

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, January 31, 2023

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Scott Waterworth, Chairperson
Robert Keller, Vice Chairperson
Rebecca Hackett
Betsy Ellenberger

COMMISSIONERS ABSENT: Jesse Coates

STAFF PRESENT: Wendy Fromm, Executive Director
Kim Lynch, Executive Assistant
Lora Southworth, Director of Compliance
Katie Kelley, Director of Finance

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Waterworth called the regularly scheduled meeting to order at 3:08 p.m.

2.) Joint OHA/WCHA Minutes of the Regular Meeting Held on December 19, 2022

Chairperson Waterworth directed the Commissioners to review the meeting minutes of the joint OHA/WCHA Board Meeting held on December 19, 2022. There being no corrections or questions, Ms. Ellenberger moved, seconded by Mr. Keller, to approve the minutes of the joint December 19, 2022 meeting as presented. Motion carried 4-0 on a voice vote.

3.) Joint OHA/WCHA Closed Session Minutes of the Meeting Held on December 19, 2022

Ms. Lynch distributed a copy of the Closed Session Minutes to each commissioner to review. There being no questions or discussion, Ms. Ellenberger moved, seconded by Mr. Keller, to approve the minutes of the joint closed session as presented. Motion carried 4-0 on a voice vote. The copies of the closed session minutes were collected.

4.) Public Comment Period

There were no public comments.

5.) Finance

a.) Accounts Payable Report from December 2022

Ms. Fromm presented the Accounts Payable report from December 2022. Ms. Fromm and Ms. Kelley responded to questions regarding a payment for a COBRA issue from earlier in 2022, gift cards for tenants and utility allowance (UA) reimbursements.

Voided checks occur when there are more invoices being paid on the same check than there is room list on one check. Some of the checks overflow onto the next check stub and the system voids the "overflow" check.

b.) Third Quarter Financial Reports

Ms. Fromm presented the third quarter financial reports and stated the WCHA financials are in good shape. Ms. Kelley stated there were no concerns to note in any of the numbers. There were no questions regarding the financial reports.

c.) Fourth Quarter Financial Report Update

Ms. Kelley stated the Fee Accountants hope to have the fourth quarter financials done by the February meeting. They are short staffed in their office and finishing the reports will take longer than expected. The auditors from SVA are coming the first week in February. Ms. Fromm stated the unaudited year end 2022 financial submission is due to HUD by February 28, 2023. There is a two week grace period for the submission.

d.) Year End TRIP Report

Ms. Lynch reviewed the Annual TRIP Payment Comparison Log showing payments received from 2009 through 2022 through the Wisconsin Tax Refund Intercept Program (TRIP). The Authority received \$39,526.16 in 2022 through the TRIP program on behalf of previous housing clients that owed money to the Authority due to unpaid rent or damages after they moved out of the housing program. A total of \$408,343.27 has been collected from 2009 thru 2022 from TRIP.

6.) Report of the Executive Director

a.) Monthly Tenant Accounts Receivable Report and Monthly Vacancy Report

Ms. Fromm reviewed the monthly Tenant Accounts Receivable (A/R) report and responded to questions.

The A/R spreadsheet currently shows accounts receivable 90+ days old for the WCHA is about \$520.00. The Wisconsin Emergency Rental Assistance (WERA) program will end on January 31, 2023. Applications must be submitted by 11:59 p.m. on January 31, 2023 to be considered.

The monthly vacancy report now shows there is only one vacant unit for the Winnebago County Housing Authority (WCHA). Currently, HUD shows the WCHA is at 100.00% for occupancy. The OHA is at 97.65% for occupancy.

b.) Housing Choice Voucher and FSS Program Update

Ms. Southworth reported there are currently 390 regular vouchers, twenty-six Project Based Vouchers, five VASH Vouchers, one port-out and seven port-in vouchers under contract. Twenty-six Mainstream and fourteen Tenant Protection Vouchers (TPV's) are in use.

The FSS Program currently has 16 participants from the WCHA Voucher Program and one from the WCHA Public Housing Program. The Voucher participants have escrow balances of \$34,243 and the Public Housing participant has an escrow balance of \$4,115 totaling \$38,358 in escrow balances. There are five participants from the OHA Public Housing Program, none of which have an escrow balance at this time.

All FSS participants are now signed up under the new FSS Final Rule contract. Due to a lower rating for Cumberland Court, tenants in that program will not be able to sign up for the FSS program this year. Ms. Hinton, the FSS Program Manager, will be mailing out 556 letters to Scattered Site families and Voucher Program tenants inviting them to join the FSS program.

c.) Update on Housing Authority Owned Property and/or Projects

Ms. Fromm stated there is nothing much to report for the Winnebago County units. The Authority will be getting the Silvercrest Group Home building appraised and then likely put the building up for sale. Winnebago County currently runs an eight bed group home at that building. The Authority will talk to the County to determine if the County is interested in making an offer before putting the building on the market.

d.) Future of North Waite Housing

Ms. Fromm stated there is a lot of ground contamination on the site and reviewed options for addressing what to do with the property. The decision will be put on the back burner for the time being.

e.) Marian Manor Update

Ms. Fromm discussed using tax credits to upgrade Marian Manor. Money will be used to replace the flat roof on the west side of the building that has been leaking and to pay off outstanding debt. The plan is to relocate the Central Office Cost Center (COCC) to another location and use the space to add more apartments in the Marian Manor building.

f.) Willo Housing Update

Ms. Fromm stated the Housing Authority has been managing the Willo Housing property but does not own it. The Authority has given a 60-day notice to the owner that the Authority will no longer manage the property as of the end of March 2023.

g.) Agency Matters

- **Personnel Matters**

Ms. Fromm stated the maintenance person at Cumberland Court resigned his position on January 3, 2023. The Property Manager for Raulf Place, Fox View and Riverside will be returning from maternity leave on February 13, 2023.

The Authority's Director of Finance, Ms. Kelley, has turned in her letter of resignation effective February 10, 2023. Ms. Kelley explained her current situation and offer to continue to work on a consulting basis a maximum of 25 hours per week until a replacement can be hired and trained. A part-time clerk for the finance department will also start on February 6, 2023, to enter invoices. This is a temporary position until August 31, 2023. Ms. Kelley and Ms. Fromm responded to questions.

7.) Discussion

a.) WCHA February Board Meeting: February 28, 2023

The February Board Meeting will be held in the first floor TV Lounge at Marian Manor.

8.) Adjournment

Having completed the agenda, Ms. Hackett moved, seconded by Ms. Ellenberger, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:14 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Wendy Fromm". The signature is written in a cursive, flowing style.

Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED