultz*

Policies  
Other PH Topics – VAWA, CSSR, Smoke Free, Over income, LBP  
PHAS  
Monitoring & Oversight  
The Cost of PH  
The Future of PH  
Resources

### **Thursday November 9<sup>th</sup>**

8:30am – 12:00pm  
(w/break)

*CFP, Presenters: Deanna Alfonso, Dee Schultz and Beverly Carter*

Handbooks and Guidance  
PNA  
CFP Process  
Grant Close Out  
Labor Standards (Davis Bacon, Section 3)

12:00pm – 1:00pm

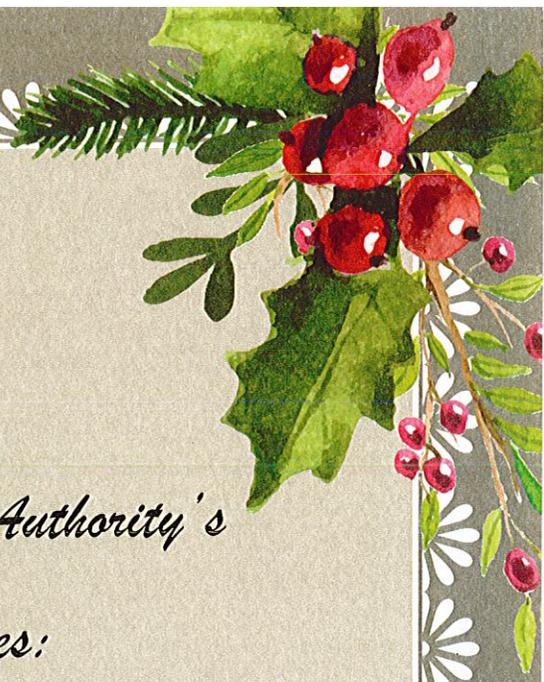
Lunch on own

1:00pm – 4:00pm  
(w/break)

*Public Housing Finance Session*

*Presenters: Anne Steffel and Eric Hau*

\* If you will not be available at this time and would still like to schedule an appointment, contact your specialist to coordinate a date/time.



Please join us for the  
Wausau Community Development Authority's  
Resident Christmas Parties:

Riverview Terrace Assisted Living  
Monday, December 4, 2017, at 4:30 pm

and

Riverview Towers LLC  
Tuesday, December 5, 2017, at 12:00 pm

\*\*\*

Please RSVP to Stephanie by Monday, November 27, 2017  
715-261-6687

Stephanie.McCarty@ci.wausau.wi.us