

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Wednesday, May 24, 2011

Marian Manor, 3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Karen Keller
Rebecca Hackett

STAFF PRESENT: Brad Masterson, Executive Director
Su van Houwelingen, Deputy Director
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

- 1.) Chairman Norton called the meeting to order at 3:01 p.m. Ms. Keller requested that the election of officers be deferred one more month to the June meeting. There being no objections, Chairman Norton agreed to forgo elections until the June meeting.
- 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled board meeting held on April 26, 2011. There being no questions or comments, Ms. Hackett moved, seconded by Ms. Keller, to approve the minutes of the April 26, 2011 meeting. Motion carried 3-0.

3.) **Finance –**

a.) Accounts Payable

Chairman Norton inquired if there were any questions pertaining to the April accounts payable reports. Mr. Masterson and van Houwelingen responded to questions regarding the payment made to the Winnebago County Health Department. The payment is for the services of the Wellness Nurses that the OHA contracts for with the County. Ms. van Houwelingen explained that the payment issued to Susan van Houwelingen – Petty Cash was to reimburse petty cash at the Central Office Cost Center.

b.) Quarterly Financial Summary

Ms. van Houwelingen explained that due to switching over to a December 31 year end, all WCHA programs except for River Cities Redevelopment (RCR) are on an eighteen month year. When looking at the Balance sheets, it was pointed out that total assets are greater than liabilities for all WCHA programs except for RCR. The Home Ownership program has now been separated out from the HCRI & CDGB funds. The Voucher program was over budget at the end on 2010 due to attempts to keep the average number of unit months up. Chairman Norton requested that in addition to the information provided, he would also like to know what the size of the waiting list is quarterly as well as how many new move-ins and move-outs there were monthly in each of the programs. Masterson agreed and responded to questions about the waiting list procedure.

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

a.) Public Housing

i. Storm Report Follow-up

Masterson reported that there is about \$14,000 in repair costs so far due to the April 2011 storm for roofs and another \$24,000 in siding repair from the 2010 storm on Geneva & Lucerne Streets.

ii. South Park CBRF Relocation & Replacement

Masterson stated that the HA has the City's offer for purchasing the South Park property. A resolution will be presented later in the meeting regarding that sale. Lutheran Social Services (LSS), who ran the program at Pinel Group Home, has now vacated the Pinel building. The HA anticipated being able to move the clients currently at the South Park Group Home to the Pinel Group Home building after the sprinkler system was installed and repairs made. However, upon further research, rehabbing Pinel is cost prohibitive and the HA would like to sell the building instead. Estimates place repairs at about \$30,000 and another \$20,000 to install a sprinkler system.

b.) Assisted Housing**i. River Cities Redevelopment****▪ Contracting Review & Change Order Approvals**

Masterson reported that McGann Construction has done a good job getting comparable bids for materials. WHEDA has stepped in to do the Davis Bacon paperwork required due to T-Cap money being involved. Change Orders #3, which took elevators out of work, but added other items such as the two whirlpool tubs needed for disability accommodations, and #4, which took landscaping, some excavating, finishing work and sidewalks out of the work, have been approved. Punch list inspections are in progress. A variance request is expected to be sent to the Village of Winneconne soon for the garages.

▪ Marketing & Leasing Efforts

Masterson explained that it has been a challenge filling the vacancies at Foxview and Riverside. There are currently six vacancies at Riverside and ten vacancies at Foxview. Advertising via radio and television have been done as well as newspaper advertising, Val-Pak coupon advertising and open houses. A letter was also sent to tenants at Mainview, Court Tower and clients in the Voucher Program who are 62 or older offering them the opportunity to move to one of the newly renovated buildings. Information has been put on the front page of the HA's website. Brochures were also sent to various community agencies.

c.) Voucher Owner's Property Tax Delinquencies

Masterson reported that while exploring this issue, he was made aware that the Cleveland, Ohio regional HUD office ruled a HA may refuse to enter into a new contract with tax delinquent landlords, but cannot sanction existing contracts. Masterson responded to various questions and stated he will confer with the HUD-Milwaukee office before continuing to develop a policy for the WCHA.

d.) Group Home Debt Service

Mr. Masterson reported that, as discussed earlier, the HA cannot justify investing any more money in Pinel Group Home. The same issue is going to come up for Silvercrest, Summit and Greenfield group homes. Silvercrest had an original loan of \$200,000 of which \$120,000 is still owed. Summit and Greenfield group homes had an original loan of \$685,000 of which \$585,000 is still owed. The changes brought about by Family Care, the home loans and/or balloon payments that will be coming due in the near future and the State's new sprinkler mandate will make cash flow difficult for the group homes.

5.) Resolution 592-11: Authorize Sale of South Park Group Home to the City of Oshkosh

Masterson stated that a total selling price of \$190,000 has already been determined, \$125,000 for the property, \$12,500 for moving expenses, \$2,500 to offset cost for searching for a replacement site and a \$50,000 business loss differential payment. After a brief discussion and all questions answered, Ms. Keller moved, seconded by Ms. Hackett, to approve Resolution 592-11. Motion carried 3-0.

6.) **Resolution 593-11: Approve Application for 2011 Super NOFA Grant for Housing Choice Voucher Program Family Self-Sufficiency Coordinator**

Masterson briefly summarized the Self-Sufficiency program and responded to questions. Two corrections to the resolution were noted. References to Oshkosh Housing Authority in paragraphs #5 and #7, needs to be changed to Winnebago County Housing Authority. There being no further questions or discussion, Ms. Hackett moved, seconded by Ms. Keller, to approve Resolution 593-11. Motion carried 3-0.

7.) **Discussion: – Capital Fund Program 2011**

New Milwaukee HUD Positions on Repayments and Rent Concessions

Masterson stated that budgets will focus on finishing up the Menasha 40 Family unit renovations. A weatherization application for one of the family units has been approved by Advocap.

Mr. Masterson went on to review the Multi-Family Spotlight handout that speaks about repayment agreements and rent concessions and incentives. The guidance on repayment agreements will make it difficult to recover excess subsidy. A notice of WAHA training for Commissioners was noted. The training is in Stevens Point, September 19 – 22, 2011.

Mr. Masterson reported that the OHA Board, as the sole member of the Cumberland Court Housing Commission (CCHC), approved making changes to the CCHC bylaws which will enable the CCHC to become the managing umbrella when Cumberland Court is sold to an LLC.

8.) There being no further business at the time, Chairman Norton called for a motion to adjourn. Ms. Keller moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 3-0. The meeting was adjourned at 4:56 p.m.

Respectfully submitted,

BRAD J. MASTERSON
Executive Director
Winnebago County Housing Authority

APPROVED