

AGENDA
REGULAR MEETING
BOARD OF COMMISSIONERS
RIVER FALLS HOUSING AUTHORITY
Thursday, January 11, 2023 at 6:30 pm
Riverview Manor - 625 N. Main St – Community Room

ROLL CALL

TENANT REPRESENTATIVES

MISSION STATEMENT

River Falls Housing Authority manages, maintains and facilitates affordable housing in accordance with Federal and State statute. Our mission is to partner with the community to assess housing needs and opportunities and to be proactive, creative, and collaborative in the development and delivery of fair, safe, sustainable, and inclusive programs.

ACTION ITEMS

1. Review and Approve Minutes of December Meeting
2. Review and Approve Payment of December & January Bills
3. Review and Approve December Budget Report
4. Review and Approve Revised Personnel Policy

REPORTS

1. Vacancy and Re-rental Report
2. 4th Quarter Waiting lists

DISCUSSION ITEMS:

CHAIR AND COMMISSIONERS REPORT

ANY OTHER BUSINESS THAT MAY PROPERLY COME BEFORE THE BOARD:

ADJOURN

Minutes of the Regular Meeting of the River Falls Housing Authority December 14, 2022,

Meeting held via TEAMS due to inclement weather conditions

Chair Todd Bjerstedt called the meeting to order at 6:32

Present: Todd Bjerstedt, Liz Brunner, Jacqueline Niccum, Jason Stroud, Jacob Proue

Absent: None

Also Present: Peggy Chukel-Executive Director

Tenant Comments: No tenants were present.

ACTION ITEMS

1. Review and Approve Minutes of November Meeting M/S/C-JB/LB
2. Review and Approve Payment of November & December Bills M/S/C-JP/JS
3. Review and Approve November Budget Report M/S/C-JS/LB
4. Review and Approve Medicare HRA for employees over 65 M/S/C-JN/JP
 - a. Review Revised Benefits Summary

REPORTS

1. Vacancy & Re-Rental: PC explained reasons for certain units being vacant longer than the average turn-around time.

DISCUSSION ITEMS

1. Prior month Budget report did not reflect accurate YTD totals due to software glitch. Issue has been resolved.
2. Switching to new accounting software in the next 30 to 60 days.
3. New property manager hired to start 01/03/23.

ADJOURN: 7:00 M/S/C-JS/LB

Respectfully submitted by P L Chukel, recording secretary

MEMO

TO: River Falls Housing Authority Board of Commissioners
FROM: Peggy Chukel, Executive Director
RE: January Board of Commissioners Meeting
DATE: January 11, 2023

ACTION ITEMS

1. Review and Approve Minutes of December Meeting
2. Review and Approve Payment of December & January Bills (**Attachment 1**)
 - a. There will be some additional bills on the actual check register as ALL December expenses needed to be recorded in December for 1099 purposes.
3. Review and Approve December Budget Report (**Attachment 2**)
 - a. Oakpark & 4Plex are under budget in income, but they are also under budget in expenses, so the end result is that they are OK.
4. Review and Approve Revised Personnel Policy (**Attachment 3**)

I am proposing changes to several sections to 1) bring terminology a little more current & 2) to clarify a couple of situations that have arisen over the past few months:

 - a. Sec 3.7 to 3.9: There are a lot more electronic devices in the office that staff need or have access to other than phones, and we do allow them to use the computers on their breaks/lunches, but we need to deter excessive emailing, texting & other activities of a personal matter on company time
 - b. Sec 6.1 to 6.14: The portions I have marked through and the verbiage I wish to add, are mostly self-explanatory, but I will provide more detail on any item you have questions about.
 - c. Sec 7.5: I am removing several statements that have been made previously or are no longer applicable.
 - d. Sec 7.12: It is very important that part time employees understand that if they hit 1200 hours in a year they **MUST** sign up for WRS from that point forward.
 - e. Sec 8.1: There has been some misunderstanding about what is “work related” vs “required for work” (i.e. taking an Excel class is required for work; looking into your retirement options with WRS is not).
 - f. 11.1 to 11.3: Again, fairly self-explanatory.

REPORTS

1. Vacancy and Re-rental Report (**Attachment 4**)
 - a. We hope to have B104 vacated by this weekend. They have been hospitalized and unable to find movers.
 - b. E129 moved out end of Dec & a new tenant is scheduled for end of Jan
 - c. We have 1 move for end of Jan and a new tenant scheduled to move on end of Feb.
 - d. Applicants on the waiting lists have dropped off. Mostly due to the time of year, and a purge of applicants who did not respond to our “Stay on List letter” (fields in pink). Voucher (green) dropped because we have issued 6 new vouchers & the waiting is closed.
I have added an expanded view to show each waiting lists change instead of just the property, and I have broken out Voucher by BR size & Windmill by Tier
2. 4th Quarter Waiting lists (**Attachment 5**):
The detail from which the numbers on the Vacancy report are pulled.

DISCUSSION ITEMS:

River Falls Housing Authority
Check Register
As of December 31, 2022

Type	Num	Date	Name	Memo	Amount
00.1111 · CASH - UNRESTRICTED					
01.1111 · 01-0-1111.040 Cash Unrestricted					
Check	4574	12/06/22	McDougall, Emily	Refund rent overpayment	-370.00
Check	4575	12/12/22	Ace	Acct: 45328	-380.30
Check	4576	12/12/22	Drug Test	26192	-191.75
Check	4577	12/12/22	Granite	Acct: 04333054	-759.09
Check	4578	12/12/22	HD Supply	9209533788, 568067	-1,059.47
Check	4579	12/12/22	Renovation Sys	533634	-1,489.32
Check	4580	12/12/22	Roberts	442562	-415.00
Check	4581	12/12/22	Rodli Beskar	10296.170M (Audit Ltr)	-54.50
Check	4582	12/12/22	Sherwin Williams	Acct: 3304-4581-8	-1,528.81
Check	4583	12/12/22	Society Ins	Acct# 854-529-294 / WP555217	-373.00
Check	4584	12/12/22	Steiner	69936, 980	-226.44
Check	4585	12/12/22	Swedes	6468	-202.73
Check	4586	12/12/22	US Internet	Acct 10389544	-273.85
Check	4587	12/13/22	NAHRO	MBR id: 0003654 / Cstr# 3654 ...	-387.10
Check	4588	12/13/22	Roberts	442563	-360.00
Check	4589	12/13/22	VOID	VOID: 01 LIFE Adj - Dec	0.00
Payc...	4590	12/30/22	Evju, Karlo		-2,155.25
Payc...	4591	12/30/22	Vargas, Magaly		-1,662.23
Check	4592	12/30/22	Vargas	Mileage	-13.13
Check	4593	12/30/22	Cook	21.25 x \$15	-318.75
Check	4594	12/29/22	BOC Bjerstedt	BOC Mtg	-180.00
Check	4595	12/29/22	BOC Brunner	BOC Mtg: Oct - Dec	-150.00
Check	4596	12/29/22	BOC Niccum	BOC Mtg	-150.00
Check	4597	12/29/22	BOC Proue	BOC Mtgs	-150.00
Check	4598	12/29/22	Renovation Sys	Shorted Inv 529321	-36.00
Check	4599	12/29/22	Staples	8068594665 & 8068661627	-244.64
Check	4600	12/29/22	StarTech	Dec Charges	-1,320.08
Check	4601	12/29/22	Summit	195015304	-270.00
Check	4602	12/29/22	TKE	Cstr# 8017828 5001987424	-7,872.39
Check	4603	12/30/22	JCE	4329 Rem Tree	-2,000.00
Liabi...	4604	12/30/22	01 LIFE	P#2832L-G, 4878-000	-141.25
Check	4605	12/30/22	Steiner	70134	-220.97
Payc...	4606	12/30/22	Annett, Roselyn M		-2,544.45
Check	221201	12/01/22	24 7		-44.90
Check	221202	12/01/22	PB Lease	7360804-DC15: Oct - Dec	-142.53
Check	221203	12/01/22	RFSB14	E/B RESERVES	-5,260.34
Check	221204	12/01/22	RFSB15		-2,047.75
Check	221205	12/01/22	RFSB16	4/P RESERVES	-159.50
Check	221206	12/05/22	Schwartz	FSA Reimbursement	-88.07
Check	221207	12/10/22	C A S	26442	-400.00
Check	221208	12/10/22	Comcast	BW-8772105820068316	-129.80
Check	221209	12/10/22	Comcast	EW-8772105820068308	-379.80
Check	221210	12/10/22	Comcast	OP-8772105830250375	-129.80
Check	221211	12/10/22	Comcast	RVM-8772 10 582 0045512	-380.90
Check	221212	12/10/22	Waste Mgmt	4-52493-93008	-1,824.55
Check	221213	12/10/22	Hawkins		-1,612.00
Check	221214	12/10/22	FNB	Bank Fee	-15.00
Check	221215	12/10/22	CapitalOne		-6,817.84
Check	221216	12/20/22	RICOH	102236169	-231.79
Check	221217	12/16/22	PB Postage	Postage	-700.00

River Falls Housing Authority

Check Register

As of December 31, 2022

Type	Num	Date	Name	Memo	Amount
Check	221218	12/30/22	VOID		0.00
Payc...	221219	12/30/22	Avery, Terry L		-819.06
Payc...	221220	12/30/22	Chukel, Peggy L		-4,280.49
Payc...	221221	12/30/22	Hoffman, Jeffrey A		-3,265.63
Payc...	221222	12/30/22	OBrien, Brandon C		-3,009.31
Payc...	221223	12/30/22	Schendel, Susan G		-1,178.17
Payc...	221224	12/30/22	Schwartz, Steven J		-3,309.92
Payc...	221225	12/30/22	VanSomeren, Samantha K		-3,493.63
Check	221226	12/30/22	Chukel	Mileage	-61.87
Check	221227	12/30/22	Annett		-70.00
Check	221228	12/30/22	Schwartz	Mileage	-20.50
Liabi...	221229	12/30/22	02 DOR	036-0000042210-02	-1,281.88
Liabi...	221230	12/30/22	03 EFTPS	39-1143215	-7,601.73
Liabi...	221231	12/30/22	04 WRS	69-036-4878-000, 4878000	-9,032.18
Liabi...	221232	12/30/22	05 HEALTH	32374	-5,478.45
Liabi...	221233	12/30/22	06 HSA		-1,265.00
Liabi...	221234	12/30/22	07 Dental/Vision		-347.49
Check	221235	12/29/22	Harper		-176.10
Check	221236	12/31/22	FNB	ACH Fee	-70.00
Total 01.1111 - 01-0-1111.040 Cash Unrestricted					-92,626.48

WINDMILL PLACE, LLC

Check Register

As of December 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
1000.01 - WMP-5013453			
12/02/22	1823	City of River Falls	(8,200.00)
12/01/22	221201	MGMT ACCT	(4,200.00)
12/01/22	221202	Comcast	(93.00)
12/01/22	221203	FNB-Res Acct	(756.29)
12/01/22	221204	FNB-NP	(6,261.93)
12/31/22	221205	RFHA	(581.15)
12/31/22	221206	FNB-fees	(10.17)
Total 1000.01 - WMP-5013453			<u>(20,102.54)</u>
TOTAL			<u><u>(20,102.54)</u></u>

