

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Wednesday, February 23, 2011

Marian Manor, 3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Patty Maehl, Vice Chairman
Richard Schallert
Rebecca Hackett

STAFF PRESENT: Brad Masterson, Executive Director
Lee Franzen, Operations Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

- 1.) Chairman Norton called the meeting to order at 3:03 p.m.
- 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled board meeting held on January 25, 2011. Mr. Schallert inquired about the cost of snow removal. Except for the minimal contracted work, Masterson explained that it is not routinely compiled, but could be generated from employee time sheets if required. There being no further questions or comments, Ms. Hackett moved, seconded by Ms. Maehl, to approve the minutes of the January 25, 2011 meeting. Motion carried 4-0.

3.) **Finance –**

a.) Accounts Payable

Chairman Norton inquired if there were any questions pertaining to the January accounts payable report. Regarding the payments to Habitat for Humanity, they are for home ownership deals. Most of the HA's cost is in acquisition. Payment to Kelly Green Lawn Care is for snow removal at the NSP properties the HA currently owns. Mr. Masterson responded to various questions regarding the payables and commented on the issue of fire detectors and carbon monoxide detectors. Masterson also called the Commissioners attention to the copy of the Menards rebate check that was received showing the HA has earned almost \$2,200 to use toward future purchases. The Winnebago County Housing Authority June 30, 2010 audits were distributed to the Commissioner so they could review them prior to the March meeting.

4.) **Report of the Executive Director**

a.) Old Business

Mr. Masterson reported that Robl Properties is attempting to sell several of their properties and he will be looking at some of them for potential new office space for the Housing Authority. St. Vincent de Paul contacted the Authority about a month ago regarding their property on Bowen and Harrison. Masterson explained that the Authority is only interested in the large pole building at this time for use as a maintenance facility. The Buckstaff property on South Main Street has now gone into foreclosure. The Authority has had conversations in the past regarding purchasing the property. Regarding the South Park Group Home issue, Masterson is still searching for an appropriate replacement building. The City's consultant is also seeking a prompt resolution and may have to join the search.

b.) Public Housing**i. Alliance ARRA Contract Final Retainage**

Mr. Masterson stated the contract for roofing, porches and air conditioning is down to the final retainage of \$10,000. The only item left to be completed is the repair of the ice shields that failed.

ii. Maintenance Warehouse Sharing

Masterson reported that the Housing Partnership of the Fox Valley is willing to consider lease of part of a garage and shop to the Authority. He was allowed to inspect but the space is un-heated, lacks 220 voltage and space is limited. In response to inquiries, Masterson stated that buying vacant single lots wouldn't become a high priority until a funding source was identified. Masterson would prefer to buy in quantity for a sustained effort rather than time consuming one-offs. The OHA Board has been very interested in landlords who are delinquent on their taxes and participating in the Voucher program. Based on HUD regulations, the Authority can sanction landlords delinquent on their property taxes. The Authority already works with municipalities to identify subsidized properties that may have code enforcement issues. Regulations also allow the Authority to reject contracts with landlords who have a history of code compliance defaults. Any changes to landlord screening would need to be approved by the WCHA Board.

c.) Assisted Housing**i. River Cities Redevelopment****▪ Phase 4 at Riverside, Phase 1 at Foxview**

Masterson reported that there will be a pizza party tomorrow at Village Bar Pub Grill & Pizza in Winneconne for the Riverside tenants and the construction workers to celebrate the completion of the Riverside dwelling unit renovations. The Phase 1 renovations at Foxview have been completed and the tenants have already been moved back into the nine remodeled units.

▪ Radio and Newspaper Advertising

Mr. Masterson distributed the ad copy for the radio ads that are being run on WNAM radio. The cost of the radio ads is \$900. Chairman Norton suggested looking into radio and TV advertising through OCAT, the Oshkosh cable station. Newspaper ads are also being run in the Oshkosh Northwestern, the Buyer's Guide, the Winneconne News and the Argus.

