

## **PUBLIC MEETING NOTICE**

**CHIPPEWA COUNTY HOUSING AUTHORITY**  
**MONDAY, DECEMBER 15, 2025 AT 3:30 P.M.**  
**THE MEETING WILL BE HELD IN ROOM 016, CHIPPEWA COUNTY COURTHOUSE**  
**711 N. BRIDGE ST., CHIPPEWA FALLS, WI**

1. Confirmation of Meeting Notice
2. Call to order
3. Roll Call
4. Approve the Agenda
5. Members of the Public Wishing to be Heard
6. Consent Agenda  
(Unless separation of an item is requested, all will be adopted in one motion)
  1. Approval of the Minutes of October 27, 2025 and November 10, 2025 Meetings
7. Reports:
  1. Update on 738 Maple St. Chippewa Falls
  2. Update on 2026 CDBG Grant Application
  3. Update on RLF Small City Discontinuation
  4. Update on Housing Choice Voucher Shortfall
  5. Public Hearing Notice
  6. Update on Yardi Financial Reports
8. Business Items:
  1. Review and Approve the Civil Rights Certification for Annual Certification
  2. Resolution 2025-09 Revisions to the Bylaws
  3. Discuss and Act on Strategic Planning
  4. Discuss and Approve policy changes to Insurance, Ethics, and Harassment policies
  5. The Commission will convene, upon passage of the proper motion, in closed session pursuant to Wisconsin State Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility; to review six-month performance evaluation of the Executive Director. The commission will reconvene to open session and continue with the agenda.
9. Agenda Items for Future Consideration
10. Schedule next meeting date – January 26, 2026
11. Adjournment

Cc: County Media, County Board Chairman, County Clerk and County Administrator

Persons needing additional accommodations should contact Richelle Rizzo at 715-726-7933.



Equal Opportunity

This Institution is an Equal Opportunity Employer and Housing Provider

**PUBLIC MEETING MINUTES  
CHIPPEWA COUNTY HOUSING AUTHORITY  
MONDAY, OCTOBER 27, 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, Hennick

Members absent: None

Others present: Rizzo, Sherman

**3. APPROVAL OF THE AGENDA**

Artz and Rosenow made a motion to approve the meeting agenda. Motion carried with all present voting aye.

**4. MEMBERS OF THE PUBLIC WISHING TO BE HEARD**

None

**5. CONSENT AGENDA**

Davis and Artz made a motion to approve the minutes of the September 29, 2025, meeting. Motion carried with all present voting aye.

**6. REPORTS**

**1. Updating the Bylaws:** Sherman went through his changes. Rizzo will compare side by side with the original to determine if anything was missed and will bring to the next meeting for approval.

**2. Update on 738 Maple St. Chippewa Falls:** Rizzo stated that CCHA is still working with to potential buyer to income qualify. She also stated that the agent has kept the home on the market so that CCHA can still receive other offers if this buyer does not qualify.

**3. Updates on Yardi Software Conversion:** Rizzo reported that the conversion has not gone as smoothly as she hoped but the CCHA team is working through the issues with the Yardi team.

**4. Updates on CDBG Manufactured Housing Communities:** Rizzo report that she met with the CDBG Regional Committee. During that meeting it was agreed that we would accept referrals from West Cap or Western Dairyland. It was also agreed that the applicant would need to be added to the current CDBG waiting list.

**5. 2026 CDBG Grant Application:** Rizzo stated that she has received the 2026 CDBG grant application and is working to get approval from the County Board.

**7. BUSINESS ITEMS**

**1. Approval of the Financial Reports for September 2025:** Guthman called for questions. It was discussed that the Commissioner would like to see deposits and checks (including voids) to show more clearly on the report. They are willing to see what the new report will look like using the new Yardi Software before requesting changes. Rosenow and Artz made a motion to approve the financial reports for September 2025 as printed. Motion carried with all present voting aye.

**2. Discussion and Approval to close the office on December 26, 2025 and January 2, 2026:** Rosenow and Davis made a motion to approve closing the office on these dates due to the holidays. Motion carried with all present voting aye.

**3. Discuss and Approval of policy changes to the Longevity, Annual Service Awards, Corrective and Disciplinary Action:** Rosenow and Artz made a motion to approve the policies with the change from “may” to “will” under Definitions, Corrective Action on the Corrective and Disciplinary Action Policy. Motion carried with all present voting aye.