Voucher
Check Register
As of December 31, 2022

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
1111040 · 02-1111.040 OPERATING ACCT			
1111900 · 02-1111.900 Covid \$\$			
Total 1111900 · 02-1111.900 Covid \$\$			
1111040 · 02-1111.040 OPERATING ACCT - Other			
12/01/22	221201	1300	-2,048.00
12/01/22	221202	Allegiant	-821.04
12/01/22	221203	Anderson	-597.00
12/01/22	221204	Beadles	-1,778.00
12/01/22	221205	Berg	-1,735.00
12/01/22	221206	Betzold	-3,812.00
12/01/22	221207	Boisclair	-1,787.00
12/01/22	221208	Burt	-1,450.00
12/01/22	221209	CityRF	-1,344.00
12/01/22	221210	Depot	-2,466.00
12/01/22	221211	Dodge	-1,391.00
12/01/22	221212	ECR	-1,000.00
12/01/22	221213	Granfors	-925.00
12/01/22	221214	Hanson	-863.00
12/01/22	221215	Knigge	-1,089.00
12/01/22	221216	Kubiak	-547.00
12/01/22	221217	Kusilek	-900.00
12/01/22	221218	River Glen	-2,174.00
12/01/22	221219	Larson	-1,093.00
12/01/22	221220	LSI	-3,900.00
12/01/22	221221	Morrow	-750.00
12/01/22	221222	Penkert	-1,354.00
12/01/22	221223	RFHA EB	-757.00
12/01/22	221224	RFHA OP	-487.00
12/01/22	221225	Ross	-975.00
12/01/22	221226	Schuster	-1,261.00
12/01/22	221227	Simonet	-1,352.00
12/01/22	221228	URP Burke	-67.00
12/01/22	221229	URP Gustafson	-115.00
12/01/22	221230	URP Hall	-27.00
12/01/22	221231	URP Zeroth	-30.00
12/01/22	221232	Vandervorst	-655.00
12/01/22	221233	WMP	-317.00
12/02/22	221234	RFHA	-100.00
12/14/22	221235	CityRF	-105.00
12/31/22	221236	RFHA	-4,756.07
12/31/22	221237	FNB	-20.00
Total 1111040 · 02-1111.040 OPERATING ACCT - Other			-44,848.11

HOUSING AUTHORITY DECEMBER BUDGET REPORT FOR JANUARY BOARD MEETING					
Year Ending June 2023					
6 Months at: 50%					
	HUD/RVM	E/B	OAKPK	4PLX	WMP
					100.00%
Income					
Budget	566,933	477,790	196,316	55,752	236,252
To Date	301,595	245,028	76,724	17,433	245,551
Percent	53%	51%	39%	31%	104%
Admin					
Budget	179,575	179,020	54,154	18,812	41,670
To Date	81,640	88,381	25,623	7,545	41,500
Percent	45%	49%	47%	40%	100%
Utilities					
Budget	109,600	83,400	23,200	8,875	27,420
To Date	53,620	50,427	9,280	4,583	21,454
Percent	49%	60%	40%	52%	78%
Maint					
Budget	363,450	248,460	54,266	22,837	53,804
To Date	108,606	108,586	20,415	6,588	44,261
Percent	30%	44%	38%	29%	82%
Ins/Taxes					
Budget	50,500	43,700	14,180	2,340	17,296
To Date	7,988	12,825	3,749	350	18,581
Percent	16%	29%	26%	15%	107%
Mortgage & Fees					
Budget		-	2,546	4,868	83,030
To Date		-	1,273	2,434	83,030
Percent			50%	50%	100%
Trx to Reserves					
Budget		63,124	24,573	1,914	9,075
To Date		31,562	12,287	957	9,075
Percent		50%	50%	50%	100%
Net	49,741	(46,752)	4,097	(5,024)	27,650
Investments					
Operating	147,308	96,019	38,227	628	144,901
Reserve		351,708	90,430	30,825	105,747
Other	7,263	31,111	9,554	1,462	53,294
Sec Dep	27,383	23,663	8,334	2,301	8,100
CFP 2021	149,300				
Mgmt Fund	632,890				

River Falls Housing Authority Personnel Policy

Revised 2009-11
Revised 2012-06
Reissued 2016-02
Revised 2017-05
Revised 2023-01

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DISCLAIMER

RIVER FALLS HOUSING AUTHORITY EMPLOYEE HANDBOOK

SECTION 1: INTRODUCTION

1.1 INTRODUCTION

Welcome to the River Falls Housing Authority (RFHA). It is RFHA's objective to create a working environment through fair and consistent employment practices that promote cooperation and team-orientation among employees. Policies are necessary for fair and efficient operation of the agency. However, flexibility in administering policies to recognize unique circumstances is also necessary.

This handbook does not constitute an employment contract or any guarantee of any rights, benefits express or implied. RFHA has an at-will employment policy, which means that the term of employment is for no definite period and may be terminated by RFHA at any time and for any reason, with or without cause or advance notice except a reason prohibited by applicable state or federal law. Likewise, an employee may resign for any reason with or without advance notice.

The policies and procedures described in this handbook supersede all previous policies and procedures addressing the topics covered herein. RFHA may make changes at any time by adding to, deleting, revising, or revoking any existing policies, practices, and procedures without prior notice. Management may vary from the stated policies and practices if, in its opinion, the circumstances warrant such action.

1.2 MISSION STATEMENT

River Falls Housing Authority manages, maintains and facilitates affordable housing in accordance with Federal and State Statute. Our mission is to partner with the community to assess housing needs and opportunities and to be proactive, creative and collaborative in the development of fair, safe, sustainable and inclusive programs.

1.3 MANAGEMENT RIGHTS

Certain rights and responsibilities are imposed on RFHA by state and federal laws, rules, legislation, and court decisions. Many of these have implications for the policies and procedures that govern our employees. For this reason, a summary of RFHA's basic rights and responsibilities may be helpful. These rights and responsibilities include, but are not limited to:

- Managing RFHA's employees, including the hiring, promotion, scheduling, transfer, assignment, and retention of employees in positions with the company.
- Establishing work rules.
- Establishing and altering employment policies and procedures, including those set forth in this handbook.
- Suspending, discharging, or taking other appropriate disciplinary action against employees when necessary.
- Scheduling overtime work as required, consistent with RFHA's requirements.
- Developing job descriptions that serve as guidelines and not rigid limitations.
- Assigning employees to specific duties.
- Introducing new or improved methods or facilities or changing existing methods or facilities.
- Fulfilling RFHA's obligations in contracting out for matters relating to its operation.
- Exercising any other right or responsibility RFHA may have by law or otherwise.

SECTION 2: RECRUITMENT

2.1 EQUAL EMPLOYMENT OPPORTUNITY

RFHA tries to hire the best-qualified applicants. Selection is based on job related qualifications, skills, training, and experience.

It is our policy to comply with all applicable local, state and federal EEO laws and regulations. Therefore, we will recruit, select, place, train, compensate, promote, transfer, lay off, recall and terminate without regard to race, creed, sex, color, religion, national origin, age, source of income, marital status, sexual orientation, disabled or Vietnam Era veteran status, physical or mental disability status or any other status protected by applicable state or federal laws, when the individual is otherwise qualified.

RFHA will make reasonable accommodations for disabled individuals, as required by the Americans with Disabilities Act, or applicable state law, unless doing so would result in undue hardship.

2.2 RECRUITMENT

RFHA will use appropriate media to publicize vacancies to recruit a pool of qualified candidates for each vacant position. RFHA reserves the right to reject any and all applications for vacant positions.

2.3 SCREENING OF CANDIDATES

Screening of applicants will be on the basis of ability and the qualifications outlined on the job or position description. Every attempt will be made to screen a representative number of applicants. Required examinations or tests of skills and competencies are directly related to the requirements of the position.

All applicants are required to sign an authorization for release of information. If applicable, candidates must provide proof or verification of license, degrees, or certificates required for the position. Candidates must be bondable and not have criminal convictions or pending charges substantially related to the circumstances of the position applied for which they applied.

2.4 NEPOTISM

No candidate will be hired into a position, which is supervised by an immediate family member. Likewise, immediate family members of RFHA Commissioners will not be considered for employment. Immediate family members include: spouse, parents, step-parents, grandparents, foster parents, parents-in-law, children, stepchildren, grandchildren, foster children, brothers, sisters or the spouse of any of the above.

SECTION 3: EMPLOYEE CONDUCT

3.1 CODE OF CONDUCT

Each employee of the Authority will strive to adhere to a Code of Conduct that will support the mission of RFHA including, but not limited to:

- Promoting responsible administration of housing and its programs
- Performing duties with integrity and professionalism in order to receive the respect of the clients, applicants and general public
- Maintaining high standards of personal integrity, conduct and confidentiality
- Exercising diligence and honesty in performance of the position held
- Avoiding activities that are in conflict with RFHA duties & responsibilities
- Serving the public and clients with concern and courtesy
- Presenting a professional image in the workplace
- Processing residents, applicants and program participant's requests in accordance with established maintenance, admissions and occupancy procedures
- Avoiding fraternization with residents beyond common courtesies

3.2 WORK RULES

To ensure orderly operations and provide the best possible work environment, RFHA expects employees to follow rules of conduct that will protect the interests and safety of all employees and the agency.

While it is not possible to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of infractions or rules of conduct that may result in disciplinary action, up to and including termination of employment.

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol, illegal drugs in the workplace, while on duty, or while operating employer owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property

- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized disclosure of trade “secrets” or confidential information
- Sleeping on duty
- Violation of personnel policies
- Leaving the work premises without authorization during work hours
- Unsatisfactory performance or conduct

Employment with RFHA is at the mutual consent of RFHA and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

3.3 POLICY AGAINST HARASSMENT

RFHA is committed to providing a workplace free of sexual harassment (which includes harassment based on gender, pregnancy, childbirth or related medical conditions), and other discriminatory harassment based on such factors as race, color, religion, national origin, ancestry, age, physical disability, mental disability, medical condition, marital status, sexual orientation, family-care or medical leave status, gender identity or veteran status. RFHA will not tolerate harassment of employees by managers, supervisors or co-workers. Similarly, harassment by employees of tenants, contractors, applicants and/or program participants will not be tolerated.

Harassment includes any conduct or communication based upon gender, race, color, creed, religion, national origin, age, disability or sexual preference which has a purpose or effect of substantially interfering with an individual’s employment or living environment.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

- Submission is made explicitly or implicitly a term or condition of employment; program admission or service
- Submission or rejection is used as the basis for employment decisions, program admission or service
- Such conduct interferes with an individual’s work performance or creates an intimidating, hostile, or offensive environment in which to live and/or work

Employees must report harassment and offensive conduct by anyone connected with their employment, including co-workers, customers, suppliers or other non-employees. If you believe you have either personally experienced or witnessed sexual harassment or other harassment described above involving other employees, tenants or contractors, you must report the incident to your supervisor, or to the Executive Director or to the Board of Commissioners.

All reports of sexual harassment or other harassment described above will be investigated in a fair and thorough manner, respecting the rights of the complainant, and the alleged offender and other people involved. If the investigation confirms that sexual or other harassment has occurred, appropriate, timely, and meaningful corrective action will be taken. This can include appropriate discipline of the offender or institution of other remedial measures to prevent recurrence of the conduct. RFHA will not retaliate against anyone who makes a complaint or participates in the investigation of a complaint under this policy and will not permit harassment or retaliation by others.

3.4 POLITICAL ACTIVITIES

RFHA employees are covered by the “Hatch Act” as amended in 1975. This federal act requires that employees may not:

- Engage in any political or partisan activity while on duty
- Use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office

- Be required as a duty of his/her office of employment or as a condition for employment, promotion, or tenure of office to contribute funds for political or partisan purposes
- Coerce or compel contributions for political or partisan purposes by any other employee of RFHA
- Use any supplies or equipment of RFHA for political or partisan purposes
- Identify their RFHA position with any public statement of personal opinion about any issue unrelated to their RFHA work or activity
- Seek candidacy for elective office in a partisan election.

3.5 GIFTS AND GRATUITIES ACCEPTANCE

The receipt of or offer to receive any gifts, gratuities or anything of value from a person who has or is seeking a contractual or business relationship with RFHA, is contrary to the public policy of RFHA, regardless of whether any actions of the employees are affected. Wisconsin Statutes §19.59 is hereby incorporated by reference.

3.6 CONFLICT OF INTEREST

Outside employment is permitted if such employment does not conflict with the duties and responsibilities of the employee's job with RFHA.

Identification of interest must be declared when an employee is related to, in business with, or has a close social or personal relationship with, tenant(s) or contractor(s).

3.7 PERSONAL USE OF TELEPHONES, COMPUTERS, FAX MACHINES AND PHOTOCOPIER

Use of company ~~phones~~ **devices** for personal calls should be kept to a minimum. Non-emergency personal ~~calls~~ **communications** should be received or made during authorized breaks. If it is necessary to make or receive a personal/non-business ~~call~~ **communication** during working hours, keep it as brief as possible. ~~Employees shall not incur charges for personal long distance calls. Use of personal cell phones should be kept to a minimum.~~ Employees may not use company cell phones for personal business. Employees may only use ~~the electronic facilities~~ **company property** for personal use, ~~including computer, facsimile and photocopiers,~~ after receiving approval and paying for copies or other charges.

