

HOUSING AUTHORITY FOR THE CITY OF MONROE

SPECIAL MEETING MINUTES

TIME: 9:00 AM

DATE: 03-11-2010

PLACE: COMMUNITY ROOM AT CHURCHILL WOODS APARTMENTS,  
800 13TH AVENUE, MONROE, WI.

SPECIAL MEETING

Present

Jan Lefevre  
Scott Jacobson  
John Waelti  
Paul Mudgett  
Cindy Johnson  
Pat Ormond

Absent

John Mulhall  
Janet Thompson

Special Guests

Mayor Ron Marsh  
Patty Adamson- Radio Reporter (WEKZ)

Both Chairpersons were absent.

Board of Director Jan Lefevre called the Special Meeting of the board of commissioners for the  
Monroe Housing Authority to order at 9:05 AM March 11, 2010.

BUSINESS:

- ❖ *Discuss and take action regarding tenants not following chain of command and grievance procedures.*  
Items discussed:

1. The Board of Commissioners for the Monroe Housing Authority roles are:
  - a. Approves Long-term Goals & Budgets.
  - b. Monitors & Evaluates Progress on Short Term Goals.
  - c. Monitors Routine Monthly Expenditures.
  - d. Adopts & Monitors Development of Policy.
  - e. **The Board of Commissioners will stand behind the decisions made by Management.**
  - f. Evaluates the Executive Director.
  - g. **The Board of Commissioners has NO ROLE in the day to day operation (Tenant issues, complaints or requests).**
  - h. **Plus NO ROLE in Hires, Directs, & Evaluate Staff or Staff Grievances.**
  
2. The Executive Director for the Monroe Housing Authority roles are:
  - a. Recommends & Provides Input for Long-term Goals.
  - b. Establishes & Carries out Short-term Goals.
  - c. **Makes all Decisions in the day to day operation this includes Tenant issues, complaints or requests.**
  - d. **Makes all decisions in Hires, Directs, & Evaluate Staff and Staff Grievances.**
  - e. Develops & Recommends Annual Budgets.
  - f. Establishes & Carries Out Routine Monthly Expenditures.
  - g. Recommends & Carries Outs Development of Policies.
  - h. Approves Salaries with Recommendation from Supervisors.
  - i. Evaluates all staff members.

❖ Discuss and possibly approve elimination of (EXTRA) funding for tenant clubs.

1. We need to put a limit on Tenant Clubs requesting purchases. On the annual budget we do allocate a reserve fund for tenants but in the last year their requests have gone above and beyond the allocated reserve.
2. The Tenant Club at Churchill Woods is making unreasonable & threatening demands through verbal harassment.

After investigating what rights the tenant club or tenants have, management found:

- a. Per **The Housing and Urban Development (HUD)** Section (964.135(d))  
No groups or clubs have control over management. We may take their suggestions but nothing more.
- b. **Amenities are NOT a right**, unless it falls under Reasonable Accommodations or Fair Housing Laws.

❖ In summary we ask the Board of Commissions to vote on adopting-

**Resolution #10-0311 - Complaint/Request Policy & Procedure.**

1. All future requests, complaints, & grievances from tenants are to be submitted in writing.
2. All tenants must follow the Grievance Procedure Policy that's already in place..
3. NOTE- the Board of Commissioners is not the same as a Grievance Procedure Board.

Jan Lefevre made a motion to approve Resolution #10-0311 Complaint/Request Policy & Procedure.

John Waelti seconded the motion, passing unanimously.

Motion to Adjourn was made by Jan Lefevre @ 9:49 AM.

Seconded by John Waelti, passing unanimously.

ADJOURN

Requests from persons with disabilities, who need assistance to participate in this meeting, including need for interpreter, materials in alternate formats, or other accommodations, should be made to the Housing Authority's Office at (608) 325-2949 with as much advance notice as possible so the proper arrangements can be made.

Cindy L. Johnson  
Executive Director