**4. Review and discuss the Insurance, Ethics and Harassment 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. Future impacts of federal cuts and housing

**9. SCHEDULE NEXT MEETING DATE**

1. All agreed to schedule the next meeting for November 10, 2025 at 3:30 p.m., Special Meeting. The Commission will convene, upon passage of the proper motion, in closed session pursuant to Wisconsin State Statute 19.85 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility; to review six-month performance evaluation of the Executive Director.

**9. ADJOURNMENT**

Artz and Rosenow made a motion to adjourn at 5:06 p.m. Motion carried with all present voting aye.

Respectfully Submitted,

Richelle Rizzo  
Executive Director/Secretary to the Commission

Certified:

Pam Guthman  
Commission Chair

Date

**PUBLIC MEETING MINUTES  
CHIPPEWA COUNTY HOUSING AUTHORITY  
MONDAY, NOVEMBER 10, 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, Rosenow, Hennick, Artz (phone)

Members absent: None

Others present: None

**3. APPROVAL OF THE AGENDA**

Davis and Rosenow made a motion to approve the meeting agenda. Motion carried with all voting aye.

**4. MEMBERS OF THE PUBLIC WISHING TO BE HEARD**

None

**5. REPORTS**

None

**6. BUSINESS ITEMS:**

1. The Commission will convene upon, upon passage of the proper motion, in close session pursuant to Wisconsin State Statute 19.85 (1) (C) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility; to review six-month performance evaluation of the Executive Director. The commission will reconvene to open session and continue with the agenda.

a. Motion by Rosenow and Hennick.

b. Roll Call Vote: Rosenow (Aye), Hennick (Aye), Davis (Aye), Guthman (Aye), and Artz (Aye) with the Commission going into closed session at 3:33 p.m.

Motion to return to open session with Rosenow and Hennick. All members voted Aye to return to open session. Return to open session at 4:30 p.m.

**7. AGENDA ITEMS FOR FUTURE CONSIDERATION**

Update on CDBG grant, strategic planning, housing and food insecurity issues

**8. SCHEDULE NEXT MEETING DATE- December 15, 2025**

**9. ADJOURNMENT**

Artz and Hennick made a motion to adjourn at 4:32 p.m. Motion carried with all present voting aye.

Date: November 10, 2025

Respectfully Submitted by Acting Secretary,  
Pamela Guthman/Commission Chair

Certified:

Pamela Guthman  
Commission Chair

Date

**Attachment to the Agenda of December 15, 2025, Meeting  
Chippewa County Housing Authority (CCHA) Commission Meeting**

**Reports:**

- 1. Update on 738 Maple St** – The CCHA loan committee has approved \$73,500 (\$18,375 – HOME, \$18,375 – HCRI and \$36,750 Regions) for downpayment assistance with a closing date of January 16, 2026.
- 2. Update on 2026 CDBG Grant Application** – Rizzo did receive a 24-hour extension from the state to submit Chippewa County's application by 6:00 p.m. on December 10, 2025. Rizzo presented the resolution to apply for the 2026 CDBG grant to the Executive Committee on 12/2/25, the committee agreed to pass the resolution onto the County Board of Supervisors for the 12/9/25 meeting. Rizzo will also host a CDBG public hearing during that meeting.
- 3. Update on RLF Small City Discontinuation** – Rizzo held a Teams meeting with all small city municipalities on November 25, 2025, to discuss the items that CCHA will be handling and the municipalities responsibilities after the funds are returned.
- 4. Update on Housing Choice Voucher Shortfall** – CCHA has received the award letter for shortfall funding.
- 5. Public Hearing Notice** – Rizzo will be holding a public hearing to discuss the housing authority's five-year plan on Monday, January 12, 2026 at 3:30 p.m. in Room 005 of the Chippewa County Courthouse.
- 6. Update on Yardi Financial Reports** – Yardi has not yet imported the carry over balance from QuickBooks into Yardi which is delaying our Fiscal Manager from pulling the fiscal reports for October and November. The Fiscal Manager is continuing to work with Yardi to get this imported as quickly as possible.

**Business Items:**

- 1. Review and Approve the Civil Rights Certification for Annual Certification** – The Civil Rights Certification is included in the meeting packet.
- 2. Resolution 2025-09 Revisions to the Bylaws** – A copy of the revised Bylaws is included in the meeting packet.
- 3. Discuss Strategic Planning** – Discuss strategic planning for potential changes to future funding.
- 4. Discuss and Approve Policy Changes** – Discuss and approve any changes to the Insurance, Ethics, and Harassment policies that were reviewed during the last meeting. A copy of the policies is included in the meeting packet.

