

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 a 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 reported 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

Richelle Rizzo
Executive Director/Secretary to the Commission

Certified:

Pam Guthman

Pam Guthman (Dec 23, 2025 07:45:50 CST)

Pam Guthman
Commission Chair

10.27.25 Meeting Minutes

Final Audit Report

2025-12-23

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