

**MINUTES OF THE HOUSING AUTHORITY OF THE CITY OF SOUTH MILWAUKEE**  
**d/b/a PARKCREST HOUSING**  
**May 21, 2018**

MEMBERS: Kris Schell \_\_\_X\_\_\_ Kelly Meyer \_X\_\_\_ Joe Weirich \_\_\_X\_\_\_  
Jon Shelenske \_\_\_X\_\_\_ Robert Kaebisch \_excused\_\_

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

1. Board Chair Kris Schell called the meeting to order at 6:30 p.m.
2. Motion made by Shelenske, seconded by Weirich, to approve the minutes of the March 8<sup>th</sup>, 2018 meeting. All voted aye. Motion carried.
3. Item 4 (a-h). Item 4 (g) moved to top for discussion. Applications for the Executive Director position were reviewed. It was agreed J. Maciejewski will be interviewed for the position. Holcomb provided information on the FY2017 financial reports. Schell provided information regarding Nitka's resignation as Administrative Assistant stating Nitka was seeking to reduce her work hours/days which would ultimately affect the ED position and duties. It was the opinion of the board that the position and hours of the Administrative Assistant be kept as-is which reflects the office hours. Holcomb will provide the job description so an ad for the position can be posted asap. Schell recommended hiring a "temp." person to come in and answer the phone/rent collection until the position is filled. Weirich moved, Meyer seconded, to receive and place on file all information related to Item 4 (a-h). All voted aye. Motion carried.
4. Item 5. Holcomb indicated there are no projects at this time.
5. Item 6. Action items for next meeting; 2018 Capital Fund award.
6. Next meeting scheduled: To be determined
7. Meyer moved, Weirich seconded, to adjourn. All voted aye. Meeting adjourned at 7:54 p.m.

\*Submitted by, Peggy Holcomb

\*Recording Secretary for the meeting, Kelly Meyer, notified the Board that the minutes she had taken on her Kindle Tablet were lost.