3.8 COMPUTER AND E-MAIL USAGE

Computers, the e-mail system, and software furnished to employees are RFHA property intended for business use only. Employees should not use a password, access a file, or retrieve any stored communication without prior authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored. E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

RFHA strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, RFHA prohibits the use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

RFHA purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, RFHA does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. RFHA prohibits the illegal duplication of software and its related dissemination. Employees should notify their immediate supervisor or a member of management, upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

Employees should schedule communication-intensive operations such as large file transfers, video downloads and similar data intensive transfers for off-peak times or times when co-workers are not using the network. Video and audio streaming and downloading should be avoided unless it is work related.

3.9 INTERNET USAGE

Internet access to global electronic information resources on the Internet is provided by RFHA to assist employees in obtaining work-related data and technology. As RFHA allows employees to use their computers and the internet for personal use during designated breaks, the following guidelines have been established to help ensure responsible and productive Internet Usage.

All Internet data that is composed, transmitted, or received via RFHA computer communications systems is considered to be a part of the official records of RFHA and, as such, is subject to disclosure to law enforcement or other third parties, to the extent required by law. Consequently, employees should always ensure that the business information contained in the Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful. The equipment, services, and technology provided to access the Internet remain at all times the property of RFHA. As such, RFHA reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employees or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not received authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of the Internet access provided by RFHA in violation of law or RFHA policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

- Sending or posting discriminatory, harassing, or threatening messages or images
- Display, storage, archive, distribution, editing or recording of any kind of sexually explicit image or document
- Participating in the viewing or exchange of pornography or obscene materials
- Display storage, distribution or recording of content or images which depict racial slurs, and/or comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law
- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization. Revealing any assigned ID, password or security code.
- Copying, pirating, or downloading software and electronic files without permission. Downloading games, screensavers or other files from the Internet onto RFHA equipment
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
- Violating copyright law and/or any slander, libel, trademark or public speech laws
- Failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
- Sending or posting messages or material that could damage the organization's image or reputation
- Attempting to break into the computer system of another organization or person
- Knowingly disabling or overloading any system or network or circumventing any system intended to protect the privacy or security of another user
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
- Deliberately propagating any virus, worm, Trojan Horse or trap-door program code
- Using the Internet for political causes or activities, religious activities, or gambling

- Jeopardizing the security of the organization’s electronic communications systems
- Sending anonymous e-mail messages
- Engaging in any other illegal activities
- “Friending” or establishing social media contacts with Tenants
- Failure to accurately, honestly and completely identify oneself as an employee of RFHA when engaging in chat rooms, forums or newsgroups that are related to RFHA business. Only authorized RFHA employees may speak to the media, analysts or in public gatherings on behalf of RFHA. Employees speaking on behalf of RFHA must refrain from unauthorized political or religious advocacy and may not endorse or appear to endorse any commercial product or service while speaking as a RFHA representative.
- Revealing any material, data or information gained as an RFHA employee which is confidential or private

3.10 WORKPLACE MONITORING

Workplace monitoring may be conducted by RFHA to ensure quality control, employee safety, security, and customer satisfaction. Computers, electronic equipment and Internet access furnished provided to employees are the property of RFHA. As such, computer usage and files may be monitored or accessed. RFHA is sensitive to the legitimate privacy rights of employees so every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

3.11 ALCOHOL AND DRUGS

RFHA will provide a workplace that is free from influence of alcohol and or illegal drugs. The health and safety of employees, tenants and visitors to our properties depends upon adherence to this policy. Employees must report to work free of alcohol, illegal drugs or controlled substances. Employees must remain free of the same while on Housing Authority property.

Under certain circumstances, RFHA may require an employee to undergo a drug and/or alcohol test when RFHA has reasonable suspicion that the employee is in violation of this policy. Depending on the circumstances of the offense, and at the sole discretion of RFHA, an employee who tests positive for drugs/alcohol may be referred to counseling or rehabilitation at the employee’s expense. Refusal to cooperate in this program may result in discipline up, to and including termination.

The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and on Housing Authority property. Disciplinary actions and probable dismissal could be the result of violating this policy. As a condition of employment with RFHA, the employee will (a) abide by the terms of the policy, and (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after the conviction.

RFHA will notify the HUD Field Office (Milwaukee) within ten days of receiving the employee notice or upon receiving actual notice of such conviction. RFHA will take the following actions within 30 days of receiving the employee notice with respect to any employee who is convicted:

- Take appropriate personnel action against such employee up to and including dismissal.
- Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State or local health, law enforcement or other appropriate agency.

SECTION 4: WORKING HOURS

4.1 STANDARD WORKWEEK

Administrative employees work hours are 8: 30 – 5: 00, Monday – Friday. Maintenance employees work hours are 7: 30 – 4: 00 or as scheduled by Facilities Manager, Monday – Friday. Break periods are scheduled to include two (2) 15 minute paid rest periods and a ½ hour unpaid lunch period. The standard workweek is 40 hours.

Employees are expected to be on the job ready to work at the scheduled starting time and to work until the regularly scheduled quitting time.

Employees are completely relieved of their employment duties during lunch and break periods, and are not permitted to accrue any compensatory time or overtime for any portion of any rest period during which the employee may choose to voluntarily perform employment duties.

4.2 RECORDING OF TIME

Time sheets must be completed in ink, signed by the employee and turned into the Supervisor to receive pay. Time must be entered to the nearest one-quarter (¼) hour. Employees are authorized pay for time spent in accordance with provisions of the Fair Labor Standards Act, and amendments thereto.

4.3 ABSENCE FROM WORK

In the event of illness or other absences, the employee must notify his or her immediate supervisor at least 30 minutes before the employee's starting time. The employee must notify the supervisor each day of absence and indicate the reason for the absence. Employees who provide RFHA with timely notice of their absence and who are absent from work due to illness or injury for three consecutive workdays may be required to submit a doctor's certificate or other medical authorization before being permitted to return to work. Absence for three consecutive work days without notifying RFHA, or failure to submit a doctor's certificate or other medical authorization when requested to do so will result in immediate termination, unless circumstances make it impossible for the employee to comply with these requirements.

Termination will also result from habitual or excessive absences or tardiness in arriving at work, whether excused or not; habitual tardiness in returning to work after breaks or lunch; and habitual early departure from work.

SECTION 5: EMPLOYEE DISCIPLINE

RFHA employees are expected to follow the established Code of Conduct and reasonable workplace standards. Supervisors will review the expected behavior with employees.

5.1 DISCIPLINARY POLICY

Violation of RFHA policies and rules may warrant disciplinary action. Forms of discipline that RFHA may elect to use include verbal warnings, written warnings, final written probation warnings, and/or suspensions. The system is not formal and RFHA may, at its sole and absolute discretion, deviate from any order of progressive disciplinary actions and utilize whatever form of discipline is deemed appropriate under the circumstances, up to and including immediate termination of employment. RFHA's policy for discipline in no way limits or alters the at-will employment relationship.

SECTION 6: EMPLOYMENT & COMPENSATION

6.1 INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. RFHA uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or RFHA may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

Each employee's initial three (3) months constitutes the introductory period. An initial written performance evaluation will be made at the end of three (3) months of employment. If performance is satisfactory at that time, the employment status changes to regular status. If the employee was hired at an introductory wage, upon recommendation of the Executive Director the wage may be increased.

If RFHA determines that the designated three (3) month introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for up to six months. After completing the six month introductory period, the employee will be classified as a regular employee or dismissed as the performance indicates. A regular employee remains an at-will employee as described on page 1.

~~During the introductory period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and social security.~~ Regular full-time employees are eligible for other benefits as outlined in this policy from the date of hire. Employees should read the information for each specific benefit for details on eligibility requirements.

6.2 EMPLOYEE CLASSIFICATIONS

The Executive Director is responsible for classifying all employees into one of three categories for eligibility to receive certain benefits offered by RFHA. These categories are defined as:

- Regular Full-Time: An employee who is normally scheduled to work forty (40) hours per week for fifty-two (52) weeks per year.
- Regular Part-Time: An employee who is **expected to establish a continuity of service, but for no definite term, but is** scheduled for less than forty (40) hours per week and/or less than fifty-two (52) weeks per year. **A part-time employee is expected to work more than twenty-six (26) weeks per year.**
- Temporary (or Seasonal): An employee who is hired for a specific period of time and is not expected to establish a continuity of service. It is expected that an employee should not remain in temporary job status longer than six (6) months.

6.3 COMPENSATION

RFHA seeks to provide a compensation package that will attract and retain quality employees; to pay employees equitably for performance; and to provide financial incentive for sustained meritorious performance of work. The wage and salary program will take into account total responsibility; level of training required; complexity of relationships; supervisory responsibility, and necessity for exercising independent judgment and how well an employee is meeting the standards/goals of his/her position.

It is also the intent of RFHA to have this compensation policy comply with the requirements of the Fair Labor Standards Act.

6.4 POSITION DESCRIPTION

Each employee will be provided a position description. The position description will establish the duties, responsibilities, authority, and function of the employee. The position description may be reviewed periodically to ensure that it fully reflects the duties of the position.

6.5 SALARY RANGES

To keep salaries competitive with the appropriate local, regional and national markets, a salary schedule is established periodically. Market surveys, economic surveys and historical information are utilized in the structuring of this salary schedule.

6.6 PERFORMANCE REVIEW

Performance reviews are designed to: 1) evaluate the employee's job performance; 2) improve the employee's understanding of the performance standards applicable to his/her job; and 3) to encourage professional development. The employee's immediate supervisor conducts performance reviews annually.

An employee's job performance will be evaluated on the basis of such factors as knowledge of the job; productivity; quality of work; dependability; judgment, and ability to work effectively with others. Their performance evaluation will focus on identifying and attaining mutually agreed upon performance goals or objectives. The employee will participate in the evaluation and will have the opportunity to respond in writing to comments on his/her performance. A copy of the performance evaluation and any employee response will be provided to the employee and placed in the personnel file. How well an employee meets his/her job goals and standards is an important factor in determining compensation.

6.7 PAY RAISES

Performance and pay is reviewed annually. Pay raises, if any, are at the discretion of RFHA, based on work performance and RFHA's budgetary constraints. **Raises are effective July first of every year.** Employees who are still within the introductory period shall have their performance and compensation reviewed at the end of the introductory period.

If the Board approves a general wage increase applicable to all employees, employees with less than one year of service shall receive a pro-rated portion of the general wage increase based on the number of months of regular employment.

6.8 PAY PERIOD

The pay period is one calendar month. Paychecks will be distributed on the last workday of the month. If the payday falls on a weekend or holiday, paychecks will be distributed on the closest working day previous to the weekend or holiday.

6.9 DISTRIBUTION OF PAYCHECKS

—Unless authorized otherwise, paychecks will only be given to the employee. A paycheck will be mailed to an employee upon request only if the employee or designee is unable to receive it in person. A paycheck will be mailed to the employee's home address of record. Mailing the paycheck to another address requires a written request by the employee.

RFHA offers direct deposit, and assures that the employee's money is deposited to the designated account on the morning of the last business day of the month. If an employee requests a paper check, unless authorized otherwise:

The paycheck will only be given to the employee.

A paycheck will be mailed only if the employee is unable to receive it in person.

A paycheck will be mailed to the employee's home address of record.

Any questions or concerns about your pay amount or deductions should be brought to the attention of the Executive Director immediately.

6.10 OVERTIME PAY

Employees are designated as either "exempt" or "non-exempt" in accordance with the requirements of the Fair Labor Standards Act. All determinations of wage classification status are made through the job evaluation process.

Exempt employees are paid a salary and do not normally receive extra pay for working outside the normal business week. Exempt employees may receive compensatory time for required work to be performed outside the normal business week. Compensatory time must be used within the same pay period in which it was earned unless extenuating circumstances (such as an after-hours call on the last day of the payroll month) arise, and must be approved by the executive Director.

