

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, November 24, 2015

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson
Rebecca Hackett, Vice Chairperson
Scott Waterworth
Robert Keller
Pat Bird

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 3:05 p.m. The new Resident Commissioner, Pat Bird, was introduced.
 - 2.) Chairperson Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority (WCHA) regular board meeting held on October 27, 2015. There being no questions or comments, Mr. Keller moved, seconded by Ms. Hackett, to approve the minutes of the October 27, 2015 meeting as presented. Motion carried 4-0.
 - 3.) **Public Comment Period**
Chairperson Norton commented that some of the County Board members seem to have many questions regarding everything the Housing Authority does and how it relates to the County as a whole. Chairperson Norton requested that van Houwelingen conduct a presentation to the County Board.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from October**
Chairman Norton inquired if there were any questions pertaining to the October accounts payable report. Commissioners were sent a list of commonly used acronyms for their future reference. Ms. van Houwelingen & Franzen reviewed the bid process for plumbing, electrical & HVAC items & responded to questions regarding the report.

5.) Report of the Executive Director**a.) Public Housing Family Unit Update**

Ms. van Houwelingen stated the Menasha 40 Family Unit renovations will not be done by December 31, 2015. There are two and a half duplexes that need to be finished. They should be done by the end of March 2016. The FAST team needs to be at Mainview to finish up those renovations by the end of the year or the historic tax credits for Mainview will be in jeopardy.

The REAC inspections for the 70 Family Units, Court Tower, Mainview and the Winnebago County Family Units will be done in January 2016.

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

Ms. van Houwelingen stated that currently 407 of the Authority's 413 vouchers are leased. There are 17 port-ins. There is currently just under \$73,000 in FSS escrow accounts.

c.) Fox View & Riverside Update – Appraisal Request for Huron St. Property

Ms. van Houwelingen stated the elevators at Riverside are starting to have issues. The Authority is working with Otis Elevator to get some required repairs done as well as replacement options.

The Authority has requested an appraisal for the Huron Street Property in Omro. Once the appraisal is received, the Authority will entertain discussion regarding the possible purchase the property.

d.) HOME Buyer Program Update

Program Manager, Justin Mitchell, will request an extension on an old grant to enable the Authority to use up the rest of the grant. New grant money cannot be used until old grant money or money recouped from the sale of properties that were funded with a previous grant, are spent. The Authority has been working to use up older money.

e.) Group Home Update

Ms. van Houwelingen stated she is still working with Mr. Topel from Winnebago County Human Services regarding increasing the group home rents. Efforts are being made to also get all of the group home leases on the same January to December schedule.

f.) Agency Matters**• December Board Meeting Date Change Request**

Due to the holidays, Ms. van Houwelingen requested that the December board meeting be changed from December 29 to December 22. The commissioners agreed to change next month's meeting to December 22, 2015 at 3:30 p.m.

Ms. van Houwelingen will send out a schedule of the holiday parties at the buildings. Commissioners are invited to attend.

6.) **Resolution 651-15: Approval for Homebuyer Program Manager to Execute Documents for Homebuyer Program**

Ms. van Houwelingen reviewed the resolution and responded to questions regarding bonding insurance for employees. The previous Homebuyer Program Manager was able to execute documents for the program. After all questions were addressed, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 651-15. Motion carried 5-0 on a voice vote.

7.) **Resolution 652-15: Housing Choice Voucher Biennial Inspection – Change to Administrative Policy**

Mr. Franzen reviewed the resolution and responded to questions. Currently the Authority conducts Housing Quality Standard (HQS) inspections annually. HUD's HQS policy allows them to be done once every two years. Franzen stated the Authority is going to start using an electronic process for HQS inspections and notifications. After all questions were addressed, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 652-15. Motion carried 5-0 on a voice vote.

8.) **Resolution 653-15: Utility Allowance Schedule Update**

Ms. van Houwelingen reviewed the resolution and the process for determining utility allowances. The utility allowances are not used in the big buildings because utilities are included in the rent in those buildings. After all questions were addressed, Ms. Hackett moved, seconded by Mr. Keller, to approve Resolution 653-15. Motion carried 5-0 on a voice vote.

9.) **Resolution 654-15: Adopt New Procurement Policy Per HUD 12/31/2015 Requirement**

Mr. Franzen reviewed the resolution and summarized the changes to the Procurement Policy. HUD is combining the various procurement policies into one policy to be used by all agencies. After all questions were addressed, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 654-15. Motion carried 5-0 on a voice vote.

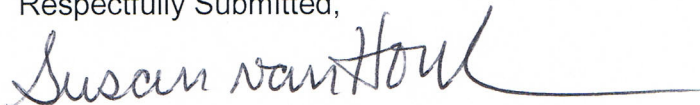
10.) **Discussion – Request Change of December Board Meeting from December 29 to December 22**

This item was discussed earlier in the meeting.

11.) **Adjournment**

Having completed the agenda, Mr. Keller moved, seconded by Mr. Waterworth to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 4:19 p.m.

Respectfully Submitted,



Susan van Houwelingen

Executive Director

Winnebago County Housing Authority

APPROVED