

**PUBLIC MEETING MINUTES  
CHIPPEWA COUNTY HOUSING AUTHORITY  
MONDAY, DECEMBER 15, 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, Artz, Rosenow. Hennick arrived at 3:45 p.m.

Members absent: Davis

Others present: Rizzo

**3. APPROVAL OF THE AGENDA**

Rosenow and Artz 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**

Artz and Rosenow made a motion to approve the minutes of October 27, 2025, and November 10, 2025, meetings. Motion carried with all present voting aye.

**6. REPORTS**

**1. Update on 738 Maple St. Chippewa Falls:** Rizzo reported that the CCHA loan committee has approved a downpayment assistance loan in the amount of \$73,500 (\$18,375 in HOME funds, \$18,375 in HCRI funds, and \$36,750 in regional CDBG funds) with a closing date of January 16, 2026.

**2. Update on 2026 CDBG Grant Application:** Rizzo stated that she did receive a 24-hour extension from the state to submit Chippewa County's application by 6:00 p.m. on December 10, 2025. She also stated that she presented the resolution to the Executive Committee on 12/2/2025, the committee agreed to pass the resolution onto the County Board of Supervisors for the 12/9/2025 meeting. Rizzo would also host a CDBG public hearing during that meeting. The publication for that public hearing was published on 11/25/2025 in the Chippewa Herald. Rizzo reported that due to weather, the 12/9/2025 meeting was rescheduled for 12/16/2025 at 6:00 p.m. Rizzo also reported that she contacted the state and received a week extension with a due date of 12/17/2025.

**3. Updates on RLF Small City Discontinuation:** Rizzo reported that she 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. Rizzo stated that the CCHA staff is working on pulling paper files, re-recording 30-year mortgages, updating homeowners' insurance and working on the financials.

**4. Updates on Housing Choice Voucher Shortfall:** Rizzo report that CCHA has received the award letter for the shortfall application that she submitted in July. The letter stated that CCHA will be provided with additional shortfall funds to support the actual HAP needs, subject to availability.

**5. Public Hearing Notice:** Rizzo stated she 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. This public hearing was published in the Chippewa Herald on 11/26/2025.

**6. Update on Yardi Financial Reports:** Rizzo reported that Yardi has not yet imported the carryover balances from QuickBooks into Yardi which is delaying our Fiscal Manager from pulling the fiscal reports for October and November. Rizzo stated that this is in the final stages of testing and that the Fiscal Manager will verify the data within the next two weeks. The financials for October, November, and December will be reviewed in the January meeting.

**7. BUSINESS ITEMS**

**1. Review and Approve the Civil Rights Certification for Annual Certification:** Artz and Rosenow made a motion to approve the civil rights certification as printed. Motion carried with all present voting aye.

**2. Resolution 2025-09 Revisions to the Bylaws:** Rosenow and Hennick made a motion to approve the revisions to the Bylaws with the change of 5 days to 2 days on page 5, article 4 in the first paragraph. Motion carried with all present voting aye.

**3. Discuss Strategic Planning:** There was discussion about scheduling a meeting for a future date that would involve the board and all staff to address strategic planning. There was a suggestion that a Strength, Weakness, Opportunities and Threats (SWOT) analysis might be included in this meeting. It was also suggested that Rizzo contact Garret Zastoupil, PhD, Community Development Educator with UW-Extension to inquire if he would be available to lead strategic planning for CCHA's board and staff sometime this spring. The board also requested that Rizzo stay up to date with the local and regional homeless councils.

**4. Discuss and Approve Insurance, Ethics and Harassment Policy Changes:** Artz and Rosenow made a motion to approve the policies with a note on the Ethics and Harassment policies stating that CCHA has adopted the following county policy. Motion carried with all present voting aye.

**5. The Commission will convene, 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 Artz and Hennick.

b) Roll Call Vote: Hennick (Aye), Rosenow (Aye), Artz (Aye), and Guthman (Aye) with the Commission going into closed session at 4:33 p.m.

Artz and Hennick made a motion to return to open session. Motion carried with all present voting aye.

Return to open session at 5:33 p.m.

**8. AGENDA ITEMS FOR FUTURE CONSIDERATION**

Guthman called for agenda items for future consideration. Discuss the Employee Grievance Policy.

**9. SCHEDULE NEXT MEETING DATE**

All agreed to schedule the next meeting for January 26, 2026.

**10. ADJOURNMENT**

Artz and Hennick made a motion to adjourn at 5:37 p.m. Motion carried with all present voting aye.

Respectfully Submitted,



Richelle Rizzo  
Executive Director/Secretary to the Commission

Certified:

*Pam Guthman*  
Pam Guthman (Jan 29, 2026 16:13:13 CST)

Pam Guthman  
Commission Chair

Date 01/29/2026






# 12.15.25 Minutes

Final Audit Report

2026-01-29

Created:	2026-01-29
By:	Richelle Rizzo (rrizzo@chippewacountywi.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAASXO0IW6CbEqFvT9dwcqFWI6QS9yZOslA

## "12.15.25 Minutes" History

-  Document created by Richelle Rizzo (rrizzo@chippewacountywi.gov)  
2026-01-29 - 9:38:45 PM GMT
-  Document emailed to Pam Guthman (pguthman@chippewacountywi.gov) for signature  
2026-01-29 - 9:38:50 PM GMT
-  Email viewed by Pam Guthman (pguthman@chippewacountywi.gov)  
2026-01-29 - 10:11:13 PM GMT
-  Document e-signed by Pam Guthman (pguthman@chippewacountywi.gov)  
Signature Date: 2026-01-29 - 10:13:13 PM GMT - Time Source: server
-  Agreement completed.  
2026-01-29 - 10:13:13 PM GMT