

Eau Claire County Housing Authority  
MEETING MINUTES  
Monday, February 20, 2023, at 5:00 pm  
Room A203, Eau Claire County Ag & Resource Center

Call to Order

The meeting was called to order by Chairperson Robin Leary at 5:00 pm

Roll Call

Roll call was taken.

Board Members present: Robin Leary, Chairperson; Jenny Ebert, Vice-Chairperson, Philip Swanhorst, Thomas Vue and Ricardo Garcia

Staff Present: Georgia Crownhart

Public Comment

None

Bills

Commissioner Garcia made a motion to approve the bills as presented. 5 ayes, 0 nays.

Motion carried.

Meeting Minutes

Commissioner Swanhorst made a motion to approve the November 28, 2022, corrected meeting minutes, and the December 12, 2022 meeting minutes, as presented. 5 ayes, 0 nays. Motion carried.

Resolution #23-01 – Family Self-Sufficiency Plan

Commissioner Ebert made a motion to approve the plan. 5 ayes, 0 nays.

Motion carried.

2023 Budget Update

Swanhorst made a motion to approve the amended budget for 2023. 5 ayes, 0 nays.

Motion carried.

Employee Manual Updates

Commissioner Leary made a motion to postpone consideration of changes to the Employee Manual regarding employee health insurance benefits until the October 2023 board meeting. 5 ayes, 0 nays.

Motion carried.

Award of Audit Contract for Fiscal Years 2022 and 2023

Ebert made a motion to award audit contract to Clifton Larson Allen. 5 ayes, 0 nays.

Motion carried.

Training

Leary made a motion to approve up to two commissioner and two staff attendance at the Spring WAHA Conference in LaCrosse in April 2023. 5 ayes, 0 nays.

Motion carried.

Directors Report

In addition to the written report that had been included in the meeting packet, Crownhart also updated the board on several other items including Audit for FYE 2021 response to HUD on findings,

Software/licensing updates, possibly transferring three VASH Vouchers to WHEDA so they can be better utilized, possible upcoming available grant funds from ARPA through HOME funds by State.

Garcia left the meeting at this time.

Commissioners Report

Ebert updated the others on progress with funding, architect plan progress and bidding for Fairchild Senior Living.

Financial Report

No action required.

Meeting Addendum – Employee Manual Exception

Due to labor shortage and difficulty finding employees, and the need by the agency to have help right away to alleviate some of the clerical work load, Ebert made a motion to allow an exception to Employee Manual Policy to allow Crownhart to hire a direct family member. 4 ayes, 0 nays. Motion carried.

Next Meeting Date & Adjournment

The next board meeting was scheduled for 5:00 pm on Monday, March 13, 2023. Leary adjourned the meeting at 5:40 pm.

Respectfully submitted,



Georgia Crownhart  
Housing Authority Secretary