Non-exempt employees receive one and one half times their regular rate of pay for hours worked in excess of 40 hours in one workweek. Approved leave does not count as time worked for overtime purposes. This means that overtime does not apply until any sick or vacation time used within that 7-day work week is offset. Non-exempt employees will be permitted to work overtime hours only when the need to work overtime has been approved in advance and authorized in writing by the Executive Director or designee. Being assigned the after-hours phone implies approval to work overtime.

6.11 PAYROLL DEDUCTIONS

Deductions from paychecks will include mandatory federal and state taxes, social security, pension, and any voluntary deductions upon written authorization of employee. Employees may adjust their Federal & State withholding amounts at their discretion, by submitting a new W4.

6.12 TERMINATION PAYMENTS

Employees will be paid their regular salary during the period of notice as required. Employees who submit the required notice of termination will be paid for any unused accrued vacation. Failure to give required notice will result in forfeiture of payment for unused accrued vacation. Employees will not be compensated at termination for unused accumulated sick leave, except where required by the Fair Labor Standards Act.

6.13 SEPARATION FROM AUTHORITY SERVICE

Except as provided in 6.12, on the regular payday after the effective date of the discharge, layoff, retirement or resignation, an employee shall be paid the regular salary, vacation, holiday, and overtime accumulated through the date of termination.

6.14 REIMBURSEMENT FOR JOB EXPENSES

Transportation to and from work is the responsibility of the employee. RFHA will reimburse employees, at the current Internal Revenue Service mileage rate, for use of a private vehicle on official business. Mileage is

paid based on the distance of the destination from the Main office located at 625 N Main St. RFHA will reimburse mileage and parking fees for official RFHA business upon submission of a reimbursement request showing dates, purpose of travel and mileage.

SECTION 7: EMPLOYEE BENEFITS, HOLIDAYS, LEAVES OF ABSENCES

7.1 ELIGIBILITY

Vacation, sick, and other leave benefits are accrued by all regular full-time and part-time employees, but not by temporary employees. Part-time employees will accrue benefits on a pro rata basis. An employee earns benefits from the date of employment but will not be compensated for accrued vacation leave if employment is terminated during the introductory period. Likewise, vacation leave may not be used during the introductory period.

7.2 HOLIDAYS

There are nine (9) officially observed holidays for RFHA's personnel: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day. In addition, one Personal Holiday may be used per calendar year.

When a holiday falls on a Saturday or Sunday, the preceding Friday or following Monday will be observed as this holiday.

When an observed holiday falls on the regularly scheduled workday of a part-time employee, the regularly scheduled day's wages will be paid.

7.3 VACATION LEAVE ACCRUAL AND USE

Vacation Leave Rates: Regular full-time employees will earn vacation leave accrued on the last day of each pay period as follows:

- During the first six (6) years of full-time service, employees earn .83 days per month or ten (10) days per year;
- Employees who have completed at least six (6) years of full-time service will earn 1.25 days of vacation per month or fifteen (15) days per year;
- Employees who have completed at least thirteen (13) years of full-time service will earn 1.67 days per month or twenty (20) days per year.

Regular part-time employees will earn annual leave according to the fraction of the full-time rate they work. Temporary employees will not earn annual leave.

Vacation Leave Use

Vacation leave shall be scheduled in such a manner as to cause minimum interference with work of RFHA to maintain an acceptable level of service to the public and in all cases shall have the approval of the Executive Director or designee.

- No vacation leave may be taken in advance of being earned. Vacation leave may be accrued up to a total of 30 days as of June 30 of each year. Vacation leave in excess of 30 days as of June 30 of each year will be forfeited.
- Holidays occurring during the time of annual leave will not be charged against such leave.
- Employees terminating their employment, whether voluntarily or involuntarily, will be paid at their current pay rate for all accrued vacation leave except if terminated during introductory period or if the employee terminates employment without giving proper notice.
- Requests to take vacation leave must be made in writing at least ten (10) days in advance of the date and must be authorized in writing by the appropriate Supervisor or Executive Director or designee. The appropriate Supervisor or Executive Director or designee has the right to waive the ten (10) days advance written requirement provided an acceptable level of service to the public is maintained.

7.4 SICK LEAVE ACCRUAL AND USE

Sick Leave Rates: Regular full-time employees will earn sick leave at the rate of one (1) day per full month of employment. Regular part-time employees will earn sick leave according to a fraction of the full-time rate they work. Temporary employees will not earn sick leave.

Sick Leave Use:

- No sick leave may be taken in advance of being earned and illness extending beyond earned sick leave will be charged to earned annual leave or leave without pay.
- Sick leave may be taken for personal illness and illness of immediate family, emergency, or disability, or for a family-care leave purpose as described in RFHA's family-care and medical leave policy.
- Hours absent for medical and dental appointments will be treated as sick leave.
- RFHA retains the right to request verification from a licensed health-care provider for all absences due to illness or disability. Sick pay may be withheld if a satisfactory verification is not received.
- Sick leave will not accrue during any leave of absence.

7.5 PERSONAL LEAVE OF ABSENCE

There may be the rare occasion when an employee is faced with an emergency or special circumstance and needs to take an unpaid personal leave of absence. RFHA Executive Director and/or RFHA Board of Commissioners may grant a personal leave of absence without pay.

Each request for a leave of absence will be evaluated on an individual basis, taking into consideration length of service, work record, staffing needs, and reason and length of the leave. ~~In order to qualify for a personal leave of absence, the employee must be classified as a full-time employee and must have completed at least three months of full-time service at the time of the request.~~

Employees may apply for a personal leave by submitting a Personal Leave of Absence Form to their supervisor at least two weeks prior to the start date of the leave requested describing the nature of the leave, the dates the employee expects to be away from work, and the date the employee intends to return. If the leave is emergency in nature, this two-week period may be waived by RFHA Executive Director.

No benefits shall accrue during a personal leave without pay, unless approved by the Board of Commissioners. Leave without pay shall require the advanced approval of the Executive Director or designee, and/or the Board of Commissioners. ~~Leave without pay not to exceed five (5) days requires approval by the Executive Director or designee and leave without pay greater than five (5) days requires approval by the Board of Commissioners.~~

Generally, a personal leave of absence shall not exceed two calendar weeks. A longer personal leave of absence may be granted only under extreme circumstances. Failure to report back to work on the first day after expiration of the leave of absence will be considered a voluntary termination of employment.

Employees who are granted personal leaves of absence shall exhaust any paid time off they have accrued before their leave status changes from paid to unpaid. Unless required by applicable law, employees will not accrue additional paid time off while on an unpaid leave of absence that exceeds 30 days.

RFHA has no obligation to pay health insurance coverage while the employee is on leave without pay. To the extent provided by federal or state law, the employee may be able to continue health plan coverage at the employee's own expense. Information will be provided to the employee about such continuation at the time the employee applies for the unpaid leave.

An employee ceases to earn benefits on the date leave without pay begins. The employee may be able to continue RFHA's group and/or other insurance plans at the employee's expense subject to state and federal regulations, and subject to the terms of the insurance plans. Information regarding ability to continue other benefits at employee's expense will be provided at the time the employee requests leave.

A request for leave of absence should be made in writing as soon as the need for the leave is known. The employee's immediate supervisor and the Executive Director must be notified of the request.

~~If an employee is granted and takes, a personal leave of absence, his/her other benefits may be affected.~~ Employees who return to work at the end of a personal leave of absence will normally be restored to their former position if an opening exists.

If there is no such opening, they will be considered for a comparable position if one is available when they return. ~~Failure to report at the expiration of leave without pay will be considered a resignation.~~

7.6 BEREAVEMENT LEAVE

Bereavement leave with pay may be taken by eligible employees for death in immediate family according to the following schedule: three (3) days if the funeral is in the local area; or five (5) days if the funeral requires out-of-town travel. One (1) day may be taken if the funeral is for a relative who is not a member of the

immediate family. Immediate family, for purposes of this section includes any of the following persons: husband, wife, son, daughter, father, mother, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepmother, stepfather, stepchildren, grandmother, grandfather and grandchildren.

7.7 MILITARY LEAVE

RFHA will grant military leave as necessary in compliance with State and Federal law. Members of military reserve or National Guard units that require a two-week training session annually will be granted a leave of absence.

An employee who leaves RFHA for a term of active duty in the military, may be eligible for reinstatement to his/her regular permanent position if he/she requests reinstatement within the time provided under federal law.

The above benefits are provided in conformance with the Uniformed Services Employment and Re-employment Rights Act of 1994 (USERRA) Laws. It is not the intent of this SECTION to provide more or fewer benefits than provided by the URESSA.

7.8 JURY DUTY

An employee who is summoned for jury duty shall be granted a leave of absence for the duration of the service. The time spent for jury duty shall be considered work time for purposes of seniority, pay advancement, or other benefits. All employees, when actually summoned for jury duty, shall immediately inform the Executive Director in writing. The employee will be paid the difference between employee's regular pay and the amount paid for jury service for the first ten workdays of jury service. If excused and can work four (4) or more hours on that day, the employee must report to work.

7.9 ABSENCE TO TESTIFY UNDER SUBPOENA

An employee who has been subpoenaed to testify shall be allowed to be absent from work.

7.10 VOTING/OTHER LEAVE

The Executive Director or designee may excuse employees for up to three (3) hours of unpaid leave for such reasons as: voting; safe travel under hazardous road conditions; and donating blood.

7.11 WORKERS COMPENSATION

All work-related accidents, whether or not an employee is injured, or medical attention is necessary, and all work-related illnesses, must be reported immediately to the Executive Director or designee. It is the responsibility of the Executive Director to investigate all reports of work-related injury or illness and to see that proper forms are completed and filed. Eligibility for worker's compensation benefits shall be determined in accordance with Wisconsin Law.

7.12 PENSION BENEFITS / RETIREMENT

RFHA participates in WRS plan. RFHA pays a portion of the contributions to the plan at rates established by WRS. Eligibility requirements and plan benefits are provided to employees in materials supplied by WRS. All regular employees who meet the enrollment standards set by the Wisconsin Retirement System (WRS) must participate in the retirement plan. **An employee may only opt out of WRS by keeping annual hours under 1200**

7.13 INSURANCE BENEFITS

Employee Bond/General Insurance: RFHA will carry a Fidelity bond to cover employees who handle money regularly as a part of their job responsibilities.

Health, Accidental Death & Long-Term Disability Insurance: Subject to insurance company rules, employees must participate in the group health plans with the minimum of single person coverage. Enrollment criteria for health, accidental death, and long-term disability insurance are determined by the insurance carrier(s). Eligible employees are provided with a Summary Plan Description that describes the coverage, conditions and exclusions of the plan. Part-time employees must pay a pro rata share of premium based on the fraction of the full time rate they work.

Insurance benefits will be extended to the end of the month in which the employee terminates employment. Health insurance extensions beyond this date shall conform to the federal COBRA regulations, if applicable.

7.14 PERSONAL RECORD CHANGES

Employees shall report any personal changes that might affect records and/or benefits to the designated personnel officer. These include, but are not limited to changes in covered dependents, name, marital status, address, telephone number and driver's license number.

SECTION 8: TRAINING AND DEVELOPMENT

8.1 TRAINING, CAREER DEVELOPMENT POLICY

Staff development within RFHA consists of: orientation to RFHA, training by the employee's co-workers, supervisor, and the specific job by the employee's supervisors; departmental and general staff meetings; periodic performance review and evaluation; in-service training.

Employees may also participate in external opportunities for job and career development through: training sessions which are pertinent to the jobs of the employees and the needs of the Authority, educational or study leaves, conferences, institutes or seminars and classes offered by other agencies. Employees may attend external training opportunities during scheduled work time upon approval of the Executive Director. If the Employer approves attendance at the seminar, the employee shall be paid his/her regular pay for time spent at the seminar. Employees may be required to participate in training programs pertinent to the job of the employee and the needs of the Authority. Such training will normally be taken on the employee's own time, though compensated at the employee's current hourly rate, and based on the time the course is designated to take. With prior approval by the Executive Director, time may be scheduled during hours, provided normal services are not disrupted and/or the employee's department is not impaired.

