

# WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 21, 2013

Court Tower

3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman  
Rebecca Hackett, Vice-Chairman  
Tina Beahm  
Scott Waterworth

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

OTHERS PRESENT: Harold Singstock

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- 1.) Chairman Norton called the meeting to order at 3:05 p.m. and introduced his guest, Harold Singstock from the County Board.
  - 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on April 23, 2013. There being no questions or comments, Mr. Waterworth moved, seconded by Ms. Hackett, to approve the minutes of the April 23, 2013 meeting as presented. Motion carried 4-0.
  - 3.) **Finance –**
    - a.) **Accounts Payable**

Chairman Norton inquired if there were any questions pertaining to the April accounts payable report. Ms. van Houwelingen stated April was a high month for payables because of the Mainview & Court Tower renovations and equity money that was required to be put in reserves from the Court Tower closing. There was also a payment in the amount of \$110,254.69 to the Winnebago County Treasurer. This is the annual payment on the loan for the River Cities project.
    - b.) **Workers Compensation Coverage Change**

Ms. van Houwelingen stated that the Authority's current Worker's Compensation Insurance carrier, Liberty Mutual, sent notification of their intent not to renew the Authority's coverage due to a high number of claims. As of June 06, 2013 the Authority will have Workers Compensation Insurance with Society Insurance through the State of Wisconsin Risk Pool. The annual premium will be about \$31,000.
  - 4.) **Report of the Executive Director**
    - a.) **Public Housing – Menasha Scattered Site Renovations**

Masterson reported there has been a lack of progress on the Menasha renovations. Work at Mainview was anticipated to slow down allowing more time for the FAST Team to do more work in Menasha. However, the 10<sup>th</sup> floor units at Mainview were not needed to house Court Tower tenants. So, work at Mainview did not slow down. The Authority is entertaining the idea of having a construction company finish the work on the two 6<sup>th</sup>

Street units that were started so they can be completed by the time school starts. When those are complete only the units on Manitowoc Road will still need to be done. The Manitowoc Road renovations can hopefully be done during the summer of 2014.

**b.) Housing Choice Voucher Program**

Masterson stated there has not been much progress since the last meeting. It was determined that to make the online application software through Happy Software work with the lottery software the Authority currently uses thru HAB, there will need to be two Section 8 waiting lists, one for disabled applicants and one for non-disabled applicants. Half of the Authority's vouchers are issued to disabled person and half to non-disabled persons. There have been some issues found in the way older applications were marked in the HAB software. Once those are corrected, HAB should be able to successfully transfer all of the disabled applicants to a separate waiting list and the lotteries can be run accurately. When the online application process starts, the Authority's HAB software will link up with the Happy Online Application Software twice a week to upload/download application and status information. Applicants will be able to check their status online as opposed to calling the Authority office. The Section 8 Waiting list lotteries should be able to be run within the next couple of weeks. The voucher numbers have dropped and more people need to be leased up in the program. The Authority will probably over lease the program again to make up for the lower numbers in the first half of the year. Ms. van Houwelingen and LuAnn went to a Section 8 training to learn how to better project where the voucher finances are so as not to overspend for the year. Ms. van Houwelingen explained that the amount of money the Authority receives is determined congressionally. Each quarter's allocation is based on what the Authority spent in the previous quarter. If there is any money left in the Authority's Net Restricted Assets account at the end of the year above a specified amount, the Authority will be required to send that money back to HUD to be held in HUD's account. The Authority will still be able to access that money if they need it. Agencies will no longer have a reserve account so communication will be important to ensure accurate projections.

Letters to landlords did go out stating that effective July 1, 2013 all landlords who participate in the voucher program will be required to receive their HAP payments via the ACH program. At this time, only one landlord has stated they will not participate. The Authority is working to resolve that landlord issue.

**c.) Assisted Housing**

**i. River Cities Redevelopment**

▪ **Riverside Garage Progress & Landscaping**

Masterson reported that regarding the wrong materials that were ordered by the architect, garage plans were modified so that most of the special order material could be used. The results look much better than was anticipated.

