

# WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 20, 2014

Marian Manor

3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman  
Rebecca Hackett, Vice Chairman  
Scott Waterworth (Arrived during Quarterly Financial Report)  
Tina Beahm

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

OTHERS PRESENT: None

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- 1.) Chairman Norton called the meeting to order at 3:08 p.m. Mr. Waterworth needed to leave the meeting for a short time. So, Chairman Norton proceeded to the review of the April 29, 2014 minutes. Election of Officers will be held when Waterworth returns.
  - 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on April 29, 2014. There being no questions or comments, Ms. Hackett moved, seconded by Ms. Beahm, to approve the minutes of the April 29, 2014 meeting as presented. Motion carried 3-0.

3.) **Finance –**

**a.) Accounts Payable Report**

Chairman Norton inquired if there were any questions pertaining to the April accounts payable report. Questions regarding the payments were addressed. The payment in the amount of \$311.43 to WI SCTF is a child support payment paid on behalf of an employee. Ms. van Houwelingen reviewed how the Accounts Payable and the Payroll systems relate to each other and their differences.

**b.) 2<sup>nd</sup> Quarter Financials – WC Public Housing, Voucher Program & River Cities**

Ms. van Houwelingen stated the quarterly financials for the Central Office Cost Center (COCC) were included in the packet because it is the managing entity for both Housing Authorities, but technically falls under the Oshkosh Housing Authority. The COCC has \$8.7 million in assets and \$6.4 million in liabilities.

Assets exceed liabilities for the Winnebago County Public Housing Program because there is very little debt. There is an operating income before depreciation of \$45,832. Ms. van Houwelingen will speak to Angie at Hawkins Ash CPA's and have the depreciation expense figure moved to the bottom of the report so that the operating income/loss shows the amount before depreciation.

The WCHA Local Funds shows the debt River Cities Redevelopment owes to Winnebago County. The Local Funds show \$1.7 million in assets and liabilities of \$905,507. Generally, the local funds do not generate any income.

The Voucher Program shows a net operating income of \$28,600. However, this includes any Housing Assistance Payments (HAP) that were not paid. The program is currently spending more money in administrative dollars than HUD is providing, but the program is as lean as it can go.

Fox View shows an operating income of \$23,917 before depreciation. Riverside's operating income before depreciation is \$35,311. Ms. van Houwelingen responded to questions regarding the quarterly financials.

**c.) River Cities Audit**

Ms. van Houwelingen reported that there were no findings noted on the River Cities Redevelopment audit. The Finance Department is working on developing a procedure manual for financial tasks performed.

**d.) Delinquencies**

Ms. van Houwelingen reviewed the Delinquency Report for all of the properties and found there are issues with residents who are not paying what they owe in rent or maintenance/repair charges. The delinquent amounts total about \$56,000. About 80% of which is in the Scattered Site Family Units. The Authority has become too liberal in working with tenants who owe money to the Authority.

Some of the managers have been spread too thin. Workload is being redistributed to ensure a tighter watch on delinquencies. Franzen and van Houwelingen responded to questions and reviewed the process for collecting money owed by current tenants.

**4.) Election of Officers**

As Mr. Waterworth has returned to the meeting, Chairman Norton proceeded to the annual election of officers for the Board of Commissioners of the Housing Authority of the County of Winnebago. Ms. van Houwelingen reviewed the election process and explained that as provided by state law and the by-laws, she as the Executive Director will serve as Secretary/Treasurer for the Board until such time a new Executive Director is appointed. Ms. van Houwelingen proceeded to call for nominations for Chairman. Ms. Beahm nominated Mike Norton for Chairman. Ms. van Houwelingen called two more times for other nominations for Chairman. Absent other nominations, van Houwelingen closed the nominations and called for a vote. Motion carried 4-0 to elect Mr. Norton as Chairman. Chairman Norton called for nominations for Vice Chairman. Mr. Waterworth nominated Ms. Hackett for Vice Chairman. Mr. Norton called two more times for other nominations for Vice Chairman. Absent other nominations, Norton closed the nominations and called for a vote. Motion carried 4-0 to elect Ms. Hackett as Vice Chairman.

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

**a.) Scattered Sites Rehab Update**

Ms. van Houwelingen reported that because the Authority did not receive a tax credit award for Cumberland Court, renovation work there is on hold. So, after the work at Mainview is done, the FAST Crew will go back up to the Winnebago County 40 Family units to complete those renovations. There are a lot of sidewalks at the family units that

are also in need of repair. Driveways will be resurfaced and new windows installed in some of the County Family Units.

**b.) Housing Choice Voucher Program Update**

- Interest Earned

Ms. van Houwelingen reported that HUD sent out a notice stating that any interest a housing authority earned on voucher money sitting in an authority's bank accounts, HUD wants sent back to them. The Authority has already sent the interest money back to HUD. However, some authorities challenged HUD and now the authorities are being told they do not have to send it back to HUD. At this point it is unlikely that the Authority will get the interest money back from HUD. From this point forward the Authority will wait until closer to the deadline to send any requested money back to HUD in an effort to avoid this kind of situation in the future.