It is the policy of RFHA to encourage and support, within the budgetary restrictions, the reimbursement of tuition for the education and training of all regular full-time and regular part-time employees. Employees may attend work related training opportunities during scheduled work time upon approval of the Executive Director and provided normal services are not disrupted and/or the employee's department is not impaired. Additionally, employees may request, and upon approval of the Executive Director or designee and Board of Commissioners, employees may be reimbursed for a maximum of fifty percent (50%) of their tuition and costs for training outside the agency which will improve their work performance and which are job-related. The employee is required to submit appropriate records of attendance, completion of training and course of education. Normally, such education and training will be taken on the employee's own time. Discretionary time may be scheduled, with prior approval, provided normal services are not disrupted and/or the employee's department is not impaired.

8.2 TRAVEL AND TRAINING EXPENSES

RFHA will reimburse employees for reasonable and actual mileage, parking, hotel and food expenses incurred for business travel. Receipts for all expenses must be submitted with the request for reimbursement. Mileage will be reimbursed at the official IRS rate.

SECTION 9: EMPLOYMENT DISPUTE RESOLUTION

9.1 OPEN-DOOR POLICY

RFHA has an Open-Door Policy that encourages employee participation in decisions affecting them and their daily professional responsibilities. Employees who have job-related concerns or complaints are encouraged to talk them over with their supervisor. Employee concerns are best addressed through this type of informal and open communication.

Employees are encouraged to raise work-related concerns with their immediate supervisor or the Executive Director as soon as possible after the events that cause the concern. Employees are encouraged to pursue discussion of their work-related concerns until the matter is fully resolved, although RFHA cannot guarantee that in each instance the employee will be satisfied with the result. RFHA will also attempt to keep all such expressions of concern, the results of its investigation and the terms of the resolution confidential. However, in the course of the investigating and resolving the matter, some dissemination of information to others may be appropriate.

9.2 INTERNAL COMPLAINT REVIEW PROCEDURE

Employees who conclude that their dispute should be brought to the attention of RFHA by written complaint and formal investigation may proceed with the following Internal Complaint Review procedure.

Filing of Complaint: Employees should file written complaints with the Executive Director as soon as possible after the events that give rise to the employee's work-related concerns. The written complaint should set forth in detail the basis for the employee's complaint.

Investigation: The Executive Director or designee investigates the complaint, meeting separately with the employee and with others who either are named in the complaint or who may have knowledge of the facts set forth in the complaint. RFHA will attempt to treat all internal complaints and their investigation as confidential, recognizing, however, that in the course of investigating and resolving internal complaints some dissemination of information to others may be appropriate.

Conclusion: On completion of the investigation, the Executive Director will orally report the findings and conclusions to the employee. If the complaint is resolved to the employee's satisfaction, the terms of the resolution should be recorded in writing and signed by both the employee and the Executive Director.

Appeal to the Board of Commissioners: If the employee wishes to appeal the decision of the Executive Director or designee, he/she shall advise the Chairperson of the Board of Commissioners in writing within ten (10) working days of the receipt of the decision. The Chairperson of the Board of Commissioners will establish a date for hearing the appeal. Commissioners may decide the matter in a closed session.

9.3 EMPLOYEE RIGHTS

Employees shall have the right to present complaints individually or as a group. Such complaints shall be presented only through the established lines of authority.

When appealing termination, the employee will have the right to appear with legal counsel and the right to hear the charges, evidence and witnesses against him/her and the right to cross-examine.

Non-retaliation: If an employee has filed a complaint in good faith, the employee should not be disciplined or otherwise penalized because of the complaint, regardless of whether or not the complaint is sustained.

SECTION 10: PERSONNEL RECORDS

10.1 CONFIDENTIALITY

Individual personnel records will be centrally maintained to the extent permitted by law. Any medical information will be maintained in separate and confidential files and released only in compliance with applicable state and federal laws. Each file will contain history of the person's employment with RFHA. The individual personnel file is confidential material and will be treated as such. The only persons with access to the file will be the employee, their immediate supervisor and the Executive Director or designee or other persons with a need to know. The Board of Commissioners will have access to personnel files for purposes of investigating grievances, appeals and/or discrimination charges. Employees may inspect their personnel file, according to the procedures and limitations of State law.

10.2 TREATMENT OF WARNINGS, REPRIMANDS, PROBATIONS, SUSPENSIONS, DEMOTIONS AND/OR DISCHARGES

Records of warnings, reprimands, probations, suspensions, demotions and/or discharges will be placed in the employee's personnel file and not removed.

Employees, upon termination of services with RFHA, will be given an opportunity to complete a release statement authorizing RFHA to release information so designated by the employee, subject to the procedures and limitations of State law.

Information may be released only by the Executive Director or designee, or the Executive Director's designee, and shall be limited to name, date of original employment, current position title, current salary, date and amount of the most recent salary change, date of the most recent change in position classification and employee's currently assigned location.

SECTION 11: TERMINATION OF EMPLOYMENT

11.1 VOLUNTARY TERMINATION

RFHA will consider an employee to have voluntarily terminated his/her employment if an employee:

- Elects to resign and gives the required notice of the intent to resign; or
- Fails to return from an approved leave of absence on the date specified; or
- Fails to report for work without notice for three consecutive days, or
- Leaves their assigned post or assignment without notice or approval for more than 3 hours.

11.2 REQUIRED NOTICE OF TERMINATION

Voluntary Termination - The Executive Director and Maintenance Supervisor shall give a minimum four (4) week written notice of intent to voluntarily terminate employment. All other employees will be required to give a minimum two (2) week written notice of intent to retire or otherwise voluntarily terminate. An employee who resigns giving two weeks prior written notice will be paid the pro rata remaining vacation. An employee who resigns without giving two weeks' notice automatically waives his/her right to remaining vacation pay.

Death - In the event of death of an employee, all compensation will be paid to the estate of the employee.

Involuntary Termination - An employee may be terminated involuntarily for reasons that include poor performance, malfeasance, misconduct or other violations of the code of conduct as set forth in this manual. Notwithstanding this list of rules, RFHA reserves the right to discharge with or without cause and with or without prior notice.

An employee who is discharged for disciplinary reasons may be relieved of all duties and responsibilities and discharged from the employment of RFHA immediately. ~~An employee may be discharged without warning by the Executive Director for causes related to personal conduct~~ in order to avoid undue disruption of work, to protect the safety of persons or property, or for other serious reason. If an immediate discharge dismissal is made, a written summary giving the circumstances and facts leading to the discharge dismissal will be prepared for the Board of Commissioners. Additionally, an employee involuntarily terminated immediately will forfeit their claim to any unused vacation time and all benefits will be terminated as of the employee's termination date.

11.3 TERMINATION DUE TO REORGANIZATIONS, ECONOMICS OR LACK OF WORK

From time to time, RFHA may need to terminate an employee as a consequence of reorganizations, job eliminations, and economic downturns in business or lack of funding. If RFHA considers such terminations necessary, RFHA will attempt to provide all affected employees with advance notice when practical. Layoff benefits associated with such terminations, if any, will be specified in the notice.

11.4 REINSTATEMENT

An employee who is terminated because of reduction in force may be reinstated within one (1) year of the date of separation, with the approval of the Board of Commissioners and the Executive Director or designee. An employee who is reinstated will be credited with previous service and previously accrued sick leave and will receive all benefits provided in accordance with RFHA's current policy.

DISCLAIMER

I acknowledge that I have received the River Falls Housing Authority Employee Handbook (Personnel Policy). I understand that I am responsible for reading and understand its provisions. I understand that the company may modify or eliminate the terms described in the Employee Handbook at any time, with or without prior notice.

I further understand that the company's Employee Handbook and any provisions contained in the handbook do not constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied. I understand that my employment is at will and that my employment may be terminated at any time for any reason, with or without cause and with or without notice, at the option of the company or at my opinion.

Signed _____

Dated _____

Vacancy and Re-Rental Activity Report December 22/January 23				
ADDRESS	UNIT TYPE	MOVE OUT	MOVE IN	COMMENTS
B104	ED-1	01/06/23	02/01/23	Tnt in Hosp-Cldnt MO B4 now
E129	ED-2	12/31/22	02/01/23	
R206	ED-1	01/31/23	03/01/23	

CURRENT WAITING LISTS						
Proj	1	2	3	4	5	Total
RTH	14	39	18	3		74
RVM	46					46
EW	71	17				88
BW	67	14				81
OP	57	12				69
VCHR	23	7	14	2		46
WMP	60	16	13	8	4	97
LAST QUARTER						
Proj	1	2	3	4	5	Total
RTH	13	32	29	2		76
RVM	52					52
EW	72	16				88
BW	68	13				81
OP	62	11				73
VCHR	32	8	14	2		56
WMP	57	17	13	9	4	100
Changes in Lists Above						
Proj	1	2	3	4	5	Total
RTH	1	7	-11	1	0	-2
RVM	-6	0	0	0	0	-6
EW	-1	1	0	0	0	0
BW	-1	1	0	0	0	0
OP	-5	1	0	0	0	-4
VCHR	-9	-1	0	0	0	-10
WMP	3	-1	0	-1	0	1

WAITING LIST - EDGEWATER 1BR

Rank	Applicant	App Date	Status	Pref	Income Level	HH Size	Age	BR
1	SWEZEY, COLEEN	05/05/21	Active	0	Very Low	1	Elderly	1
2	REDMANN, BRANDI	05/10/21	Active	0	Very Low	1	Adult	1
3	KELLAWAY, RHONDA	07/14/21	Active	0	Very Low	1	Elderly	1
4	SEIFERT, CORINNA	07/14/21	Active	0	Very Low	1	Near Elderly	1
5	JUHNKE, AMANDA	08/27/21	Active	0	Very Low	1	Adult	1
6	BENNETT, KATHLEEN	09/03/21	Active	0	Very Low	1	Extreme Elderly	1
7	MERRIMAN, RAYMOND	09/10/21	Active	0	Very Low	1	Extreme Elderly	1
8	HAGGERTY, KATHRYNE	09/13/21	Active	0	Very Low	1	Extreme Elderly	1
9	THOMPSON, KATHRYN	09/16/21	Active	0	Very Low	1	Near Elderly	1
10	LAUSER, LANCE	09/20/21	Active	0	Very Low	1	Adult	1
11	BEARDMORE, ANDREW	10/29/21	Active	0	Very Low	1	Adult	1
12	BURKHOLDER, BARBARA	11/29/21	Active	0	Very Low	1	Extreme Elderly	1
13	MUELLER, MICHAEL	12/06/21	Active	0	Very Low	1	Elderly	1
14	JELINSKI, PATRICIA	12/17/21	Active	0	Very Low	1	Elderly	1
15	MATEJKA, DIANE	01/03/22	Active	0	Very Low	1	Near Elderly	1
16	JINES, BARBARA	01/07/22	Active	0	Very Low	1	Elderly	1
17	TRUESDILL, ADAM	01/24/22	Active	0	Undefined	1	Adult	1
18	HYSER, GREGORY	01/26/22	Active	0	Very Low	1	Elderly	1
19	HUBANKS, SCOTT	02/02/22	Active	0	Very Low	1	Near Elderly	1
20	KRUEGER, TERESA	02/11/22	Active	0	Very Low	1	Extreme Elderly	1
21	BERKHOLTZ, EDWARD	03/14/22	Active	0	Very Low	1	Elderly	1
22	HELMBERGER, MICHAEL	03/16/22	Active	0	Undefined	1	Elderly	1
23	WEAVER, CARLA	03/23/22	Active	0	Very Low	1	Elderly	1
24	BREMER, TODD	03/28/22	Active	0	Very Low	1	Near Elderly	1
25	WOODMAN, ETHAN	03/31/22	Active	0	Very Low	1	Adult	1
26	GRAHAM, SHARON	04/04/22	Active	0	Very Low	1	Elderly	1
27	PATRAW, DENNIS	04/05/22	Active	0	Very Low	1	Elderly	1
28	FLEEK, SHERRY	05/04/22	Active	0	Very Low	1	Extreme Elderly	1
29	CROES, ARLENE	05/24/22	Active	0	Very Low	1	Extreme Elderly	1
30	SMITH, TERRY	05/24/22	Active	0	Very Low	1	Elderly	1
31	MARSON, ROBERT	06/01/22	Active	0	Very Low	1	Elderly	1
32	RASBORNIK, LYNNE	06/07/22	Active	0	Very Low	1	Elderly	1
33	WARNER, LUANA	06/09/22	Active	0	Very Low	1	Elderly	1
34	LAWSON, DENNIS	06/16/22	Active	0	Very Low	1	Elderly	1
35	KNICK, KATHLEEN	06/20/22	Active	0	Very Low	1	Near Elderly	1
36	BARBER, ZENOBI	06/29/22	Active	0	Very Low	1	Adult	1
37	WAGNER, SHERI	06/30/22	Active	0	Very Low	1	Elderly	1
38	SLETTEN, KATHY	07/05/22	Active	0	Very Low	1	Elderly	1
39	SLATER, PEGGY	07/14/22	Active	0	Very Low	1	Elderly	1
40	GIEL, SUSAN	07/20/22	Active	0	Very Low	1	Extreme Elderly	1
41	SMEJKAL, IAN	07/26/22	Active	0	Very Low	1	Adult	1
42	KRONGARD, RANDY	07/28/22	Active	0	Very Low	1	Elderly	1
43	HOESCHEN, JULIE	07/29/22	Active	0	Very Low	1	Elderly	1
44	LARSON, LOIS	07/29/22	Active	0	Very Low	1	Extreme Elderly	1
45	HANSON, DAVID	08/03/22	Active	0	Very Low	1	Near Elderly	1