5. **Executive Director six-month review** – The commission will present Rizzo with her six-month performance evaluation.

# Civil Rights Certification

## (Qualified PHAs)

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB Approval No. 2577-0226  
Expires 09/30/2027

### Civil Rights Certification

#### Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year PHA Plan, hereinafter referred to as "the Plan," of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the fiscal year beginning 04/2026, in which the PHA receives assistance under 42 U.S.C. 1437f and/or 1437g in connection with the submission of the Plan and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000—4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), Title II of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*), the Violence Against Women Act (34 U.S.C. § 12291 *et seq.*), and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, the Violence Against Women Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of all HUD programs. The PHA will affirmatively further fair housing in compliance with the Fair Housing Act, 24 CFR § 5.150 *et seq.*, 24 CFR § 903.7(o), and 24 CFR § 903.15, which means that it will take meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics. Specifically, affirmatively furthering fair housing means taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws (24 CFR § 5.151). Pursuant to 24 CFR § 903.15(c)(2), a PHA's policies are designed to reduce the concentration of tenants and other assisted persons by race, national origin, and disability. PHA policies include affirmative steps stated in 24 CFR § 903.15(c)(2)(i) and 24 CFR § 903.15(c)(2)(ii). Furthermore, under 24 CFR § 903.7(o), a PHA must submit a civil rights certification with its Annual and 5-year PHA Plans, except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document. The PHA certifies that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing.

Chippewa County Housing Authority

WI248

PHA Name

PHA Number/HA Code

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct. WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. § 3729, 3802)

Name of Executive Director: <b>MRS Richelle Rizzo</b>	Name of Board Chairman: <b>Pamela Guthman</b>
Signature: _____ Date: _____	Signature: _____ Date: _____

This information is collected to ensure compliance with PHA Plan, Civil Rights, and related laws and regulations including PHA plan elements that have changed.

Public reporting burden for this information collection is estimated to average 0.16 hours per year per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, REE, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410-5000. When providing comments, please refer to OMB Approval No. 2577-0226. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 *et seq.*, and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.



## **RESOLUTION 2025-09 REVISIONS TO THE BYLAWS**

**WHEREAS** Chippewa County Housing Authority has adopted Bylaws to provide operating guidelines for said authority; and

**WHEREAS** it is important that the Bylaws are responsive to the housing needs of the county and facilitate effective and efficient administration of the programs that are available; and

**WHEREAS** the Executive Director of Chippewa County Housing Authority is recommending that revisions be made to the Bylaws and those revisions are explained on the attached draft of the Bylaws.

**NOW THEREFORE BE IT RESOLVED THAT** Chippewa County Housing Authority approves the proposed revisions to the Bylaws.

Dated this 15th day of December 2025

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Pam Guthman, Chairman

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Judith Davis, Commissioner

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Lee Hennick, Vice Chairman

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Ruth Rosenow, Commissioner

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Lori Artz, Commissioner

# **BYLAWS OF CHIPPEWA COUNTY HOUSING AUTHORITY**

## **INTRODUCTION**

The Chippewa County Housing Authority is established according to Wisconsin Statutes §66.1201, previously §66.40, with the intent to help provide safe and sanitary dwelling accommodations for persons of low income in Chippewa County, recognizing that such provision of safe and sanitary dwelling accommodations for persons of low income is in the public interest and is a governmental function of state concern.

The Chippewa County Housing Authority (Authority) was established by the Chippewa County Board of Supervisors in 1971 following passage of a duly adopted resolution declaring the need for the Authority with the directive that the Authority "prepare, carry-out, lease and operate housing projects. The Authority shall have the powers and duties as set out in Wis. Stats. §§66.1201 to 66.1211, also known as the "Housing Authorities Law", as amended .

These Bylaws of the Authority were duly adopted at the first Housing Authority meeting and have since been revised and are intended to provide operating guidelines for said Authority within the parameters set by Wis. Stats. §§66.1201 to 66.1211. and are intended to supplement and conform to said state statutes.

## **ARTICLE I - THE AUTHORITY**

Section 1. Name of Authority. The name of the Authority shall be "Chippewa County Housing Authority."

