

# WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, August 25, 2015

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson  
Rebecca Hackett, Vice Chairperson  
Scott Waterworth (Arrived during Finance report)  
Robert Keller  
Tina Beahm

COMMISSIONERS ABSENT: None

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.) Chairperson Norton called the meeting to order at 3:04 p.m.
  - 2.) Chairperson Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority (WCHA) regular board meeting held on July 28, 2015. There being no questions or comments, Mr. Keller moved, seconded by Ms. Hackett, to approve the minutes of the July 28, 2015 meeting as presented. Motion carried 4-0.
  - 3.) **Public Comment Period**  
There were no public comments offered.
  - 4.) **Finance**
    - a.) **Accounts Payable Report from July**  
Chairman Norton inquired if there were any questions pertaining to the July accounts payable report. Ms. van Houwelingen stated the payment in the amount of \$300 to Diana Panoch was for entertainment at the Fox View/Riverside and Mainview summer picnics and was paid out of the Rec Funds account.
  - 5.) **Report of the Executive Director**
    - a.) **Public Housing Family Unit Update – Concrete Bids, Tree Removal**  
Mr. Franzen distributed and reviewed documentation showing who bid on the concrete job that was advertised. Only two contractors sent in proposals for the driveway and sidewalk replacement. This was not a sealed bid. Brueser Construction won the bid selection with a proposal of \$299,987.03. The Authority has Capital Fund money for this work that has to be obligated (under contract) in HUD's eLoccs system by the first week in September.

Franzen responded to queries from the commissioners. A resolution will be presented later in the meeting for approval of the contract for the concrete work.

Ms. van Houwelingen stated there is a large cottonwood tree at one of the family units in Menasha as well as at one of the family units in Oshkosh that are being taken down. These trees have the potential to cause major damage if they come down in a storm.

**b.) Housing Choice Voucher Program – Financing, Utilization, FSS Report**

Ms. van Houwelingen reported that currently 412 of the Authority's 413 vouchers are issued. There are also 2 port-outs and 14 port-ins. The Family Self Sufficiency (FSS) Program currently has \$85,638 in escrow accounts. There was a graduation from the program where the graduate received \$8,020. The FSS Coordinator, Kay Hinton, recently attended training on finding grant opportunities that the Authority could utilize.

**c.) Fox View & Riverside Update**

- **Fox View Garage Feasibility Architect Bids**

Ms. van Houwelingen stated that only one architect has submitted a bid so far. Ms. van Houwelingen is working with a second architect regarding a bid. There are concerns that the first bid may not have all of the necessary elements that the Authority is looking for.

There is nothing new to report for Riverside Apartments.

**d.) HOME Buyer Program Update – Home Purchase & Rehab**

There has been a lot of activity going on in the Home Buyer Program. Progress is being made on the twindominium project with the City of Oshkosh. The last Home Buyer grant application that was submitted included the Authority's intent to purchase foreclosed on properties, rehab them and sell them to low income home buyers as part of the plan. The Authority is working with a Realtor to acquire properties. A spreadsheet was distributed and reviewed regarding a current property on Monroe Street for which an offer was extended. The FAST Team will be used for the rehab work on the homes. Ms. van Houwelingen responded to questions.

**e.) Group Home Refinance Update**

Clarity Care is again interested in purchasing Greenfield Group Home. In July Barb Salemi took over for Tim Cook as the Chief Executive Officer (CEO) at Clarity Care. Ms. Salemi indicated to van Houwelingen that she intends to revisit the possibility of purchasing Greenfield Group Home with the Clarity Care board. Ms. van Houwelingen stated that the Authority intends to keep Summit Group Home and refinance the mortgage on Summit.

**f.) Agency Matters**

- **Health Insurance Changes 2016**

Ms. Lynch stated ETF's (Employee Trust Fund) Group Insurance Board (GIB) approved several changes to the State Group Health Insurance Program (for State of Wisconsin employees, continuants, and insured retirees) and the Wisconsin Public Employers (WPE) Group Health Insurance Program (for local government employees, continuants, and insured retirees). The changes affect medical, pharmacy, and dental benefits for 2016. The changes will provide a projected cost savings for the State of \$85 million over the next two years, which meets the requirements proposed in the 2015-2017 State Budget.

In general, the changes include increased cost sharing for members in the forms of added deductibles, increased out-of-pocket limits, and coinsurance for certain prescription drugs and office visit copayments. There are also some added benefits in the areas of advance care planning and habilitative therapy services. Another important change is that the dental benefits have been separated from the medical benefit. Dental benefits, which will be administered by Delta Dental, will be a separate choice in 2016. Employers choose whether to offer the dental plan to their entire employee group. There is no obligation for employers to participate in the dental plan. Employers must submit the Letter of Intent form to ETF prior to September 25, 2015 in order for dental coverage to be effective for January 1, 2016. In addition, the Oshkosh Board will need to file a new resolution with ETF before January 1, 2016 verifying the Authority will offer the Uniform Dental Benefit for plan year 2016. Employees of employers electing to offer the Uniform Dental Benefit will have the opportunity to opt out of dental coverage for 2016 during the It's Your Choice Open Enrollment period. Barring any unexpected information, the Housing Authority intends to submit the Letter of Intent to offer dental coverage to its employees. The Authority offers a Flex Plan to employees which allows them to put pre-tax money from each payroll into an account that can be used to pay medical expenses not paid by the insurance company. Lynch responded to questions from the commissioners.

**6.) Resolution 648-15: Approval of Scattered Site & CBRF Concrete Contract**

Ms. van Houwelingen presented resolution 648-15 approving a contract with Brueser Construction for concrete work needed at some Winnebago County Housing Authority properties. Capital Reserve money will be used for the project. There being no questions, Mr. Waterworth moved, seconded by Ms. Beahm, to approve Resolution 648-15. Motion carried 5-0 on a voice vote.

**7.) Discussion**

Ms. van Houwelingen announced that Ms. Beahm will be resigning her position as Resident Commissioner at the end of September. A new Resident Commissioner is being sought. Once an appropriate candidate is found, the Authority will send its recommendation to the County Board for approval and appointment.

**8.) Adjournment**

Having completed the agenda, Mr. Waterworth moved, seconded by Ms. Beahm to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 3:48 p.m.

Respectfully Submitted,

Susan van Houwelingen  
Executive Director  
Winnebago County Housing Authority

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APPROVED