

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, March 27, 2012

Marian Manor, 3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Rebecca Hackett, Vice Chairman (arrived during Finance report)
Scott Waterworth
Richard Schallert

STAFF PRESENT: Brad Masterson, Executive Director
Su van Houwelingen, Deputy Director
Lee Franzen, Operations Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

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- 1.) Chairman Norton called the meeting to order at 3:09 p.m.
 - 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on February 21, 2012. There being no questions or comments, Mr. Schallert moved, seconded by Mr. Waterworth, to approve the minutes of the February 21, 2012 meeting. Motion carried 3-0.

- 3.) **Finance –**

- a.) **Accounts Payable**

Chairman Norton inquired if there were any questions pertaining to the February accounts payable report. Masterson and van Houwelingen responded to inquiries regarding the February payments. The checks made out to individuals on 02/10/2012 could be security deposit refunds, but are more likely utility allowance reimbursement payments to tenants with little or no income. The Utility Allowance reimbursements process, minimum rents and Hardship allowance were reviewed. Masterson stated that there is a congressional amendment in the works that would increase minimum rent to \$50 a month. Currently, minimum rent is \$25 a month.

- b.) **Trip Update**

Ms. Lynch reviewed that when a tenant moves out or is terminated from one of the HA's programs and that tenant owes money to the HA, their debt information is sent to the Wisconsin Department of Revenue's Tax Refund Intercept Program (TRIP). Any future state tax refund due to that tenant will then be intercepted and sent to the HA until the debt is paid in full. From 01/01/2012 thru 03/20/2012 the HA has received \$25,993.78 from TRIP. At the end of a fiscal year, money owed by tenants who are no longer in the HA's programs are written off the books, but the HA continues to track that debt and pursue collection efforts. Masterson, van Houwelingen and Lynch responded to various questions before proceeding to the Report of the Executive Director.

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

- a.) **Assisted Housing**

- i. **River Cities Redevelopment**

- **Garage Planning**

Mr. Masterson stated that updated pricing for drainage at Riverside is being gathered. A draft of the "Privilege in the Street" document has been received which would allow the HA to put the bump out on the curb. Garage construction cannot start without an approved agreement.

- **Retainage Release Anticipated**

Mr. Masterson stated that McGann Construction has requested release of the retainage money from the construction contract which amounts to about \$10,000. The warranty inspections for all 61 units have been completed. There are only a few issues still outstanding. It is expected that those issues will be resolved and the retainage money will be released by the next board meeting.

- **Soft Cost Reserve Availability**

Mr. Masterson stated he is working with Stratford Capital to approve release of the soft cost reserves. Stratford would like to see some of the soft cost reserves retained primarily because the elevators were not updated during the renovations and the roof in Omro still needs to be addressed. There is a warranty claim pending on the roof. The HA's intent is to use money from the soft cost reserves to build the garages at Riverside. Part of the developer fee that the Housing Authority earned would be used to revise the Omro garage. The City of Omro still needs to meet with the HA to review the plans for the garage and what the proposed lease of the building will be. Chairman Norton requested to have a board meeting out at Foxview or Riverside sometime in the near future so the commissioners could tour the finished project.

b.) Public Housing

i. HUD De-minimis Disposition Processing

Masterson explained that disposition is when units are removed from available inventory. The so-called "de minimis" demolition exception allows a PHA to demolish the lesser of five units or five percent of the total number of dwelling units owned by the PHA in any five-year period, if the space occupied by the demolished unit or units is used for meeting the service or other needs of the residents or if the unit or units are beyond repair. Because the disposition plan is below the allowed number of units that can be demolished, the plan shouldn't need to go through HUD's Special Applications center in Chicago and the local HUD office could approve it. The WCHA lost a housing unit when the 1035 & 1037 South Park Ave units were merged into a single family property. Then a second public housing unit was lost when the City of Oshkosh bought the property last year. So, the WCHA has two public housing units to replace.

c.) Housing Choice Voucher Program

i. Waiting List Review

Masterson referred to the Voucher Waiting List Snap Shot handout that was included in the commissioners' packets. A little over 400 applicants that are currently on the Voucher waiting list are not from the 549** zip code. There are 206 applicants with a zip code from the Chicago area and 198 applicants from other Wisconsin zip codes. About 200 of the applicants with 549** zip codes are not from Winnebago County. About 750 of the current applicants are entitled to the Winnebago County resident local preference. Of the 105 applicants that were issued vouchers in 2011, 93 of them leased up in the program. In 2010 there were 162 applicants that got vouchers, in 2009 there were 67 applicants that got vouchers and in 2008 there were 253 applicants that got vouchers. The new local preference for veterans will be updated during the upcoming waiting list purge. Local Preference criteria were reviewed.

ii. Lease-ups & Transfers

Masterson reported that the voucher program is not quite full yet. However, some Court Tower (CT) residents will be moving into the voucher program to free up units for renovation. This may cause the voucher program to over fill for a while. Management is trying to balance the options and is asking HUD if the 90 day notice could at least be given at this time letting tenants know that they may have to move. The renovation schedule all depends on HUD's approval of the mixed finance. Unfortunately, HUD recently changed the rules for approval. Now if the application is found to be deficient, the application will be rejected and have to be corrected and resubmitted. Amendments will not be allowed. When the application is resubmitted, it will go to the end of the line for processing. Masterson responded to questions regarding possible CT scenarios.

d.) Home/NSP/HCRI/CDBG Updates

Ms. van Houwelingen reported that there is no more Department of Commerce and proceeded to review how the Home and NSP Programs run. The rules are quite complicated and require a substantial amount of reporting paperwork. Some of the NSP funds have been budgeted for the Lenox Lofts Project. Mary Bach has had a strong response to the recent homebuyer education seminars.

i. Winnebago County Designee for State Regions CDBG

Masterson reported that County Executive Mark Harris' office asked Masterson to be the liaison for Winnebago County for the State's new Small Cities Block Grant regional system. The history of the small cities (state) CDBG process was reviewed.

e.) Search for Resident Commissioner

Masterson reported that Ms. Keller had to resign from her position as Resident Commissioner. So, the search is on for her replacement which must be a participant from the Public Housing Programs not the Multi-Family Programs.

Masterson distributed and reviewed an article from PHADA on HCV Administrative Fees. Ms. van Houwelingen reported that all of the material reserves have now been used up.

5.) Resolution 605-12: Great Neighbor Commendation

This resolution commends and recognizes the meritorious service to the Winnebago County Housing Authority Board of Commissioners and approves a Great Neighbor Commendation to Ms. Karen Keller. Masterson reviewed a brief history of Ms. Keller's contributions. Chairman Norton requested that the names of all of the commissioners are put on the card that will be sent to Ms. Keller along with some flowers. There being no other comments or questions, Ms. Hackett moved, seconded by Mr. Schallert, to approve Resolution 605-12. Motion carried 4-0.

Masterson confirmed that the April meeting will be held on Wednesday, April 25, 2012 per Chairman Norton's request and responded to questions regarding the 2012 NCRC NAHRO Conference in Peoria, IL in April.

8.) Adjournment:

There being no further business, Chairman Norton called for a motion to adjourn. Mr. Waterworth moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:23 p.m.

Respectfully submitted,

BRAD J. MASTERSON
Executive Director
Winnebago County Housing Authority

APPROVED