Section 2. Seal of Authority. The Seal of the Authority shall be in the form of a circle and shall bear the name of the Authority.

Section 3. Office of Authority. The offices of the Authority shall be at the Chippewa County Courthouse, 711 N. Bridge St., Chippewa Falls, Wisconsin, but the Authority may hold its meetings at such other places designated by the Chairperson or by resolution.

Section 4. Board of Commissioners. The Chippewa County Housing Authority Board of Commissioners (Board) shall be a five (5) member commission that shall be the policy oversight body of the Authority and exercise other powers and duties as set out herein.

## **ARTICLE II - THE OFFICERS**

Section 1. Officers. The officers of the Authority shall be a Chairperson, a Vice-Chairperson and an appointed Executive Director, who shall serve as the Secretary .

Section 2. Chairperson. The Chairperson shall preside at all meetings of the Board of Commissioners. Except as otherwise authorized by resolution of the Board, the Chairperson shall sign all contracts, deeds and other instruments made by the Authority. At each meeting, the Chairperson shall submit such recommendations and information as he/she may consider proper concerning the business, affairs and policies of the Authority.

Section 3. Vice-Chairperson. The Vice-Chairperson shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson; and in case of the resignation or death of the Chairperson, the Vice-Chairperson shall perform such duties as are imposed on the Chairperson, until such time as the Board shall select a new Chairperson.

Section 4. Executive Director. The Executive Director shall serve as the Authority's Secretary and Treasurer and shall have general responsibility for the administration of the Authority's business and affairs, subject to the direction of the Commissioners of the Board. The Executive Director shall also have the authority to sign all contracts, deeds and other instruments made by the Authority. The Executive Director shall keep the records of the Authority, shall act as Secretary of the meetings of the Board and record all votes, and shall keep a record of the proceedings of the Board in a journal of proceedings to be kept for such purposes, and shall perform all duties incident to his/her office. The Executive Director shall keep in safe custody the seal of the Authority and shall have power to affix such seal to all contracts and instruments authorized to be executed by the Authority.

The Executive Director shall act as Treasurer of the Authority. He/She shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Authority may select. He/She shall pay out and disburse check payments and moneys under the direction of the Authority. Except as otherwise authorized by the Authority, all such payments shall be signed by two members of the commission who have been designated as signatories. The Executive Director is authorized to sign for one signatory if that signatory is unable or unavailable to sign. He/She shall keep regular books of accounts showing receipts and

expenditures and shall render to the Authority, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/She shall be bonded along with other Authority members for the faithful performance of his/her duties as the Authority may determine.

The Executive Director shall have the responsibility for employee performance evaluations and corrective and/or disciplinary action. The Executive Director shall have the responsibility for employee recruitment, hiring and discharge and shall seek consultation with the Commissioners of the Board prior to discharge of any employee. All actions taken by the Executive Director regarding these matters shall be brought before the full Board at the next scheduled Board meeting.

The Executive Director may create and revise the Authority's Employee Handbook from time to time, subject to approval by the Board.

Section 5. Additional Duties. The Officers and Commissioners of the Authority shall perform such duties and functions as may from time to time be required by the Authority or the Bylaws or rules and regulations of the Authority.

Section 6. Election or Appointment. The Chairperson shall be elected at the annual meeting of the Board from among the Commissioners and shall hold office for one year or until his/her successor is elected and qualified. The Vice-Chairperson shall be elected at the annual meeting of the Board from among the Commissioners and shall hold office for one year or until his/her successor is elected or qualified.

The Executive Director shall be appointed by the Board and shall serve at the pleasure of the Board. The compensation of the Executive Director shall be determined by the Board and will be consistent with compensation paid to Chippewa County Management Personnel. No Commissioner of the Board shall serve as Executive Director, except as a temporary appointee as approved by the Board.

Section 7. Vacancies. Should the offices of Chairperson or Vice-Chairperson become vacant, the Board shall elect a successor from its membership at the next regular meeting, and such election shall be for the unexpired term of said office. When the position of Executive Director becomes vacant, the Board shall appoint a successor.

Section 8. Additional Personnel. The Authority may, from time to time, employ such personnel as it deems necessary to exercise its powers, duties and functions, as prescribed by the Housing Authorities Law and all other laws of the State of Wisconsin applicable thereto. The selection and compensation of such personnel (including the Executive Director) shall be determined by the Board, subject to the laws of the State of Wisconsin.

