



**Agenda for Sheboygan Housing Authority Monthly Board Meeting
to be held on Tuesday, September 8, 2026 at 12:00p.m.
at Wasserman Apartment Building, 611 North Water Street, Sheboygan**

(Please silence cell phones)

Commissioner Roll Call:	Present	Absent
Mercy Yang- Board Chair	_____	_____
Kay Hill-Resident Commissioner	_____	_____
John Donovan-Commissioner	_____	_____
Mary Lynne Donohue-Commissioner	_____	_____
Melody Hermann-Secretary/Executive Director	_____	_____
Pledge of Allegiance		

1. Call to order time _____
2. Review of minutes from 08/11/2026 (action needed)
3. Park Plaza- Review and discuss proposed changes to the Park Plaza lease, including changes to the lease terms, rental amounts, and annual rent adjustments and board action for approval. Rick from Specht Electric Jason (head maintenance) will update the Board on the various issues affecting the Park Plaza fire pump, including identified repair and maintenance concerns, recommended solutions, and associated costs. They will answer questions from the Board and provide an overview of the next steps needed to address the fire pump issues. (attachments) (action needed) (?)
4. Review financials March-May 2026 (attachment) (action needed)
5. HUD **Purge Standard Operating Procedure (SOP)** Melody will present the proposed HUD Purge Standard Operating Procedure (SOP) to the Board for review and discussion. The purge process refers to the agency's periodic review and removal of outdated, inactive, or no-longer-required records in accordance with applicable HUD requirements and the agency's record-retention procedures. The SOP is being developed as part of the agency's HUD Action Plan and



will establish

consistent

procedures for the timely review and purging of records in accordance with HUD requirements.

6. The **Bad Debt Policy** will establish consistent procedures for identifying, documenting, monitoring, and addressing outstanding debts owed to the agency, including appropriate collection and write-off procedures when applicable. The policy is being developed as part of the agency's HUD Action Plan.
7. The **Public Housing Assessment System (PHAS) Board discussion on PHAS Recovery Plan and improving the PHAS score. Monthly Vacant Dashboard (attachments)**

8. Next meeting date: **October 13, 2026**

9. Adjournment Time _____

Persons with disabilities who need accommodation to attend the meeting should contact the City of Sheboygan Housing Authority, 611 North Water Street, at 920-459-3466 as soon as possible.