There have been several concrete issues. There were four or five bad pieces of concrete that had to be replaced in the sidewalk on the south side of the building which slopes down toward the river. New concrete had to be poured between the sidewalk and the garages as well as new aprons from the sidewalk to the street. The end product looks very good. There were some issues with the excavators that have also been resolved. The first floor apartments along the west wall are below grade. Storm drains were put in underneath and in front of the patios to help protect against runoff. The last apartment just to the south faces an eight foot brick wall

than angles away from the patio. The brick wall could be lowered to create a partial terrace wall with decorative flower beds to keep the earth from coming into the apartment and protect against runoff. Prices for landscaping are being gathered. Only one landscaper has responded thus far.

The other elderly property being built in Winneconne will not be done for a few months yet. The garages and landscaping at Riverside should be completed before the other property is finished. An open house at Riverside may be scheduled for mid-July. At this time Riverside is fully leased.

**d.) Regional CDBG & HOME Programs**

Masterson reported there has still been no word from the State of Wisconsin or Green Bay regarding the Regional CDBG. The Authority was notified its homebuyer application will be funded, but public announcements are still on hold. HOME funding is estimated to be in the \$380,000 range along with a HCRI grant. Due to funding cuts, what the Authority now receives for two years is what it used to receive for one year. Justin Mitchell, who is at training today, will be taking over the Home Buyer program now that Mary Bach has retired.

The Authority notified Habitat for Humanity of the Fox Cities that they would not be getting any further NSP money. The Authority gave Habitat acquisition money to buy properties and has met its obligation to Habitat regarding NSP money. This news was not well received by Habitat as they were anticipating additional money to buy materials for rehabbing the properties they had acquired. However, the Memorandum of Understanding (MOU) required expenditures be completed in 2012.

The Authority just received notice of a foreclosure on a 2006 Home Buyer deal in Oshkosh. Masterson noticed that the monthly payment amount needed for the homeowner to stay current was only \$370.00. It may be a good solution to talk to the bank about purchasing the house. The bank only has about \$56,000 invested in the house. The City of Oshkosh and the Housing Authority may together have half that much invested in the property.

The Authority has been trying to work with Mary Bach to get historical information. The Authority has not been able to get an electronic spreadsheet of all activity since the beginning of the program. Ms. Bach did send a file, however it is not a spreadsheet and the Authority's computer system will not open the attachment. Brad is continuing to try to get the needed information.

Masterson has also made a list of all of the town and municipal inspectors in Winnebago County for use when the CDBG money becomes available.

**e.) Personnel Matters: Unemployment Decision & Fall Incident**

Masterson reported that the appeal filed regarding an unemployment claim for an employee who resigned to take another job that subsequently fell through, was denied on appeal. The employee was filing a claim against a special fund that has nothing to do with the Authority's liability. Regarding the other appeal claim that was filed by a recently terminated employee, it was determined that that person is eligible for unemployment.

Masterson reported that a long time employee recently sustained significant injuries when he fell off a ladder from below a second-story window. It is not clear what happened. No apparent risks were taken and the ladder appeared to be securely in place. Doctors estimate the employee will probably be out for 6-12 months. The Authority is trying to change how

employees carry out their job duties to assist staff in working more efficiently as well as safer. OSHA has contacted the Authority, but it is unclear whether or not the Authority is subject to OSHA because of its government status.

There was also an incident of an elevator drop at Mainview. The elevator stopped and then dropped only a few inches. Otis Elevator was called and was there promptly to inspect and clean the system. Masterson has not yet had the opportunity to read the report from Otis.

5.) **Resolution 620-13: Approve New Admissions & Continued Occupancy Policy (ACOP).**

Masterson reviewed the resolution explaining that it has been some time since the entire ACOP was reviewed and updated to coincide with current HUD policy. The revised ACOP is following a template from the Schiff Group. Masterson stated he is still working on a few sections such as the "Good Standing Policy", bedroom occupancy guidelines and the Grievance Procedure. After questions were addressed, Ms. Hackett moved, seconded by Ms. Beahm to approve Resolution 620-13. Motion carried 4-0.

6.) **Tour of Apartment Construction Progress**

Prior to commencing the tour, Masterson responded to questions pertaining to commissioner training opportunities. Ms. van Houwelingen reminded the commissioners of the upcoming WAHA Conference and training that will be held in Appleton on September 18, 2013. The Commissioners were shown a few of the newly renovated Court Tower apartments as well as an old unit for comparison.

7.) **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 4:33 p.m.

Respectfully submitted,

Susan van Houwelingen  
Deputy Director  
Winnebago County Housing Authority

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APPROVED