### **ARTICLE III – BOARD OF COMMISSIONERS / MEETINGS**

Section 1. Housing Authority Board of Commissioners. The 5 members of the Chippewa County Housing Authority Board of Commissioners (Board) shall be citizens of Chippewa County appointed by the Chippewa County Administrator. There shall be one member of the Board from the City of Chippewa Falls, who shall be appointed in consultation with the Mayor. The other members should be appointed to represent the other geographical regions of the Authority, if possible.

- A. Powers of the Board. The Board shall have the powers as set out in Wis. Stats. §§66.1201 to 66.1211.
- B. Duties of the Board. The duties of the Board of Commissioners shall be as the policy oversight body of the Authority and as set out in these Bylaws.

Section 2. Annual Meetings. The annual meeting of the Board shall be held on the 4<sup>th</sup> Monday of July at the regular time and meeting place of the Board. In the event such date shall conflict with other events as determined by the Chairperson, the annual meeting may be scheduled to an alternative date and time by the Chairperson.

Section 3. Regular Meetings. Monthly meetings shall be held on the 4<sup>th</sup> Monday of each month and proper notice will be given to all members and interested parties of said scheduled meeting. Housing Authority Board meetings shall comply with Wisconsin's Open Meetings Law as set out in Chapter 19 of the Wisconsin Statutes. Meetings may be convened virtually when necessary and by the Chairperson, through use of internet applications or telephone, which allow for the participation of the public. Remote presence is considered present. All such virtual meetings will be held with the necessary and appropriate notifications, consistent with Wisconsin's Open Meetings Law.

Section 4. Special Meetings. The Chairperson of the Board may, when he/she deems it expedient or necessary to conduct the affairs of the Authority, call a special meeting of the Board for the purpose

of transacting any business. The call for a special meeting must be delivered to each member of the Board or must be mailed to the business or home address of each member of the Board at least five days prior to the date of such special meeting. Notice of the special meeting shall also be provided to the public consistent with Wisconsin's Open Meetings Law.

Section 5. Quorum. Three (3) Commissioners shall constitute a quorum for the purpose of conducting business and exercising powers and for all other purposes. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 6. Order of Business. At the regular meetings of the Authority, the following shall be the order of business:

1. Roll Call.
2. Approval of the agenda
3. Members of the Public Wishing to be Heard
4. Approval of the minutes of previous meeting
5. Reports
6. Business Items
7. Agenda Items for Future Consideration
8. Schedule next meeting date
9. Adjournment

All formal actions shall be in writing and shall be copied in a journal of the proceedings of the Authority.

Section 7. Manner of Voting. The voting on all questions coming before the Authority shall be by roll call, and the ayes and nays shall be entered upon the minutes of such meeting.

## **ARTICLE V – AMENDMENTS**

Section 1. Amendments to Bylaws. The Bylaws of the Authority shall be amended, only with the approval of at least three of the Commissioners of the Board at a regular or a special meeting.

**ADOPTED: December 15, 2025**

**SIGNED** \_\_\_\_\_  
**CHAIRPERSON**

\_\_\_\_\_  
**VICE-CHAIRPERSON**

**SEAL**

Revised:  
5/85  
11/88  
6/95  
10/12  
12/25

## **CHIPPEWA COUNTY HOUSING AUTHORITY**

### **INSURANCE COVERAGE**

The Authority purchases insurance benefits through the State of Wisconsin Employee Trust Funds (ETF) program. Detailed information about these programs is available through their website. This serves as a brief summary of the benefits.

#### **HEALTH INSURANCE:**

The Agency participates in the State Retirement group health insurance plan. The Housing Authority shall pay 88% of the premium for single or family plans and employees shall pay 12% of the premium based on the average qualified plans. The health insurance benefit is available to all employees no matter how many hours they work. The minimum employer share of the premium is 25%. The Authority will prorate the insurance benefit for employees and offer employees who work 20-29 hours per week are eligible for insurance benefit at 50% of the premium based on the average qualified plans. They will offer employees who work 30-39 hours per week are eligible for insurance benefit at 69% of the premium based on the average qualified plans.

The agency will deduct the employee's share of the premium from their bi-weekly deposit. A year-end adjustment is in the last paycheck of the year if that is necessary to balance out the annual figures.

New employees are eligible for enrollment and must complete the application within 30 days of hire. Coverage will begin the first of the month following the date of hire.