46	GULED, FADUMO	08/03/22	Active	0	Very Low	1	Elderly	1
47	MAYOTTE, STEVEN	08/08/22	Active	0	Very Low	1	Adult	1
48	MOORE, SCOTT	08/12/22	Active	0	Very Low	1	Elderly	1
49	DUNN, DENNIS	08/15/22	Active	0	Very Low	1	Extreme Elderly	1
50	KELLER-BARTEE, CYNTHIA	08/16/22	Active	0	Undefined	1	Elderly	1
51	MAZZITELLO, SUSAN	08/24/22	Active	0	Very Low	1	Extreme Elderly	1
52	HARMON, CHARLES	08/25/22	Active	0	Very Low	1	Elderly	1
53	SCHNEIDER, ROLAND	08/29/22	Active	0	Very Low	1	Elderly	1
54	CREECY, GAIL	09/01/22	Active	0	Very Low	1	Elderly	1
55	BONECELLI, DANGELO	09/01/22	Active	0	Undefined	1	Elderly	1
56	PATTERSON, DAVONZELL	09/06/22	Active	0	Very Low	2	Adult	1
57	KOSKI, HJALMER (HAZEL)	09/08/22	Active	0	Very Low	1	Adult	1
58	LANGER, KENNETH	09/12/22	Active	0	Very Low	2	Extreme Elderly	1
59	GOLLY, BETTY	09/26/22	Active	0	Very Low	1	Extreme Elderly	1
60	OLSON, KEIRA	09/29/22	Active	0	Very Low	1	Adult	1
61	RUSCHER, DEBORAH	10/05/22	Active	0	Very Low	1	Near Elderly	1
62	DADES, JAMES	10/06/22	Active	0	Very Low	1	Elderly	1
63	HOLODNACK, LORNINA	10/12/22	Active	0	Very Low	1	Near Elderly	1
64	ENDICOTT, KAREN	10/14/22	Active	0	Very Low	1	Elderly	1
65	MERRIMAN, ELIZABETH	10/20/22	Active	0	Very Low	1	Extreme Elderly	1
66	MARKO, TODD	10/25/22	Active	0	Very Low	1	Near Elderly	1
67	EDEN, BETTY	10/28/22	Active	0	Very Low	1	Extreme Elderly	1
68	WEGERER, MELVALENE	10/28/22	Active	0	Very Low	1	Extreme Elderly	1
69	EBBEN, DALE	11/04/22	Active	0	Very Low	1	Elderly	1
70	JEPSEN, MARK	11/14/22	Active	0	Very Low	1	Elderly	1
71	DENNIS, PHILIP	11/18/22	Active	0	Very Low	1	Elderly	1

WAITINGLIST - EDGEWATER 2BR

Rank	Applicant	App Date	Status	Pref	Income	HH Size	Age	BR
1	KIISKINEN, KATHLEEN	08/02/21	ACTIVE	0	Very Low	2	Extreme Elderly	2
2	FOSTER, JENNIFER	08/09/21	ACTIVE	0	Very Low	1	Adult	2
3	URKE, RIVER	09/13/21	ACTIVE	0	Very Low	1	Adult	2
4	KOENIG, PAUL	02/02/22	ACTIVE	0	Very Low	1	Elderly	2
5	FINSTAD, BRADLEY	03/21/22	ACTIVE	0	Very Low	2	Elderly	2
6	BORGSCCHATZ, DYLAN	03/31/22	ACTIVE	0	Very Low	1	Adult	2
7	HILDEN, KATHY	04/11/22	ACTIVE	0	Very Low	1	Near Elderly	2
8	RATHBUN, CAROLYN	04/25/22	ACTIVE	0	Very Low	1	Near Elderly	2
9	ROOT, SHEILA	05/13/22	ACTIVE	0	Very Low	1	Extreme Elderly	2
10	SODERBERG, THOMAS	08/02/22	ACTIVE	0	Very Low	2	Extreme Elderly	2
11	CHRISTENSEN, ANTOINETTE	08/04/22	ACTIVE	0	Very Low	2	Elderly	2
12	LANGER, KENNETH	09/12/22	ACTIVE	0	Very Low	2	Extreme Elderly	2
13	PEACOCK, CHLOE	11/18/22	ACTIVE	0	Very Low	2	Adult	2
14	RILEY, SUE	12/12/22	ACTIVE	0	Very Low	1	Elderly	2
15	MEYERS, KATHERINE	12/13/22	ACTIVE	0	Undefined	1	Extreme Elderly	2
16	SWINBURNE, KIM	12/14/22	ACTIVE	0	Very Low	2	Elderly	2
17	KLEIN, DONALD	12/30/22	ACTIVE	0	Very Low	2	Elderly	2

WAITING LIST -BRIARWOOD 1BR

Rank	Applicant	App Date	Status	Pref	Income Level	HH Size	Age Qual	BR
1	REDMANN, BRANDI	05/10/21	Active	0	Very Low	1	Adult	1
2	KELLAWAY, RHONDA	07/14/21	Active	0	Very Low	1	Elderly	1
3	SEIFERT, CORINNA	07/14/21	Active	0	Very Low	1	Near Elderly	1
4	JUHNKE, AMANDA	08/27/21	Active	0	Very Low	1	Adult	1
5	BENNETT, KATHLEEN	09/03/21	Active	0	Very Low	1	Extreme Elderly	1
6	HAGGERTY, KATHRYNE	09/13/21	Active	0	Very Low	1	Extreme Elderly	1
7	THOMPSON, KATHRYN	09/16/21	Active	0	Very Low	1	Near Elderly	1
8	KELLER-BARTEE, CYNTHIA	09/16/21	Active	0	Undefined	1	Elderly	1
9	BEARDMORE, ANDREW	10/29/21	Active	0	Very Low	1	Adult	1
10	CREECY, GAIL	11/26/21	Active	0	Very Low	1	Elderly	1
11	BURKHOLDER, BARBARA	11/29/21	Active	0	Very Low	1	Extreme Elderly	1
12	MUELLER, MICHAEL	12/06/21	Active	0	Very Low	1	Elderly	1
13	JELINSKI, PATRICIA	12/17/21	Active	0	Very Low	1	Elderly	1
14	MATEJKA, DIANE	01/03/22	Active	0	Very Low	1	Near Elderly	1
15	JINES, BARBARA	01/07/22	Active	0	Very Low	1	Elderly	1
16	TRUESDILL, ADAM	01/24/22	Active	0	Undefined	1	Adult	1
17	HYSER, GREGORY	01/26/22	Active	0	Very Low	1	Elderly	1
18	HUBANKS, SCOTT	02/02/22	Active	0	Very Low	1	Near Elderly	1
19	KRUEGER, TERESA	02/11/22	Active	0	Very Low	1	Extreme Elderly	1
20	BERKHOLTZ, EDWARD	03/14/22	Active	0	Very Low	1	Elderly	1
21	POTTS, KENNETH	03/16/22	Active	0	Very Low	2	Elderly	1
22	HELMBERGER, MICHAEL	03/16/22	Active	0	Undefined	1	Elderly	1
23	WEAVER, CARLA	03/23/22	Active	0	Very Low	1	Elderly	1
24	BREMER, TODD	03/28/22	Active	0	Very Low	1	Near Elderly	1
25	WOODMAN, ETHAN	03/31/22	Active	0	Very Low	1	Adult	1
26	GRAHAM, SHARON	04/04/22	Active	0	Very Low	1	Elderly	1
27	PATRAW, DENNIS	04/05/22	Active	0	Very Low	1	Elderly	1
28	FLEEK, SHERRY	05/04/22	Active	0	Very Low	1	Extreme Elderly	1
29	CROES, ARLENE	05/24/22	Active	0	Very Low	1	Extreme Elderly	1
30	MARSON, ROBERT	06/01/22	Active	0	Very Low	1	Elderly	1
31	RASBORNIK, LYNNE	06/07/22	Active	0	Very Low	1	Elderly	1
32	WARNER, LUANA	06/09/22	Active	0	Very Low	1	Elderly	1
33	HOLLAND, BONNIE	06/10/22	Active	0	Very Low	1	Elderly	1
34	LAWSON, DENNIS	06/16/22	Active	0	Very Low	1	Elderly	1
35	KNICK, KATHLEEN	06/20/22	Active	0	Very Low	1	Near Elderly	1
36	BARBER, ZENOBIA	06/29/22	Active	0	Very Low	1	Adult	1
37	WAGNER, SHERI	06/30/22	Active	0	Very Low	1	Elderly	1
38	SLETTEN, KATHY	07/05/22	Active	0	Very Low	1	Elderly	1
39	SLATER, PEGGY	07/14/22	Active	0	Very Low	1	Elderly	1
40	GIEL, SUSAN	07/20/22	Active	0	Very Low	1	Extreme Elderly	1
41	SMEJKAL, IAN	07/26/22	Active	0	Very Low	1	Adult	1
42	KRONGARD, RANDY	07/28/22	Active	0	Very Low	1	Elderly	1
43	HOESCHEN, JULIE	07/29/22	Active	0	Very Low	1	Elderly	1
44	HANSON, DAVID	08/03/22	Active	0	Very Low	1	Near Elderly	1
45	GULED, FADUMO	08/03/22	Active	0	Very Low	1	Elderly	1

46	MAYOTTE, STEVEN	08/08/22	Active	0	Very Low	1	Adult	1
47	MOORE, SCOTT	08/12/22	Active	0	Very Low	1	Elderly	1
48	DUNN, DENNIS	08/15/22	Active	0	Very Low	1	Extreme Elderly	1
49	MAZZITELLO, SUSAN	08/24/22	Active	0	Very Low	1	Extreme Elderly	1
50	HARMON, CHARLES	08/25/22	Active	0	Very Low	1	Elderly	1
51	SCHNEIDER, ROLAND	08/29/22	Active	0	Very Low	1	Elderly	1
52	BONECELLI, DANGELO	09/01/22	Active	0	Undefined	1	Elderly	1
53	PATTERSON, DAVONZELL	09/06/22	Active	0	Very Low	2	Adult	1
54	KOSKI, HJALMER (HAZEL)	09/08/22	Active	0	Very Low	1	Adult	1
55	LANGER, KENNETH	09/12/22	Active	0	Very Low	2	Extreme Elderly	1
56	GOLLY, BETTY	09/26/22	Active	0	Very Low	1	Extreme Elderly	1
57	OLSON, KEIRA	09/29/22	Active	0	Very Low	1	Adult	1
58	RUSCHER, DEBORAH	10/05/22	Active	0	Very Low	1	Near Elderly	1
59	DADES, JAMES	10/06/22	Active	0	Very Low	1	Elderly	1
60	HOLODNACK, LORNINA	10/12/22	Active	0	Very Low	1	Near Elderly	1
61	ENDICOTT, KAREN	10/14/22	Active	0	Very Low	1	Elderly	1
62	MARKO, TODD	10/25/22	Active	0	Very Low	1	Near Elderly	1
63	EDEN, BETTY	10/28/22	Active	0	Very Low	1	Extreme Elderly	1
64	WEGERER, MELVALENE	10/28/22	Active	0	Very Low	1	Extreme Elderly	1
65	EBBEN, DALE	11/04/22	Active	0	Very Low	1	Elderly	1
66	JEPSEN, MARK	11/14/22	Active	0	Very Low	1	Elderly	1
67	DENNIS, PHILIP	11/18/22	Active	0	Very Low	1	Elderly	1

