

PUBLIC MEETING MINUTES
CHIPPEWA COUNTY HOUSING AUTHORITY
MONDAY, SEPTEMBER 29, 2025, AT 3:30 P.M.
ROOM 016 OF THE CHIPPEWA COUNTY COURTHOUSE

1. CALL TO ORDER

Guthman called the meeting to order at 3:30 p.m.

2. ROLL CALL

Members present: Guthman, Davis, Artz, Rosenow

Members absent: Hennick

Others present: Rizzo, Sherman

3. APPROVAL OF THE AGENDA

Artz and Rosenow made a motion to approve the meeting agenda with the change of moving the update to the bylaws to number one under reports. Motion carried with all present voting aye.

4. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

None

5. CONSENT AGENDA

Rosenow and Davis made a motion to approve the minutes of the August 25, 2025, meeting. Motion carried with all present voting aye.

6. REPORTS

- 1. Updating the Bylaws:** Sherman went through his changes and made notes of additional changes. Will review again in the next meeting.
- 2. Update on 738 Maple St. Chippewa Falls:** Rizzo stated that CCHA is still working with a potential buyer to income qualify.
- 3. Updates on Small City RLF Funds:** Rizzo reported that municipalities were notified by the state on August 29, 2025, that the CDBG Small City RLF will be discontinuing the program effective September 30, 2025. CCHA is working on transition plan and will be hosting a Teams meeting to go through the plan with the municipalities.
- 4. Updates on Retaining Legal Counsel** Rizzo stated that CCHA will have a contract with Weld Riley starting October 1, 2025.
- 5. Updates to the Employee Handbook:** Rizzo gave a demonstration on what the employee handbook is starting to look like.

7. BUSINESS ITEMS

- 1. Approval of the Financial Reports for August 2025:** Guthman called for questions. Rosenow and Artz made a motion to approve the financial reports for August 2025 as printed. Motion carried with all present voting aye.
- 2. Discussion and action to establish a procedure and framework for evaluation of the Executive Director:** Davis and Rosenow made a motion to approve that Rizzo will send the Annual Performance Evaluation form to the Commissioners for each to complete. The Commissioners will have a special closed session meeting on November 10, 2025, to go over the evaluations and will present to Rizzo in a closed session during the December 15, 2025, meeting. Motion carried with all present voting aye.
- 3. Discussion and approval of CCHA check process change:** Davis and Artz made a motion to approve Section 8 HAP payments being printed with the Chair and Vice-Chair signatures, Section 8 Admin checks being printed with the Chair and Vice-Chair signatures after in person approval, and all federal and management checks being printed with the Chair and Vice-Chair signatures after being entered into the

system by the Fiscal Manager, posted by the Executive Director, and approved by the Chair. Motion carried with all present voting aye.

4. Discuss and Approval of policy changes to the Bereavement, Jury Duty, Position Changes and Reclassification policies: Rosenow and Davis made a motion to approve the policies with the change from 3 days to 24 hours on the Bereavement Policy. Motion carried with all present voting aye.

5. Review and discuss the Longevity, Annual Service Awards, Corrective and Disciplinary Action Policies: Rizzo presented the policies for approval at the next meeting.

8. AGENDA ITEMS FOR FUTURE CONSIDERATION

Guthman called for agenda items for future consideration. Bylaws, Policies, and approval to close the office on Friday, December 26, 2025, and Friday, January 2, 2026.

9. SCHEDULE NEXT MEETING DATE

All agreed to schedule the next meeting for October 27, 2025.

9. ADJOURNMENT

Artz and Rosenow made a motion to adjourn at 5:50 p.m. Motion carried with all present voting aye.

Respectfully Submitted,



Richelle Rizzo
Executive Director/Secretary to the Commission

Certified:



Pam Guthman (Nov 11, 2025 08:37:39 CST)

10/27/2025

Pam Guthman
Commission Chair

Date

9.29.25 Minutes

Final Audit Report

2025-11-11

Created:	2025-11-11
By:	Richelle Rizzo (rrizzo@chippewacountywi.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA7shR1tx5hcx01gFOeetlzYzQ3dhwpd3E

"9.29.25 Minutes" History

-  Document created by Richelle Rizzo (rrizzo@chippewacountywi.gov)
2025-11-11 - 2:29:50 PM GMT
-  Document emailed to Pam Guthman (pguthman@chippewacountywi.gov) for signature
2025-11-11 - 2:29:53 PM GMT
-  Email viewed by Pam Guthman (pguthman@chippewacountywi.gov)
2025-11-11 - 2:36:38 PM GMT
-  Document e-signed by Pam Guthman (pguthman@chippewacountywi.gov)
Signature Date: 2025-11-11 - 2:37:39 PM GMT - Time Source: server
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2025-11-11 - 2:37:39 PM GMT



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