

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, June 23, 2015

Marian Manor

12:00 Noon

COMMISSIONERS PRESENT: Mike Norton, Chairperson
Rebecca Hackett, Vice Chairperson
Scott Waterworth
Tina Beahm
Robert Keller

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: Theresa Bertram, Lutheran Homes of Oshkosh
Kelly Fitzpatrick, Lutheran Homes of Oshkosh

-
- 1.) Chairperson Norton called the meeting to order at 12:01 p.m.
 - 2.) Chairperson Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority (WCHA) regular board meeting held on May 19, 2015. There being no questions or comments, Mr. Waterworth moved, seconded by Ms. Hackett, to approve the minutes of the May 19, 2015 meeting as presented. Motion carried 5-0.
 - 3.) **Election of Officers**
Chairman Norton proceeded to the annual election of officers for the Board of Commissioners of the Housing Authority of the County of Winnebago. Election of Officers was deferred from the previous meeting due to a pending board appointment. 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 Chairperson. Mr. Waterworth nominated Ms. Hackett for the position of Chairperson. Ms. van Houwelingen called a second time for nominations. Ms. van Houwelingen called a third time for other nominations. Mr. Keller nominated Mr. Norton for Chairperson. Absent other nominations, van Houwelingen closed the nominations and called for a vote. Mr. Norton was elected as Chairperson on the following roll call vote:
Members Voting For Norton (3): Keller, Beahm, Norton
Members Voting For Hackett (2): Waterworth, Hackett

Chairperson Norton called for nominations for Vice Chairperson. Mr. Waterworth nominated Ms. Hackett for the position of Vice Chairperson. Chairperson Norton called a second time for nominations. Ms. Hackett nominated Mr. Waterworth for Vice Chairperson. Chairperson Norton called a third time for nominations. Absent other nominations, Chairperson Norton closed the nominations and called for a vote. Ms. Hackett was elected as Vice Chairperson on the following roll call vote:

Members Voting For Hackett (4): Keller, Beahm, Norton, Waterworth

Members Voting For Waterworth (1): Hackett

4.) **Public Comment Period**

There were no public comments offered.

5.) **Finance –**

a.) Accounts Payable Report from May

Chairman Norton inquired if there were any questions pertaining to the May accounts payable report. Ms. van Houwelingen stated that the monthly payments for both the Oshkosh and the Winnebago County Housing Authorities are reflected on this report. The Authorities have five different checking accounts between them; Marian Manor, Court Tower 1, Court Tower 2, River Cities Redevelopment, and the general account out of which payments for the Family Units, Cumberland Court and Mainview are currently made. Check numbers and information in the Comments column help to differentiate the types of payments.

In the Comment column of the report, UAP means Utility Allowance Payment. The payments to Wisconsin Housing & Economic Development (WHEDA) in the amounts of \$13,995.00 and \$18,088.00 are the reservation fees for the two tax credit awards received for the Cumberland Court Phase 1 & 2 rehab projects. The payments made to Schmitt Title & Escrow Corp are for down payment money for the Home Buyer program. Payments utilize both HOME Program and HCRI funds.

b.) Audit – Winnebago County Housing Authority Audit

Ms. van Houwelingen stated there were no findings on any of the audits. Working with the auditors, the Authority was finally able to resolve the segregation of duties issue. Ms. van Houwelingen responded to questions and clarified that controls are in place to help safeguard the integrity of financial statements. The acronym LURA stands for Land Use Restriction Agreement. A LURA sets aside units in multifamily properties for low income and very low income tenants that have to pass an income test to qualify and the rents have to be in line with the stated restrictions. The audit will be submitted to HUD. Ms. Hackett moved, seconded by Ms. Beahm to accept the Winnebago County Housing Authority Audit. Motion carried 5-0 on a voice vote.

c.) Lutheran Homes Refinance - Discussion

Ms. van Houwelingen stated this issue is for the refinancing of revenue bonds that were originally issued in 2010 for the Lutheran Homes of Oshkosh, Inc. Eden Meadows project. There is no risk to the Winnebago County Housing Authority. John Bodnar, Winnebago County Corporation Counsel, has no issues with the transaction. The Authority will earn a \$10,000 fee for facilitating the bond refinancing. Theresa Bertram and Kelly Fitzpatrick from Lutheran Homes of Oshkosh were introduced and provided background information for the transaction. Lutheran Homes will receive a substantial decrease in interest by refinancing the bonds.

Chairperson Norton proceeded directly to Resolution 646-15.