- Update on Number of Participants

Ms. van Houwelingen reported that 353 of the Authority's 413 vouchers are now issued. More applicants are currently being processed. Questions about the Voucher Program were addressed.

**c.) Assisted Housing**

- Fox View Manor – Garage Update

Ms. van Houwelingen met with architect Chet Wesenberg last week regarding the Fox View garages. Ms. van Houwelingen, Chet and his partner will be meeting with the Omro Administrator on Thursday to discuss the garage issue. The owner of the property adjacent to Fox View is interested in selling the property to the Authority. Ms. van Houwelingen wants to determine what the options for garages are with the City of Omro before making an offer on the property. Financing will need to be determined. The Authority will likely need to take out a loan for the garages.

- Riverside Apartments – Drainage and Landscaping Work

About two weeks ago, van Houwelingen heard that the Village of Winneconne's Public Works Director was extremely displeased with erosion at Riverside and that a letter was being sent because the landscaping at Riverside was not completed yet and was causing a problem. Dirt was coming down the sidewalk and getting into the sewers. It was discovered that outside the back door at Riverside there was six inches of water under the sidewalk eroding the building. A new drainage system had to be put in. The estimated cost of the repairs is \$17,000. The letter sent from the Village was sent out on May 7 and sent to Dan Meisner. Meisner did not forward the letter to the Authority until today. Clint Wilz and the FAST Crew are diligently working on the repairs.

**d.) Home Buyer Program Update**

Ms. van Houwelingen stated that Justin Mitchell continues to meet with perspective homebuyers and will attend the upcoming Northeast Regional CDBG Consortium meeting in June.

**e.) Agency Matters**

- HUD Letter Regarding Former Resident

Ms. van Houwelingen is working with HUD – Milwaukee regarding a past Marian Manor resident who moved to Fox View. The resident then requested to be moved to

Court Tower. Due to issue with the resident the request to move to Court Tower was denied. The resident submitted a complaint regarding the denial of her transfer to Court Tower. The tenant does not believe she was treated fairly. Franzen and van Houwelingen are gathering documentation to submit.

One of the Oshkosh Board members had heard that a resident from Court Tower has stated to the newspaper that the air conditioning and internet there are not working. As far as the Authority is aware, the air conditioning system is working the way it should. Terry from Fastbytes is working to resolve some remaining issues with internet access. Residents are not currently being charged for internet service.

- **ACOP Out For 30 Day Review**

Ms. van Houwelingen stated that the new Admissions and Continued Occupancy Plan (ACOP) is done and will be going out for the required 30 day public review and comment period.

- **Personnel – General Laborer Position Update & Aurora Temporary Work Program**  
Ms. van Houwelingen stated the interviews for the General Laborer position are done and the full time position was offered to a Section 3 applicant. The new employee will work at Mainview. The part-time person currently at Mainview will come over to work at Marian Manor. Aurora Vocational Services has one person who is interested in a part-time position. Ms. van Houwelingen is considering filling the part-time position.

The Authority has contracted with Aurora Healthcare to provide an Employee Assistance Program (EAP) for an annual fee of \$2,400. Ms. van Houwelingen summarized the services offered by the EAP including assessments and referrals, short term problem resolution sessions, child care and elder care referral services, adoption information services and legal and financial consultations. The program allows up to 6 sessions per issue to employees and their household members.

## 6.) **Discussion**

Per Ms. Hackett's request, van Houwelingen reviewed the status of the Lenox Lofts property. There have been several break-ins at Lenox resulting in some damage. A \$500 door was broken and the perpetrators had fire extinguisher "wars" inside one of the buildings creating quite a mess. The Authority purchased and installed some security cameras and is also working with the police to try and resolve the problem. The police informed the Authority that they believe they know who is responsible for the break-ins. Ms. van Houwelingen is working with a commercial retailer who is interested in the north building. The property will likely not be 60 units for disabled residents only as first envisioned. The current plan is for a mix of one and two bedroom units of which some will be for low income and some will be market rate rents. The roof has not been repaired yet. Information is being gathered to apply for historic tax credits. The City is very supportive of the venture and may authorize a TIF District to help with the redevelopment project.

Ms. van Houwelingen stated the Oshkosh Housing Authority received a Top Project of 2013 award from the Daily Reporter for the Tower Redevelopment project. The Tower project was one of thirty projects that won a Top Project award out of about 130 entries. Ms. van Houwelingen summarized the event and some of the other winning projects. Representatives from most of the Tower Redevelopment Project partners were there including Dimension Development, First Sterling, McGann Construction, Federal Home Loan Bank, Forward Community Investments and BMO Harris. First Sterling gave Brad

Masterson and Ms. van Houwelingen a plaque honoring their dedication and contribution to affordable housing.

7.) **Adjournment:**

There being no further business, Chairman Norton called for a motion to adjourn. Ms. Hackett moved, seconded by Ms. Beahm to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:05 p.m.

Respectfully Submitted,

Susan van Houwelingen  
Executive Director  
Winnebago County Housing Authority

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APPROVED