#### **LIFE INSURANCE:**

Employees working 600 hours annually or more will be eligible for coverage under the Wisconsin Life Insurance Plan effective 3/1/95. The Housing Authority will pay both the employer's and the employees' share for basic coverage. Employees eligible for the Life Insurance Program the first of the month after 30 days of employment.

The State Additional Life Insurance coverage, Supplemental Life Insurance coverage or Spouse and Dependent Insurance coverage shall be an employee optional payroll deduction.

#### **INCOME CONTINUATION:**

Employees are eligible to enroll in the Income Continuation program upon hire. If they do not enroll within 30 days of hire, they will be subject to "evidence of insurability standards". The Authority will pay the premium for benefits to begin 180 days after the elimination period as described in the benefit plan. At the time of enrollment, employees chose an elimination period of 30, 60, 90, 120 or 180 calendar days. The employee will pay the difference between the 180-day premium and the premium for shorter periods. Disability benefits begin the day after your elimination period has lapsed and you have not worked due to a continuous and totally disabling condition during that time.

#### **DENTAL INSURANCE:**

Dental insurance is available with the group life insurance, and included in the monthly premium. Additional dental insurance is available to employees at their own expense.

# Ethics

## I. Purpose

To ensure that the public can have complete confidence in the integrity of Chippewa County Government, each employee shall respect and adhere to the fundamental principles of ethical service. This policy is created as the proper operation of county government demands that:

1. Chippewa County employees be independent, impartial and responsible to the people;
2. Decisions be made in the proper channels of the county governmental structure;
3. County offices should not be used for personal gain;
4. County business should be conducted in such a way to re-enforce the public's confidence in its integrity.

The purpose of this policy is to establish ethical standards of conduct for all County employees by identifying those acts or actions that are not compatible with the best interest of the County. Because representatives of the County are drawn from society, they cannot and should not be without all personal and economic interest in the decisions and policies of government. Citizens who serve as employees retain their rights as citizens to personal and economic interests. Therefore, the standards of ethical conduct for County employees must distinguish between minor and inconsequential conflicts which are unavoidable and those conflicts which are substantial and material. The provisions of this policy, and such rules and regulations which may be established, are to be interpreted in the context of the above principles and are deemed to be in the best interest of the public.

## II. Coverage

This policy governs all County employees.

## III. Exemptions

Political contributions which are reported under Chapter 11, Wis. Stats., are exempt from the provisions of this code.

### I. Definitions

1. Person  
Any individual, corporation, partnership, joint venture, association or organization.
2. Financial Interest  
Any interest which yields, directly or indirectly, a monetary or other material benefit to the County employee or to any person employing or retaining services of the County employee.
3. Anything of Value

Any money or property, favor, service, payment, advance, forbearance, loan or promise of future employment, but does not include such things as compensation and expenses paid by the state or County, fees, expenses, unsolicited advertising or promotional material such as pens, pencils, notepads, calendars, informational or educational materials of unexceptional value, plaques, other advertising giveaways or any other thing which is not likely to influence the judgment of individuals covered by this policy.

4. Privileged Information

Any written or oral material related to County government which has not become part of the body of public information, and which is designated by statute, court decision, lawful orders, ordinances, resolution or custom as privileged.

5. County Employee

All persons filling an allocated position of County employment, including the Clerk of Court, County Clerk, Sheriff, Register of Deeds and Treasurer.

6. Immediate Family

A County employee's spouse, children, stepchildren, parents, stepparents, or other legal relation who contributes more than one-half of the support of the employee or receives that level of support from the employee.

## IV. Fair and Equal Treatment

1. Use of Public Property

A County employee shall not use, or knowingly permit the use, of County services or County-owned vehicles, equipment, and materials for unauthorized nongovernmental purposes or for unauthorized personal convenience or for profit, unless such services or uses are available to the public generally and consistent with practices and policies of the County.

2. Obligations to Citizens

A County employee shall not grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen.

## V. Conflicts of Interest

1. No County employee may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated.
2. No person may offer or give to a County employee, directly or indirectly, and no County employee may solicit or accept from any person, directly or indirectly, anything of value if it could reasonably be expected to influence the employee's vote, official action or judgment, or could reasonably be considered as a reward for any official action or inaction on the part of the employee.
3. No County employee may take any official action substantially affecting a matter in which the employee, a member of his or her immediate family, or an organization with which the County employee is associated, has a substantial financial interest.

