

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, December 18, 2012

Marian Manor

3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Tina Beahm
Richard Schallert

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

OTHERS PRESENT: None

- 1.) Chairman Norton called the meeting to order at 3:03 p.m.
- 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on October 23, 2012. There being no questions or comments, Mr. Schallert moved, seconded by Ms. Beahm, to approve the minutes of the October 23, 2012 meeting. Motion carried 3-0.

3.) **Finance –**

a.) Accounts Payable

Chairman Norton inquired if there were any questions pertaining to the October or November accounts payable reports. Ms. van Houwelingen responded to various questions regarding the accounts payable. The payments to Corelogic Saferent are for out of state background checks on applicants. Payment in the amount of \$72,666 to Gartman Mechanical is for renovation work at Mainview. The payment in the amount of \$29,718.95 to Witzke Electric is also for renovation work at Mainview. Suby Von Haden was here last week doing preliminary audit work and they were pleased to find that the Board reviews the accounts payable report on a monthly basis.

b.) Write-off of Delinquent Accounts

Ms. van Houwelingen reviewed the spreadsheet showing the breakdown by program of uncollectible tenant accounts receivable balances for 2012. HUD does not want housing authorities to carry old debt on its books. If a tenant moved out on or before 10/31/2012, has an outstanding balance due and has not entered into a repayment agreement with the Authority, the balance due on their account will be written off. This will decrease the amount of old debt on the books and help our HUD score. The Authority will still continue collection efforts through TRIP for the written off accounts. The resolution to write off the 2012 uncollectable debt will be presented later in the meeting. Uncollectable debt from tenants who have moved out is written off annually at the end of each year. There is no debt that needs to be written off for Foxview or Riverside this year. Section 8 clients are not included in the debt written off. Ms. van Houwelingen reviewed the historical spreadsheet showing the dollar amounts, by program, that have been written off from 2000 to the present and responded to questions regarding the write-offs. Ms. van Houwelingen also reviewed the copies of the audit engagement letters sent from Suby Von Haden & Associates (SVA) for River Cities Redevelopment and the Housing Authority of the County of Winnebago.

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

a.) Assisted Housing

i. River Cities Redevelopment

▪ **Riverside Garage Construction**

Ms. van Houwelingen reported that the FAST Team will be putting up a half wall allowing residents to park safely on the slab. Occupancy at Riverside is remaining stable.

▪ **Foxview Manor Garage Update**

Ms. van Houwelingen reported that the Authority is still working on acquiring the property adjacent to Foxview. Masterson has been in contact with the property owner.

b.) Scattered Site Management Improvement Plan

Ms. van Houwelingen reported that a letter was received from HUD stating the Authority's score was low on the management assessment. Mr. Masterson is looking into what caused the low score and is working on an improvement plan to submit to HUD. Confirmation has been received that there will be no withholding of operating subsidy money in 2013. Ms. van Houwelingen summarized the topic of operating subsidy.

c.) Housing Choice Voucher Program

Ms. van Houwelingen stated that the voucher utilization numbers are low because of holding vouchers for Court Tower Relocation needs. The Authority is authorized for 413 vouchers. Currently, about 365 are in use. It is unlikely that all 413 vouchers could be issued because of the dollars available to fund those vouchers. Ms. van Houwelingen responded to questions regarding Housing Programs.

Chairman Norton inquired about the status of Lenox Lofts. Ms. van Houwelingen stated closing will most likely happen between Christmas and New Year's. There are some minor title issues that are being cleaned up. The Authority is working with Wisconsin Bank & Trust to purchase Lenox Lofts. Wisconsin Bank & Trust also wants to buy the historic tax credits for Mainview as well as help with refinancing Cumberland Court. The tax credit application for the Lenox Loft apartments is due at the beginning of February. The intention is to have the Authority offices relocated to Lenox Lofts by the end of 2013.

Ms. van Houwelingen responded to questions regarding the status of Court Tower. Masterson and OHA Board Chairman, Claude Benedict, are in Madison today signing all of the closing documents for Phase 1, which includes construction loan closing with WHEDA. Construction will probably begin tomorrow. Quads 1 & 2 will be scheduled to be completed by the end of June. When the Phase 1 units are done, the tenants remaining in quads 3 & 4 will move into quads 1 & 2 and construction will begin on the Phase 2 units. Lenox Lofts will house sixty units for disabled residents and the units at Court Tower will be for residents 55 or older. Ms. van Houwelingen responded to questions regarding tax credits.

5.) **Resolution 616-12: Approve Write-off of Delinquent Former Resident Accounts.**

This issue was reviewed earlier in the meeting. There being no further questions or discussion, Mr. Schallert moved, seconded by Ms. Beahm to approve Resolution 616-12. Motion carried 3-0.

6.) **Resolution 617-12: Approve Write-off of Accounts Receivable for Home Buyer Administration**

Ms. van Houwelingen presented Resolution 617-12 and explained that Mary Bach was retiring on 12/31/2012. The Authority covered administrative costs over the last several years that were in excess of funding for the program. The current Homebuyer Specialist contract will expire 12/31/2012 and it is unlikely that the debt will be recoverable. So, it is recommended that to reconcile accounts, the money be written off at this time. After questions were addressed, Ms. Beahm moved, seconded by Mr. Schallert to approve Resolution 617-12. Motion carried 3-0.

7.) **Discussion – Training Opportunities / National Policy & Program Update**

Ms. van Houwelingen stated that she attended the Executive Director training in Nashville through NAHRO and was somewhat disappointed in the training. Other parts of the conference were helpful and it was a good networking opportunity. Masterson attended the NAHRO conference in Nashville, but was unable to attend the preconference Succession Planning workshop. Masterson did speak to a gentleman in Nashville about the Rental Assistance Demonstration (RAD) program. This program has potential, but there had not been enough time to apply. Since then it was announced that HUD did not receive enough applications and is still accepting them. The belief is that anyone applying before the end of this year will probably be accepted. There is still some political risk. There will not be enough time to consider submitting an application until after the Court Tower Phase 2 closing. Options will be weighed at that time.

Ms. van Houwelingen reported that management and three other staff members recently attended the WHEDA Conference in Madison. Ms. van Houwelingen summarized the financial sessions she attended. Mr. Franzen stated he attended sessions on property management and asset management and found the information helpful.

Ms. van Houwelingen stated an employee compensation proposal will be prepared for the January meeting. With the Board's permission, the COLA recommendation will then be paid to employees retroactively to the first of the year. A 3% COLA for employees was already approved and built into the Public Housing budgets. Mr. Masterson would like to meet with the Chairman of both Boards before the end of the year to complete the annual reviews and merit pay decisions for management. Ms. van Houwelingen responded to questions regarding compensation and personnel.

Chairman Norton expressed interest in attending the upcoming legislative conference. Norton also requested that the January Board meeting be held on January 29, 2013 instead of January 22, 2013 as he has a scheduling conflict.

The 2013 WAHA Fall Conference will be held the third week of September in Appleton.

8.) **Adjournment:**

There being no further business, Chairman Norton called for a motion to adjourn. Mr. Schallert moved, seconded by Ms. Beahm to adjourn the meeting. Motion carried 3-0. The meeting was adjourned at 4:16 p.m.

Respectfully submitted,

Susan van Houwelingen
Deputy Director
Winnebago County Housing Authority

APPROVED