

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, January 27, 2015

Marian Manor

3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Rebecca Hackett, Vice Chairperson
Frank Frassetto
Tina Beahm
Scott Waterworth (Arrived after discussion of minutes)

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director
Lee Franzen, Operations Manager
Kim Lynch, Executive Assistant
LuAnn DeBruin-Ziebell, Accountant

OTHERS PRESENT: Daniel Rice

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- 1.) Chairman Norton called the meeting to order at 3:06 p.m.
 - 2.) Chairman Norton directed the Commissioners to review the minutes of the Joint Board Meeting held on December 22, 2014. There being no questions or comments, Mr. Frassetto moved, seconded by Ms. Hackett, to approve the minutes of the joint December 22, 2014 meeting as presented. Motion carried 4-0.

- 3.) **Public Comment Period**

Chairman Norton approved Mr. Dan Rice's request to address the board. Mr. Rice wrote a letter to the board members regarding his housing assistance situation, a copy of which was included in the commissioners' packets. After Mr. Rice stated his view and proposal and responded to questions from the board, Chairman Norton stated that the board would take the issue under advisement. Mr. Rice left the meeting at this time.

Ms. van Houwelingen provided some additional background on the case. After a brief discussion, Chairman Norton asked van Houwelingen to draft a letter supporting the Authority's original decision in the case which Norton will sign.

- 4.) **Finance –**

- a.) **Accounts Payable Report from December**

Chairman Norton inquired if there were any questions pertaining to the December accounts payable report. In the comments column, "T/C" means Tenant Charge. Payment in the amount of \$5.25 to Waushara County Sheriff's Office was for a police report on an applicant. Payment in the amount of \$10,359.52 to Wisconsin Public Service Corp was for the monthly utility bill at Mainview. Payment in the amount of \$5,200.00 to Kowalske Roofing was for cleaning out the gutters on all of the WCHA family units.

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

a.) Quarterly Occupancy Report

Mr. Franzen reviewed the Quarterly Occupancy Report and responded to questions. This report covers the fourth quarter of 2014, October through December. It was noted that the Marian Manor figures under Winnebago HA should be up under Oshkosh HA as it is an Oshkosh program. Franzen stated that the fourth quarter numbers were better than the third quarter overall. After taking Marian Manor numbers out of the mix, the overall occupancy rate for the Winnebago County Housing Authority based on days is 90.3%. HUD wants occupancy rates for the public housing units to be 97% or better which is very difficult to achieve. Multi-family units are supposed to be 95% or higher under multi-family rules. The "Oshkosh - 4 Units" are part of the Winnebago County Family Units. The Winnebago County Family Units currently have four vacant units at this time. Franzen and van Houwelingen responded to questions regarding occupancy and the eligibility guideline differences between multi-family and public housing programs.

b.) Public Housing Family Units – 40 Family & Walnut St. Renovations

Ms. van Houwelingen stated there are about eight units left in Menasha that need to be renovated. The Walnut Street unit in Oshkosh is a Winnebago County Family Unit that is now vacant and will also be renovated.

c.) Fox View & Riverside – Wireless Discussion/Update

Ms. van Houwelingen reported that Fastbytes is still working on getting internet services up and running at Fox View and Riverside. Ms. van Houwelingen is looking at internet availability options verses costs and responded to questions.

d.) Housing Choice Voucher Program Update

Ms. van Houwelingen reported that there are currently about 404 participants in the voucher program. Congress has agreed to fund HAP payments, money paid to the landlords, at 100%. Administrative dollars which are used to cover the cost of administering the program are being proposed at 83% for 2015.

The Family Self Sufficiency (FSS) Program grant is now a Ross grant. The funds will need to be manually drawn down as they are needed as opposed to being sent automatically.

e.) Home Buyer Program – Program Audit, Program Progress, Foreclosure

Ms. van Houwelingen reported that the Home Buyer Program audit went very well. The Division of Administration in Madison came to conduct the program audit. Justin Mitchell is doing a great job with the program. There was a closing on another house about a week ago.

There was an article in the Northwestern recently about a new Habitat home that was recently completed. What the article did not mention was that the Housing Authority provided Home and HCRI funds to the new homeowners enabling them to purchase the home.

A notice of a foreclosure was received recently on a home purchased through the Home Buyer program. There have been a total of about 10-15 foreclosures on homes purchased through the program.