WAITINGLIST - BRIARWOOD 2BR

Rank	Applicant	App Date	Status	Pref	Income	HH Size	Age	BR
1	KOENIG, PAUL	02/02/22	ACTIVE	0	Very Low	1	Elderly	2
2	KIISKINEN, KATHLEEN	02/15/22	ACTIVE	0	Very Low	2	Extreme Elderly	2
3	POTTS, KENNETH	03/16/22	ACTIVE	0	Very Low	2	Elderly	2
4	BORGSCCHATZ, DYLAN	03/31/22	ACTIVE	0	Very Low	1	Adult	2
5	RATHBUN, CAROLYN	04/25/22	ACTIVE	0	Very Low	1	Near Elderly	2
6	ROOT, SHEILA	05/13/22	ACTIVE	0	Very Low	1	Extreme Elderly	2
7	VANDALL, SHARON	06/10/22	ACTIVE	0	Very Low	1	Extreme Elderly	2
8	SODERBERG, THOMAS	08/02/22	ACTIVE	0	Very Low	2	Extreme Elderly	2
9	CHRISTENSEN, ANTOINETTE	08/04/22	ACTIVE	0	Very Low	2	Elderly	2
10	LANGER, KENNETH	09/12/22	ACTIVE	0	Very Low	2	Extreme Elderly	2
11	PEACOCK, CHLOE	11/18/22	ACTIVE	0	Very Low	2	Adult	2
12	RILEY, SUE	12/12/22	ACTIVE	0	Very Low	1	Elderly	2
13	MEYERS, KATHERINE	12/13/22	ACTIVE	0	Undefined	1	Extreme Elderly	2
14	SWINBURNE, KIM	12/14/22	ACTIVE	0	Very Low	2	Elderly	2

WAITING LIST - OAKPARK 1BR

Rank	Applicant	App Date	Status	Pref	Income	HH Size	Age	BR
1	REDMANN, BRANDI	05/10/21	ACTIVE	0	Very Low	1	Adult	1
2	KELLAWAY, RHONDA	07/14/21	ACTIVE	0	Very Low	1	Elderly	1
3	SEIFERT, CORINNA	07/14/21	ACTIVE	0	Very Low	1	Near Elderly	1
4	BENNETT, KATHLEEN	09/03/21	ACTIVE	0	Very Low	1	Extreme Elderly	1
5	THOMPSON, KATHRYN	09/16/21	ACTIVE	0	Very Low	1	Near Elderly	1
6	KELLER-BARTEE, CYNTHIA	09/16/21	ACTIVE	0	Undefined	1	Elderly	1
7	BEARDMORE, ANDREW	10/29/21	ACTIVE	0	Very Low	1	Adult	1
8	MUELLER, MICHAEL	12/06/21	ACTIVE	0	Very Low	1	Elderly	1
9	JELINSKI, PATRICIA	12/17/21	ACTIVE	0	Very Low	1	Elderly	1
10	MATEJKA, DIANE	01/03/22	ACTIVE	0	Very Low	1	Near Elderly	1
11	HYSER, GREGORY	01/26/22	ACTIVE	0	Very Low	1	Elderly	1
12	HUBANKS, SCOTT	02/02/22	ACTIVE	0	Very Low	1	Near Elderly	1
13	BERKHOLTZ, EDWARD	03/14/22	ACTIVE	0	Very Low	1	Elderly	1
14	HELMBERGER, MICHAEL	03/16/22	ACTIVE	0	Undefined	1	Elderly	1
15	WEAVER, CARLA	03/23/22	ACTIVE	0	Very Low	1	Elderly	1
16	BREMER, TODD	03/28/22	ACTIVE	0	Very Low	1	Near Elderly	1
17	WOODMAN, ETHAN	03/31/22	ACTIVE	0	Very Low	1	Adult	1
18	GRAHAM, SHARON	04/04/22	ACTIVE	0	Very Low	1	Elderly	1
19	PATRAW, DENNIS	04/05/22	ACTIVE	0	Very Low	1	Elderly	1
20	FLEEK, SHERRY	05/04/22	ACTIVE	0	Very Low	1	Extreme Elderly	1
21	MARSON, ROBERT	06/01/22	ACTIVE	0	Very Low	1	Elderly	1
22	RASBORNIK, LYNNE	06/07/22	ACTIVE	0	Very Low	1	Elderly	1
23	WARNER, LUANA	06/09/22	ACTIVE	0	Very Low	1	Elderly	1
24	LAWSON, DENNIS	06/16/22	ACTIVE	0	Very Low	1	Elderly	1
25	KNICK, KATHLEEN	06/20/22	ACTIVE	0	Very Low	1	Near Elderly	1
26	BARBER, ZENOBIA	06/29/22	ACTIVE	0	Very Low	1	Adult	1
27	WAGNER, SHERI	06/30/22	ACTIVE	0	Very Low	1	Elderly	1
28	SLETTEN, KATHY	07/05/22	ACTIVE	0	Very Low	1	Elderly	1
29	SLATER, PEGGY	07/14/22	ACTIVE	0	Very Low	1	Elderly	1
30	SMEJKAL, IAN	07/26/22	ACTIVE	0	Very Low	1	Adult	1
31	KRONGARD, RANDY	07/28/22	ACTIVE	0	Very Low	1	Elderly	1
32	HOESCHEN, JULIE	07/29/22	ACTIVE	0	Very Low	1	Elderly	1
33	LARSON, LOIS	07/29/22	ACTIVE	0	Very Low	1	Extreme Elderly	1
34	HANSON, DAVID	08/03/22	ACTIVE	0	Very Low	1	Near Elderly	1
35	GULED, FADUMO	08/03/22	ACTIVE	0	Very Low	1	Elderly	1
36	MAYOTTE, STEVEN	08/08/22	ACTIVE	0	Very Low	1	Adult	1
37	MOORE, SCOTT	08/12/22	ACTIVE	0	Very Low	1	Elderly	1
38	HAGGERTY, KATHRYNE	08/15/22	ACTIVE	0	Very Low	1	Extreme Elderly	1
39	EDEN, LINDA	08/15/22	ACTIVE	0	Very Low	1	Elderly	1
40	DUNN, DENNIS	08/15/22	ACTIVE	0	Very Low	1	Extreme Elderly	1
41	MAZZITELLO, SUSAN	08/24/22	ACTIVE	0	Very Low	1	Extreme Elderly	1
42	HARMON, CHARLES	08/25/22	ACTIVE	0	Very Low	1	Elderly	1
43	SCHNEIDER, ROLAND	08/29/22	ACTIVE	0	Very Low	1	Elderly	1

44	BONECELLI, DANDELO	09/01/22	ACTIVE	0	Undefined	1	Elderly	1
45	PATTERSON, DAVONZELL	09/06/22	ACTIVE	0	Very Low	2	Adult	1
46	KOSKI, HJALMER (HAZEL)	09/08/22	ACTIVE	0	Very Low	1	Adult	1
47	LANGER, KENNETH	09/12/22	ACTIVE	0	Very Low	2	Extreme Elderly	1
48	GOLLY, BETTY	09/26/22	ACTIVE	0	Very Low	1	Extreme Elderly	1
49	OLSON, KEIRA	09/29/22	ACTIVE	0	Very Low	1	Adult	1
50	RUSCHER, DEBORAH	10/05/22	ACTIVE	0	Very Low	1	Near Elderly	1
51	DADES, JAMES	10/06/22	ACTIVE	0	Very Low	1	Elderly	1
52	MARKO, TODD	10/25/22	ACTIVE	0	Very Low	1	Near Elderly	1
53	EDEN, BETTY	10/28/22	ACTIVE	0	Very Low	1	Extreme Elderly	1
54	WEGERER, MELVALENE	10/28/22	ACTIVE	0	Very Low	1	Extreme Elderly	1
55	EBBEN, DALE	11/04/22	ACTIVE	0	Very Low	1	Elderly	1
56	JEPSEN, MARK	11/14/22	ACTIVE	0	Very Low	1	Elderly	1
57	DENNIS, PHILIP	11/18/22	ACTIVE	0	Very Low	1	Elderly	1

WAITING LIST - OAKPARK 2BR

Rank	Applicant	App Date	Status	Pref	Income	HH Size	Age	BR
1	KAUFFMANN, ANN	10/26/21	ACTIVE	0	Very Low	2	Elderly	2
2	ROOT, SHEILA	01/04/22	ACTIVE	0	Very Low	1	Extreme Elderly	2
3	KOENIG, PAUL	02/02/22	ACTIVE	0	Very Low	1	Elderly	2
4	HILDEN, KATHY	04/11/22	ACTIVE	0	Very Low	1	Near Elderly	2
5	RATHBUN, CAROLYN	04/25/22	ACTIVE	0	Very Low	1	Near Elderly	2
6	KIISKINEN, KATHLEEN	07/12/22	ACTIVE	0	Very Low	2	Extreme Elderly	2
7	SODERBERG, THOMAS	08/02/22	ACTIVE	0	Very Low	2	Extreme Elderly	2
8	CHRISTENSEN, ANTOINETTE	08/04/22	ACTIVE	0	Very Low	2	Elderly	2
9	LINNEMAN, VICKI	09/06/22	ACTIVE	0	Very Low	1	Near Elderly	2
10	LANGER, KENNETH	09/12/22	ACTIVE	0	Very Low	2	Extreme Elderly	2
11	PEACOCK, CHLOE	11/18/22	ACTIVE	0	Very Low	2	Adult	2
12	RILEY, SUE	12/12/22	ACTIVE	0	Very Low	1	Elderly	2