▪ Proposed Change Order Expenses

Masterson distributed a change order update, explained the increased costs could be offset by moving the elevator upgrades to the operating budget and splitting the work into phases over a number of years. The biggest issue is still the garages. The City of Omro has hired a consultant to look at their well situation which depending on how the study comes back, could affect the Authority's options. Masterson responded to a number of questions about the renovation and change order from the Commissioners.

d.) Personnel Matters – Budget Repair Bill

Masterson distributed a chart giving an overview of the scope of State budget repair and the structural deficit in the biennial budget. Masterson explained the information in the chart and the state-mandated reduction in Authority employee compensation. The repair bill would require employees to pay an additional \$87,000 toward health insurance and retirement benefits. This information pertains to Resolution 910-11 which was presented at the OHA Board meeting on Monday. Masterson explained that traditionally positions at the HA have lower wages than comparable positions in the private sector and the only way to attract and

keep quality staff is with the attractive benefits package that the Authority can offer. This substantial shift in financial obligations for HA staff will not affect the bottom line in the state budget as Authority staff wages and benefits are not paid with state money. It will however cause substantial hardship for Authority employees many of whom have stepped up on several occasions and gone the extra distance to keep the Authority running lean and efficient. The State imposed shift of financial burden is not how the Authority wants to treat its employees in light of their hard work and loyalty. Mr. Cummings of the OHA Board had requested to defer the resolution to the March meeting and requested that Masterson prepare a spreadsheet showing what the impact of the States' Budget Repair Bill will be on the employee's take home pay. After some discussion by the WCHA Board, Mr. Schallert moved, seconded by Ms. Hackett to notify the OHA Board that the WCHA Board is in support of Resolution 910-11 and encourages the OHA Board to move approval of said resolution. Motion carried 4-0.

5.) **Resolution 588-11: Approval for Authority Employee to Serve a Housing Choice Voucher Client Under Lease at a Property Where He is the Management Agent.**

Mr. Masterson reviewed the facts surrounding the resolution. After some discussion, Ms. Hackett moved, seconded by Mr. Schallert, to approve Resolution 588-11. Motion carried 4-0.

6.) **Resolution 589-11: Approve a Donation to the Fox Cities Housing Coalition Up to \$2,000 for Consultant Fees Regarding Development and Production of a Strategic Plan.**

Mr. Masterson stated that the Fox Cities Housing Coalition (FCHC) had requested a donation from the Authority to help fund a needs analysis and strategic plan for the FCHC. The Authority previously allocated money to bolster a grant application which wasn't used and he proposed directing those funds to this effort. After some discussion, Ms. Hackett moved, seconded by Ms. Maehl, to approve Resolution 589-11. Motion carried 4-0.

7.) **Discussion**

a.) **Continuing Resolution News**

Masterson reported that the continuing resolution funding almost all of the federal government will expire in a week and a half and it is not known what will happen then. The biggest problem will likely be the Voucher program.

b.) **HUD Proposed Budget 2012**

A copy of an article outlining proposed budget cuts by the House and a letter from HUD Secretary, Shaun Donovan, were distributed. Masterson reviewed the program funding chart in the NAHRO handout. The Voucher program is looking at a possible 20% cut in funding

c.) **NAHRO Legislative Conference – March 27-30, Washington D.C.**

Masterson responded to questions regarding what goes on at the conference. Mr. Norton & Mr. Schallert stated they would like to go. Ms. Leitz, the OHA Resident Commissioner, also had expressed interest in attending. It has still not been determined that Masterson or van Houwelingen will be able to get away.

d.) **Next Meeting March 22nd of 23rd**

After some discussion as to which day is best to meet, it was decided that the WCHA Board meeting next month will be on Wednesday, March 23rd. Both March Board meetings are being moved to the third week of the month so as not to conflict with the NAHRO Legislative Conference in Washington D.C.

- 6.) There being no further business at the time, Chairman Norton called for a motion to adjourn. Ms. Maehl moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:19 p.m.

Respectfully submitted,

BRAD J. MASTERSON
Executive Director
Winnebago County Housing Authority

APPROVED