



# City of La Crosse, Wisconsin

City Hall  
400 La Crosse Street  
La Crosse, WI 54601

## Meeting Minutes - Final

### Housing Authority of the City of La Crosse

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Thursday, January 9, 2020

12:00 PM

Housing Authority of the City of La Crosse  
1307 Badger Street

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#### Call to Order

*Mr. Sayner called the meeting to order.*

#### Roll Call

**Present:** 4 - Portialee Armstrong, Kimberly Cable, Kristina Bechtel, Peter Sayner

**Also present was Executive Director Steve Schauf**

#### Approval of Minutes

**Ms. Armstrong moved for approval of the Regular Meeting Minutes held December 11, 2019**

#### Agenda Items:

1 Approval of Bills

**Ms. Armstrong presented bills as follows and moved for their approval as well as the cost of the luncheon; Public Housing \$58,228.14; Voucher Program, \$75.78; Capital Fund Program, \$5,061.90; Forest Park, \$10,466.79; Ping Manor, \$12,280.64; Non-Assisted Account \$300.00; Central Office Cost Center, \$4,270.37; Checks to be approved, \$206,268.52; Ms. Bechtel seconded; Motion carried.**

2 Executive Director's Report

- a. Administrative Department
- b. Resident Services Department
- c. Occupancy Department
- d. Maintenance Department

**The Executive Director's Report was reviewed**

3 Delinquent Rent Report

**The Delinquent Rent Report was reviewed.**

4 New Business

*All Commissioners acknowledged having received and reviewed the City of La Crosse Code of Ethics.*

[20-0020](#)

Review and Approve Stoffel Court Bathroom Remodel Bids.

**LHA #10036 bids were reviewed. Ms. Armstrong moved to accept the bid received from Coulee Region Mechanical in the amount of \$9,200.00; Ms. Cable seconded. Motion carried.**

[20-0021](#)

Review and Approve Stoffel Court Tub Surround Replacement Bids.

**LHA #10035 bids were reviewed. Ms. Armstrong moved to accept the bid received from The Board Store Home Improvements, Inc. in the amount of \$5,800.00; Ms. Cable seconded; Motion carried.**

[20-0022](#)

Review and Approve On-Line Wait List Policy Revisions to Public Housing ACOP, Housing Choice Voucher Admin Plan and Forest Park & Ping Manor Tenant Selection Plans.

**The revised Housing Authority policies that implement the new on-line wait list application software were reviewed. Ms. Cable moved to approve the revised Public Housing Admissions and Continued Occupancy Plan, Housing Choice Voucher Administrative Plan and the Forest Park and Ping Manor Tenant Selection Plans as distributed with the addition of including that the LHA will have computers available for application use in all policies. Ms. Armstrong seconded; Motion carried**

[20-0023](#)

Review Information Handbook for Employees Summary.

**The Information Handbook for Employees summary was reviewed. The following motions were made to amend the policy:**

**Ms. Cable made a motion to amend the "Holiday Pay" portion of the policy to remove the requirement that full-time and part-time employees must work on the last regularly scheduled work day prior to the holiday and must further work on the first regularly scheduled work day after the holiday entirely from the policy. Ms. Armstrong seconded; motion carried.**

**Ms. Cable made a motion to amend the policy to make part-time employees eligible to receive the "Leave of Absence Without Pay" benefit. Ms. Armstrong seconded. Motion carried.**

**Ms. Armstrong made a motion to amend the "Sick Leave" portion of the policy to include the following:**

**I. Allow employees to be eligible to use the sick leave benefit as soon as time has been earned in lieu of starting at six-month anniversary.**

**II. Shall extend the use of sick leave from employee illness only to the use for employee illness as well as the are for employee family members**

**III. Sick leave must be taken with a one hour minimum**

**Ms. Cable seconded; motion carried.**

**Ms. Cable made a motion to amend the "Personal Business" portion of the policy to allow employees to be eligible to use the personal business benefit at start of employment in lieu of starting at six-month anniversary. Ms. Armstrong**

seconded; motion carried.

I. Personal Business time must be taken with a one hour minimum.

II. If hire date falls between January 1 - April 30, employee will receive 3 days.

III. If hire date falls between May 1 - August 31, employee will receive 2 days.

IV. If hire date falls between September 1 - December 31, employee will receive 1 day.

Ms. Cable made a motion to amend the policy to make part-time employees eligible to receive the "Section 125 - Flex Benefit" Plan. Ms. Armstrong seconded; motion carried.

[20-0024](#)

Discuss Division Street Development Open House Dates.

*Ms. Armstrong informed all in attendance of her intent to resign as the Resident Commissioner at the end of her term in 2020*

## **Adjournment**

**Ms. Armstrong moved for adjournment; Ms. Cable seconded. Motion carried.**