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

a.) Public Housing Family Unit Update

Ms. van Houwelingen stated that some of the newly renovated units on Manitowoc Road experienced issues with the new plumbing and sustained water damage. New screen doors have been installed at most all of the Menasha Family Units. Bid issuance preparation work for driveway and sidewalk replacement is in progress. Over growth of bushes at some of the units is being addressed.

b.) Housing Choice Voucher Program

Ms. van Houwelingen reported there are currently 408 regular vouchers and one Port-Out leased in the program. The Authority's contract with HUD is for up to 413 vouchers. The Authority will be receiving an additional \$58,000 in Administrative dollars and an additional \$60,000 in HAP money that the Authority applied for from set aside funding. Franzen and van Houwelingen responded to questions regarding eligibility guidelines and felony histories. Even if someone had past issues they should still be encouraged to apply as there may be circumstances in which they could be deemed eligible.

c.) Fox View & Riverside Update

• **Omro Water Report**

The Authority received a report on the status of the water supply in Omro showing no problems or concerns. Ms. van Houwelingen had a meeting last week with architect Chet Wesenberg regarding garages at Fox View and conducting a feasibility study for possible garages.

• **Growing Oshkosh**

The Oshkosh Housing Authority is collaborating with Growing Oshkosh which is providing fourteen 4x16 garden beds from the Seeds of Change Community Garden on Jefferson Street. Growing Oshkosh's lease for the space on Jefferson is expiring. The garden beds are for low income people and seniors. The garden beds will be set up on the Court Tower property as well as at the row houses on Bowen, Nicolet and Covington. Growing Oshkosh will set up the beds and provide the plants, annual maintenance and instruction/education to those using the gardens. There is no cost to the Authority other than providing day to day management of the garden beds through resident volunteers. Eventually some garden beds may be put out at Cumberland Court as well as Fox View and Riverside.

d.) HOME Buyer Program Update

Ms. van Houwelingen stated that the Authority did receive a \$200,000 HOME Fund grant and a \$60,000 HCRI grant. This should allow for 16 to 22 home buyer deals in the next cycle. HOME funds can be used for both rehab and down payments. HCRI funds may only be used for down payment assistance.

e.) Group Home Refinance Update

Ms. van Houwelingen stated an ad was put in the newspaper to sell Greenfield Group Home. No inquiries or offers were received. Ms. van Houwelingen directed the commissioners' attention to a worksheet showing financial implications of selling Greenfield Group Home. The group home is not something that needs to be replaced. The majority of the proceeds from the sale of the group home will go toward paying off the

current mortgage. A portion of the remaining proceeds will likely be used to offset the cost of building garages at Fox View. At this time van Houwelingen is not intending to raise the rent at the Summit Group Home. Ms. van Houwelingen responded to questions and discussed options.

7.) Resolution 645-15: Resolution to Approve Amended and Restated By Laws for WCHA

Chairman Norton turned the meeting over to Vice Chairperson Hackett at this point. After some discussion, Mr. Norton moved, seconded by Ms. Beahm to add a second paragraph at the top of page 3, Section 4, Sub-Section (a) of the proposed By Laws that "The Chairperson will be the one to appoint board members to any sub-committees subject to approval of the board members." Motion carried 5-0 on a voice vote. After further discussion, Mr. Norton motioned to strike page 2, Article III, Section 2, Sub-Section (a) from the proposed By Laws. The motion was not seconded. Subsequently, Mr. Waterworth moved, seconded by Vice Chairperson Hackett, to amend the wording of the second sentence on page 2, Article III, Section 2, Sub-Section (a) to read "In no event shall any one individual serve more than three (3) consecutive years as a Chairperson or **more than three (3) consecutive years as a Vice-Chairperson.**" Motion carried 4-0 on a voice vote with one commissioner abstaining. After additional discussion concluded and no additional motions were brought to the floor, Mr. Waterworth moved, seconded by Vice Chairperson Hackett, to approve the proposed By Laws as amended. Motion carried 4-1 on a voice vote.

8.) Resolution 646-15: Resolution to Approve the Issuance and Sale of Refunding Revenue Bonds for Lutheran Homes of Oshkosh

Chairman Norton addressed this resolution at the conclusion of the discussion earlier in the meeting. There being no further questions or discussion, Ms. Hackett moved, seconded by Mr. Keller, to approve Resolution 646-15. Motion carried 5-0 on a voice vote.

9.) Discussion

Ms. van Houwelingen directed the commissioners' attention to an article by PHADA (Public Housing Authorities Directors Association) estimating the unreasonable number of staff hours required to comply with new HUD requirements despite decreased funding of programs. PHADA has prepared draft language for the FY '16 appropriations act, which would impose a moratorium on all new HUD requirements and limit administrative burdens on Public Housing Authorities (PHAs) given current budget realities.

10.) Adjournment

Having completed the agenda, Mr. Waterworth moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 1:49 p.m.

Respectfully Submitted,

Susan van Houwelingen
Executive Director
Winnebago County Housing Authority

APPROVED