WAITINGLIST - RIVERVIEW MANOR

Rank	Applicant	App Date	Status	Pref	Income	HH Size	Age	BR
1	PATRAW, DENNIS	04/05/22	ACTIVE	2	Extremely Low	1	Elderly	1
2	RASBORNIK, LYNNE	06/07/22	ACTIVE	2	Extremely Low	1	Elderly	1
3	WARNER, LUANA	06/09/22	ACTIVE	2	Very Low	1	Elderly	1
4	LAWSON, DENNIS	06/16/22	ACTIVE	2	Extremely Low	1	Elderly	1
5	WAGNER, SHERI	06/30/22	ACTIVE	2	Very Low	1	Elderly	1
6	SLETTEN, KATHY	07/05/22	ACTIVE	2	Extremely Low	1	Elderly	1
7	KRONGARD, RANDY	07/28/22	ACTIVE	2	Extremely Low	1	Elderly	1
8	HOESCHEN, JULIE	07/29/22	ACTIVE	2	Extremely Low	1	Elderly	1
9	GULED, FADUMO	08/03/22	ACTIVE	2	Extremely Low	1	Elderly	1
10	MAYOTTE, STEVEN	08/08/22	ACTIVE	2	Extremely Low	1	Adult	1
11	MOORE, SCOTT	08/12/22	ACTIVE	2	Extremely Low	1	Elderly	1
12	DUNN, DENNIS	08/15/22	ACTIVE	2	Extremely Low	1	Extreme Elderly	1
13	MAZZITELLO, SUSAN	08/24/22	ACTIVE	2	Extremely Low	1	Extreme Elderly	1
14	HARMON, CHARLES	08/25/22	ACTIVE	2	Extremely Low	1	Elderly	1
15	SCHNEIDER, ROLAND	08/29/22	ACTIVE	2	Extremely Low	1	Elderly	1
16	BONECELLI, DANDELO	09/01/22	ACTIVE	2	Undefined	1	Elderly	1
17	PATTERSON, DAVONZELL	09/06/22	ACTIVE	2	Extremely Low	2	Adult	1
18	KOSKI, HJALMER (HAZEL)	09/08/22	ACTIVE	2	Extremely Low	1	Adult	1
19	GOLLY, BETTY	09/26/22	ACTIVE	2	Very Low	1	Extreme Elderly	1
20	OLSON, KEIRA	09/29/22	ACTIVE	2	Extremely Low	1	Adult	1
21	BREMER, TODD	09/29/22	ACTIVE	2	Extremely Low	1	Near Elderly	1
22	RUSCHER, DEBORAH	10/05/22	ACTIVE	2	Extremely Low	1	Near Elderly	1
23	DADES, JAMES	10/06/22	ACTIVE	2	Low	1	Elderly	1
24	KNICK, KATHLEEN	10/07/22	ACTIVE	2	Extremely Low	1	Near Elderly	1
25	GRAHAM, SHARON	10/10/22	ACTIVE	2	Extremely Low	1	Elderly	1
26	HOLODNACK, LORNINA	10/12/22	ACTIVE	2	Extremely Low	1	Near Elderly	1
27	ENDICOTT, KAREN	10/14/22	ACTIVE	2	Extremely Low	1	Elderly	1
28	MARSON, ROBERT	10/18/22	ACTIVE	2	Very Low	1	Elderly	1
29	MARKO, TODD	10/25/22	ACTIVE	2	Extremely Low	1	Near Elderly	1
30	WEGERER, MELVALENE	10/28/22	ACTIVE	2	Extremely Low	1	Extreme Elderly	1
31	EBBEN, DALE	11/04/22	ACTIVE	2	Extremely Low	1	Elderly	1
32	JEPSEN, MARK	11/14/22	ACTIVE	2	Extremely Low	1	Elderly	1
33	DENNIS, PHILIP	11/18/22	ACTIVE	2	Extremely Low	1	Elderly	1
34	MUSSER, KIMBERLY	08/05/21	ACTIVE	0	Extremely Low	1	Near Elderly	1
35	GELLRICH, ERIC	08/30/21	ACTIVE	0	Very Low	1	Adult	1
36	YERRY, JOSEPH	09/20/21	ACTIVE	0	Extremely Low	1	Adult	1
37	FEUERHELM, BREAUANA	12/13/21	ACTIVE	0	Extremely Low	1	Adult	1
38	BELTRAN, NICOLE	04/04/22	ACTIVE	0	Extremely Low	1	Adult	1
39	HUBMER, WHITNEY	04/13/22	ACTIVE	0	Extremely Low	1	Adult	1
40	BROWNE, KYLE	06/16/22	ACTIVE	0	Very Low	1	Adult	1
41	SLATER, PEGGY	07/14/22	ACTIVE	0	Extremely Low	1	Elderly	1
42	SMEJKAL, IAN	07/26/22	ACTIVE	0	Extremely Low	1	Adult	1
43	HANSON, DAVID	08/03/22	ACTIVE	0	Extremely Low	1	Near Elderly	1
44	HAYWOOD, JAMOIRE	10/03/22	ACTIVE	0	Extremely Low	1	Adult	1
45	LO, ABIGAIL	10/12/22	ACTIVE	0	Extremely Low	1	Adult	1
46	STENSRUD, ARIANA	11/17/22	ACTIVE	0	Extremely Low	1	Adult	1

WAITING LIST - RIVERTOWN HOMES 1BR

Rank	Applicant	App Date	Status	Pref	Income	HH Size	Age	BR
1	MATHISON, ELIZABETH	09/16/14	ACTIVE	0	Undefined	1	Near Elderly	1
2	NERBY, KIMBERLY	05/05/16	ACTIVE	0	Extremely Low	1	Elderly	1
3	STROHM, CHERRY	02/13/18	ACTIVE	0	Extremely Low	1	Adult	1
4	KULT, CHRISTINA	03/18/19	ACTIVE	0	Extremely Low	1	Near Elderly	1
5	RATLIFF, ANN	02/14/20	ACTIVE	0	Extremely Low	4	Adult	1
6	REIS, TROY	04/29/20	ACTIVE	0	Undefined	1	Adult	1
7	REDMANN, BRANDI	04/28/21	ACTIVE	0	Extremely Low	1	Adult	1
8	SHIELDS, ALEXIS	07/06/21	ACTIVE	0	Extremely Low	1	Adult	1
9	BOLDEN, AMANDA	10/29/21	ACTIVE	0	Very Low	1	Adult	1
10	BELTRAN, NICOLE	04/04/22	ACTIVE	0	Extremely Low	1	Adult	1
11	SMEJKAL, IAN	07/26/22	ACTIVE	0	Extremely Low	1	Adult	1
12	PEDERSON, KIARA	08/02/22	ACTIVE	0	Extremely Low	1	Adult	1
13	HAYWOOD, JAMOIRE	10/03/22	ACTIVE	0	Extremely Low	1	Adult	1
14	STENSRUD, ARIANA	11/17/22	ACTIVE	0	Extremely Low	1	Adult	1

WAITING LIST - RIVERTOWN HOMES 2BR

Rank	Applicant	App Date	Status	Pref	Income	HH Size	Age	BR
1	STEWART, SKYLAR	05/17/21	ACTIVE	0	Extremely Low	2	Adult	2
2	ITEN, LINDA	08/11/21	ACTIVE	0	Extremely Low	2	Adult	2
3	GUTIERREZ, KASSANDRA	08/27/21	ACTIVE	0	Extremely Low	2	Adult	2
4	BERRY, ALIA	09/01/21	ACTIVE	0	Extremely Low	1	Adult	2
5	VANCE, JASMINE	09/01/21	ACTIVE	0	Extremely Low	2	Adult	2
6	BLAND-WILLIAMS, LAMETRIA	09/07/21	ACTIVE	0	Extremely Low	3	Adult	2
7	DONATE, ANGEL	09/08/21	ACTIVE	0	Extremely Low	3	Near Elderly	2
8	KLARICH, BAILEY	09/17/21	ACTIVE	0	Extremely Low	2	Adult	2
9	YOUNG, CHARLES	09/24/21	ACTIVE	0	Extremely Low	3	Adult	2
10	LARSON, CYNTHIA	10/04/21	ACTIVE	0	Extremely Low	2	Adult	2
11	WILLIAMS, ALISON	10/18/21	ACTIVE	0	Extremely Low	3	Adult	2
12	PETERSEN (VAUGHN), KATE	11/29/21	ACTIVE	0	Extremely Low	2	Adult	2
13	ROLLINS, ALANAH	12/28/21	ACTIVE	0	Extremely Low	2	Adult	2
14	MCDONALD, CHELSEA	02/01/22	ACTIVE	0	Extremely Low	2	Adult	2
15	MILES, TAJIAH	02/04/22	ACTIVE	0	Very Low	1	Adult	2
16	MOEN, ROGER	02/07/22	ACTIVE	0	Extremely Low	2	Near Elderly	2
17	HAMMONS, REGINA	04/14/22	ACTIVE	0	Extremely Low	1	Adult	2
18	POPE, RACHELLE	05/04/22	ACTIVE	0	Extremely Low	2	Near Elderly	2
19	KOESTER, MICHELLE	05/04/22	ACTIVE	0	Extremely Low	2	Adult	2
20	THIELE, THOMAS	05/09/22	ACTIVE	0	Extremely Low	3	Adult	2
21	KIRIAN, ALEXA	05/12/22	ACTIVE	0	Extremely Low	1	Adult	2
22	SCHWARTZ, LAURA	05/19/22	ACTIVE	0	Extremely Low	4	Adult	2
23	HIGGENS, KATELYN	05/20/22	ACTIVE	0	Extremely Low	2	Adult	2
24	VANDEVREDE, EMMA	05/27/22	ACTIVE	0	Extremely Low	4	Adult	2
25	HAMILTON, MYA	06/17/22	ACTIVE	0	Extremely Low	2	Adult	2
26	IMM, BROOKLYN	06/20/22	ACTIVE	0	Very Low	3	Adult	2
27	ADAMS, THERESA	07/08/22	ACTIVE	0	Extremely Low	2	Adult	2
28	WLASCHIN, APRIL	07/20/22	ACTIVE	0	Extremely Low	3	Adult	2
29	BURRIS, SHANNA	07/25/22	ACTIVE	0	Extremely Low	2	Adult	2
30	JOHANNNS, VICTORIA	08/03/22	ACTIVE	0	Extremely Low	2	Adult	2
31	HANNAH, TASHA	08/25/22	ACTIVE	0	Extremely Low	3	Adult	2
32	THOMPSON, SHAKILA	10/03/22	ACTIVE	0	Extremely Low	2	Adult	2

33	OLSON-WALKER, ALLISON	10/14/22	ACTIVE	0	Extremely Low	2	Adult	2
34	TAYLOR, LARYSSA	10/17/22	ACTIVE	0	Extremely Low	1	Adult	2
35	STEELE, BRIANNA	10/21/22	ACTIVE	0	Extremely Low	2	Adult	2
36	LEE, PA	10/24/22	ACTIVE	0	Extremely Low	2	Adult	2
37	HOLMES, JESSICA	10/31/22	ACTIVE	0	Extremely Low	3	Adult	2
38	HOYE, AMY	11/17/22	ACTIVE	0	Extremely Low	2	Near Elderly	2
39	PEACOCK, CHLOE	11/18/22	ACTIVE	0	Extremely Low	2	Adult	2

WAITING LIST - RIVERTOWN HOMES 3BR

Rank	Applicant	App Date	Status	Pref	Income	HH Size	Age	BR
1	BOOHER, KORIE	04/12/21	ACTIVE	0	Extremely Low	5	Adult	3
2	JOHNSON, SHAMUA	05/14/21	ACTIVE	0	Extremely Low	4	Adult	3
3	GARCIA LOPEZ, JASMIN	07/19/21	ACTIVE	0	Extremely Low	3	Adult	3
4	STARHA, LISA	08/03/21	ACTIVE	0	Extremely Low	4	Adult	3
5	INGERSOLL, MARIA	09/09/21	ACTIVE	0	Extremely Low	3	Adult	3
6	BENGTSON, SHANNON	10/04/21	ACTIVE	0	Extremely Low	5	Adult	3
7	KOBS, ASHLEY	10/04/21	ACTIVE	0	Extremely Low	2	Adult	3
8	BOZEMAN, JOHNA	10/29/21	ACTIVE	0	Extremely Low	4	Adult	3
9	BUTLER, LATRICIA	11/16/21	ACTIVE	0	Very Low	3	Adult	3
10	FELDERMAN, KASSIDI	02/01/22	ACTIVE	0	Extremely Low	5	Adult	3
11	HANCOCK, ADONNA	03/11/22	ACTIVE	0	Extremely Low	4	Adult	3
12	DUTHEY, KAREN	05/10/22	ACTIVE	0	Extremely Low	3	Adult	3
13	HUBBLE, CHARLES	05/23/22	ACTIVE	0	Extremely Low	3	Adult	3
14	WOOD, SHAWN	07/29/22	ACTIVE	0	Extremely Low	3	Adult	3
15	MYHRE, ROBIN	08/02/22	ACTIVE	0	Undefined	1	Adult	3
16	MASSEY, CLARRISSA	08/12/22	ACTIVE	0	Very Low	4	Adult	3
17	POPE, QUENTIN	10/14/22	ACTIVE	0	Extremely Low	3	Adult	3
18	KLYTTA, MARIAH	10/20/22	ACTIVE	0	Extremely Low	2	Adult	3

WAITING LIST - RIVERTOWN HOMES 4BR

Rank	Applicant	App Date	Status	Pref	Income	HH Size	Age	BR
1	MEINEKE, LAKIN	05/17/21	ACTIVE	0	Extremely Low	5	Adult	4
2	MUSA, ABDURAZAQ	08/29/22	ACTIVE	0	Extremely Low	1	Adult	4
3	MYHRE, ROBIN	12/30/22	ACTIVE	0	Undefined	1	Adult	4