4. No County employee may use his or her position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the employee, one or more members of the employee's immediate family either separately or together, or an organization with which the employee is associated.

## VI. Political Activities

A County employee has the right to freely express his or her views as a citizen and cast his or her vote, subject to the following:

1. No County employee shall directly or indirectly use or seek to use his or her authority or position to control or modify the political activity of another person.
2. No County employee shall at any time use any Chippewa County-owned or leased equipment for any political activity.
3. No County employee shall attempt to or influence an attempt to remove, discharge, demote, reduce pay, or otherwise discriminate against any employee because of the employee's political opinions or affiliations.

## VII. Disclosure of Privileged Information

A County employee shall not knowingly disclose or permit the disclosure of privileged information to any person not lawfully authorized to receive such privileged information. A County employee shall not use privileged information to advance his or her personal financial interest or that of his or her immediate family.

## VIII. Gifts and Favors

A County employee shall not accept from any person or organization directly or indirectly, anything of value without full payment, if it could reasonably be expected to influence his or her vote, governmental actions or judgments or is provided to such employee because of their position or office and could reasonably be considered as a reward for any governmental action or inaction.

## IX. State Statutes Incorporated

1. Statutes Incorporated by Reference

The following sections of the Wisconsin Statutes are hereby incorporated by reference and made a part of this policy:

- a) §19.01 (Oaths and Bonds)
- b). §19.21 (Custody and Delivery of Official Property and Records)
- c). §19.81-§19.89 (Open Meetings of Governmental Bodies)
- d). §19.59 (Codes of Ethics for Local Government Officials, Employees and Candidates).

2. Violation of Incorporated Statutes

County employees shall comply with the sections of the Wisconsin Statutes incorporated in this policy.

## X. Investigations and Enforcement

Any ethics complaint or violation of this policy by an employee shall be reported by using the Employee Concerns or Complaints policy located in the HR Policy Manual. If the ethics complaint or violation involves the employee's immediate supervisor, the employee shall consult with the Human Resources Director to report the complaint or violation.

If the complaint is found to be true, the Human Resources Director shall work with the employee's immediate supervisor to determine appropriate action, which may include Corrective or Disciplinary Action.

# Discrimination, Harassment and Retaliation Free Workplace

## I. Purpose

The County is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment and retaliation. Therefore, the County expects that all relationships among people in the workplace shall be business-like and free of bias, prejudice and harassment.

The County has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. The County shall make every reasonable effort to ensure that all employees are familiar with these policies and are aware that any discrimination, harassment or retaliation complaint shall be investigated and resolved appropriately.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected status, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of the County prohibit disparate treatment on the basis of sex or any other protected status, with regard to terms, conditions, privileges and perquisites of employment.

## II. Equal Employment Opportunity

It is the policy of the County to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital or domestic status, citizenship, national origin, genetic information, or any other characteristic protected by law. The County prohibits any such discrimination or harassment.

## III. Retaliation

The County encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the County to promptly and thoroughly investigate such reports. The County prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

## IV. Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include:

1. Unwanted sexual advances or requests for sexual favors
2. Sexual jokes and innuendo
3. Verbal abuse of a sexual nature
4. Commentary about an individual's body, sexual prowess or sexual deficiencies
5. Leering, whistling or touching
6. Insulting or obscene comments or gestures
7. Display in the workplace of sexually suggestive objects or pictures
8. Other physical, verbal or visual conduct of a sexual nature

## V. Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment may be verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital or domestic status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

## VI. Individuals and Conduct Covered

This policy applies to all applicants and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to the County (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

## VII. Reporting an Incident of Harassment, Discrimination or Retaliation

The County encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, the Department Head, the Human Resources Director or any member of the Human Resources Division. See the complaint procedure described below.

In addition, the County encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. The County recognizes, however, that an individual may prefer to pursue the matter through formal complaint procedures.

## VIII. Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the Human Resources Director or any member of the Human Resources Division.

The County encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation shall be investigated promptly and typically by the Human Resources Director or designee. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

The County will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment

or discrimination itself, will be subject to disciplinary action, up to and including discharge. Acts of retaliation should be reported immediately and shall be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation shall be dealt with appropriately. Responsive action may include, for example, training, referral to EAP, referral to counseling or disciplinary action up to and including discharge.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be subject to disciplinary action, up to and including discharge.