**MINUTES OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH MILWAUKEE**

**d/b/a PARKCREST HOUSING**

**March 6, 2017**

MEMBERS: Kris Schell\_\_\_\_\_X\_\_\_ Kelly Meyer \_\_\_\_X\_\_\_\_ Joe Weirich \_\_\_\_\_X\_\_\_

 Jon Shelenske \_X\_\_\_ Cristina Crogan\_\_\_X\_\_

Also present: Parkcrest Housing Executive Director Peggy Holcomb and other interested parties.

1. Board Chair Kris Schell called the meeting to order at 6:25 p.m.
2. Motion made by Crogan, seconded by Weirich, to approve the minutes of the December 5, 2016 meeting. All voted aye. Motion carried.
3. Item 4 (a-e). Holcomb provided information on the vacancy report, indicated eviction action in place for 603 Mackinac Ave. due to non-payment of rent, tenant was a “no-show” at court hearing on 3/6/17, Writ granted to obtain possession. Holcomb provided information on a “slip and fall” with injury claim that was received on February 6, matter was turned over to our insurance carrier, American Family, and a claims rep. will be in contact with us regarding the status. Shelenske suggested the monthly Newsletter provide information on ways to prevent heroin addiction such as keeping prescription drugs locked up, etc. Schell suggested the Newsletter also include Human Concerns as a contact source for information on enrolling in Food Share and other benefits. Weirich moved, Meyer seconded, to receive and place on file all information related to Item 4 (a-e). All voted aye. Motion carried.
4. Item 5. Holcomb indicated siding project is on hold, 2017 Capital Fund Grant pending, waiting for approved federal budget.
5. Item 6. “No-Smoking Policy” reviewed, Weirich inquired who drafted the policy, Holcomb indicated the policy was obtained from Smokefree Communities online website and modified for Parkcrest. Parkcrest received one submitted comment during the comment period indicating it would be a hardship for the tenant to have to park on the street in order to smoke in their car. Tenants must be at least 25’ away from any building. It was determined that a tenant could smoke in their vehicle if parked in their designated stall in the parking lot. E-cigarettes are allowed for the time being. Motion made by Meyer, seconded by Weirich to approve Resolution 17-01 adopting the “No-Smoking Policy” to the Parkcrest Housing Lease and Admission, Occupancy and Rental Policy. All voted aye. Motion carried.
6. Item 7. “Electronic Communications Usage Policy” reviewed, Holcomb indicated this is an update to the current policy in order to comply with necessary HUD verbiage. All employees are required to sign. Motion made by Crogan, seconded by Shelenske to approve Resolution 17-02 adopting the “Electronic Communications Usage Policy.” All voted aye. Motion carried.
7. Item 8. Action items for next meeting. Review Resolution authorizing Executive Director to accept and utilize capital funds awarded for 2017.

1. Next meeting is scheduled for Monday, May 8th, 2017 at 6:30 p.m.
2. Schell moved, Weirich seconded, to adjourn. All voted aye. Meeting adjourned at 6:54 p.m.

Submitted by, Peggy Holcomb, Recording Secretary