Mr. Mitchell is currently collaborating with the City on a deal involving a duplex. Ms. van Houwelingen responded to questions and will clarify details of the duplex collaboration and prepare a report for February regarding the Home Program successes.

f.) Agency Matters

- **Group Home Update**

Ms. van Houwelingen will be meeting with Bill Topel from Winnebago County Human Services and Clarity Care representatives on Monday. Clarity Care has indicated that they want to purchase both the Summit and Greenfield group homes. Ms. van Houwelingen responded to questions stating that Clarity Care provides service at Greenfield which is a group home for disabled people. Winnebago County provides crisis intervention services at Summit which also holds the County's communication center for crisis intervention.

- **Commissioner Training Policy Question**

The question was raised regarding what the Authority's policy is regarding commissioners attending trainings. Ms. van Houwelingen stated that to some degree it depends on how many commissioners want to go, the location, type and duration of the training. Recommendations will be solicited from HUD and a policy developed to review with the commissioners.

The Wisconsin Association of Housing Authorities (WAHA) will be sponsoring the North Central Regional Council of the National Association of Housing & Redevelopment Officials (NAHRO) conference in Milwaukee in April. There will be a day of commissioner training through WAHA which all of the commissioners are encouraged to attend. There is always money in the budget earmarked for training.

- **Sponsor 14th Annual A Home for Everyone Conference**

Ms. van Houwelingen stated a request was received asking the Authority to be a sponsor for the 14th Annual A Home for Everyone Conference. The conference has become one of the best opportunities for housing professionals from across the state to share ideas, strategies and a better understanding of how different groups can work together to provide safe and affordable housing and to help eliminate homelessness. Appleton Housing Authority is a sponsor and van Houwelingen believes it would be a good idea for the Oshkosh/Winnebago County Housing Authority to have a presence at the conference. There are different levels of sponsorship for the conference. Ms. van Houwelingen recommended that the Oshkosh and Winnebago County Housing Authority each contribute \$250, for a total of \$500, toward a sponsorship. The Oshkosh Board agreed to contribute \$250 toward the sponsorship. The \$500 donation would allow for a sponsorship at the "Pouring the Foundation" level. The Conference will be July 15-16 in Wausau. There were no objections from the commissioners.

6.) Discussion – Transportation for Residents, Board Meeting Schedule

Ms. van Houwelingen stated Chairman Norton inquired about what the Authority could do about transportation issues of our tenants. Kay Hinton, Family Self-Sufficiency (FSS) Coordinator and Grant Writer for the Authority, is looking for grant opportunities to help purchase a small bus and help cover the associated costs to provide transportation for residents of the five main buildings the Authorities own. The bus could be used to take residents to the grocery store once a week. It was noted that Evergreen has a bus and their program seems to work quite well. The actual ownership of the bus would be determined by the funding, but likely the Central Office Cost Center (COCC) would own

the bus. Tim Cook from Clarity Care has done work on transportation grants and may be a good resource. Ms. van Houwelingen responded to questions regarding the transportation issue.

The 2015 Board Meeting Schedule was distributed and reviewed. After conversations with various commissioners, it has been decided that at this time there will be no change in the day or time of the board meeting. Every effort will be made to get the board packets mailed out to the commissioners on the Wednesday before the meetings to allow ample time for the commissioners to receive and review the meeting information. If a commissioner finds that they will be unable to attend a meeting, it is asked that they please contact Ms. van Houwelingen or Kim Lynch as soon as they are aware they cannot attend.

7.) **Adjournment of Open Session and Convene in Closed Session Under WIS, Stat §19.85(1)(c) to Consider Promotion, Compensation and Performance Evaluations. Take Roll Call.**

Mr. Frassetto motioned that the WCHA open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1)(c). The motion was seconded by Ms. Hackett. Motion carried 5-0. Roll call was taken and the meeting was moved into closed session at 4:28 p.m.

10.) **Adjournment of Closed Session:**

After the closed session discussions were completed, Ms. Beahm moved, seconded by Mr. Waterworth to adjourn the closed session meeting. Motion carried 5-0. The closed session meeting was adjourned at 5:09 p.m.

Respectfully Submitted,

Susan van Houwelingen
Executive Director
Winnebago County Housing Authority

APPROVED