

**DRAFT**

**WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, February 28, 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

OTHERS PRESENT: None

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**1.) Call to Order: Roll Call**

Chairperson Waterworth called the regularly scheduled meeting to order at 3:04 p.m.

**2.) WCHA Minutes of the Regular Meeting Held on January 31, 2023**

Chairperson Waterworth directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on January 31, 2023. There being no corrections or questions, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve the minutes of the January 31, 2023 meeting as presented. Motion carried 4-0 on a voice vote.

**3.) Public Comment Period**

There were no public comments.

**4.) Finance**

**a.) Accounts Payable Report from January 2023**

Ms. Fromm presented the Accounts Payable report from January 2023 and responded to questions. The payment to the Winnebago County Treasurer in the amount of \$110,254.69 is an annual loan payment for River Cities Redevelopment.

**b.) 2022 Year End Financial Reports for the LLC's**

Ms. Fromm stated the year end financials for the LC's are done. There were no concerns to note in any of the numbers and the investors had no questions. The year end financials for the non-LLC properties should be done in the next two to three weeks. Ms. Fromm will look into the specifics of what caused the variance on the Fox View financials.

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## 5.) 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 still at about \$520.00. As suspected, now that the Wisconsin Emergency Rental Assistance (WERA) program has ended, the overall past due balances for both housing authorities are starting to grow. HUD guidelines have also changed and five and fourteen day notices will no longer be allowed. Only 30-day terminations can be issued. Tenant past due balances will need to be monitored very closely to keep them from growing too much. The Court eviction being pursued for a Marian Manor tenant is still not resolved. A hearing has been scheduled for March.

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 98.81% for occupancy. The OHA is at 99.66% for occupancy.

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

Ms. Fromm stated the Winnebago County Family Units are scheduled to have their REAC Inspection on March 13, 2023. Many of the windows in the Oshkosh family units are in poor shape and need to be replaced. Ms. Fromm recently obligated \$78,000 of 2021 Capital Fund money to replace windows and roofs on the twenty WCHA family units in Oshkosh. Ms. Fromm and Mr. Foley, Director of Maintenance, met recently to discuss how to utilize the 2022 Capital Fund money. The Authority received the award letter confirming the WCHA will be getting \$238,022 in Capital Fund money for 2023.

HUD is strongly advising the Authority to do a RAD conversion of the Scattered Site Family Units. The Rental Assistance Demonstration (RAD) is a voluntary program of the Department of Housing and Urban Development (HUD). RAD seeks to preserve public housing by providing Public Housing Agencies (PHAs) with access to more stable funding to make needed improvements to properties. Ms. Fromm responded to questions regarding RAD conversions.

### c.) Housing Choice Voucher and FSS Program Update

Ms. Fromm met with the Director of the Boys & Girls Club regarding how they could collaborate with the Housing Authority. The Authority may use the meeting space at the Boys & Girls Club on a quarterly basis to conduct trainings and informational sessions to landlords and tenants on the Voucher Program.

Ms. Southworth reported there are currently 392 regular vouchers, twenty-eight Project Based Vouchers, five VASH Vouchers, one port-out and six port-in vouchers under contract. Twenty-six Mainstream and fourteen Tenant Protection Vouchers (TPV's) are in use.

The FSS Program currently has 17 participants from the WCHA Voucher Program and one from the WCHA Public Housing Program. The Voucher participants have escrow balances of \$38,143 and the Public Housing participant has an escrow balance of

\$4,348. There are five participants from the OHA Public Housing Program, one of which has an escrow balance of \$715.

A participant from the WCHA Voucher Program graduated from the FSS Program with an escrow balance of \$2,435. There have been two new enrollments.

**d.) Upcoming HUD Changes (HOTMA)**

Ms. Fromm summarized the upcoming changes that will be effective January 1, 2024 because of the Housing Opportunity Through Modernization Act (HOTMA). Due to all the new HOTMA changes, the Authority is purchasing a new Admissions and Continued Occupancy Plan (ACOP) and a new Tenant Selection Plan from Nan McKay. Changes include new procedures for over income participants, an increase in the elderly and medical expense deductions, changes in calculating imputed returns on assets, and the restrictions of a family's eligibility when they have over \$100,000 in assets.

**e.) Agency Matters**

**• Personnel Matters**

Ms. Fromm stated an HR Generalist has been hired to replace Ms. Lynch who is retiring on May 2, 2023. The new staff person was hired through Cadre and will be starting on March 6, 2023. The Authority is still looking for a Finance Director to replace Ms. Kelley who resigned her position effective February 10, 2023. There is also an open job posting for a maintenance person at Cumberland Court.

**6.) Resolution 750-23: Approve Form HUD-52648, Section 8 Management Assessment Program (SEMAP) Certification**

Ms. Fromm and Ms. Southworth reviewed the resolution and responded to questions. After questions were addressed, Ms. Ellenberger moved, seconded by Mr. Keller, to approve Resolution 750-23 as presented. Motion carried 4-0 on a voice vote.

**7.) Discussion**

**a.) Joint OHA/WCHA March Board Meeting: March 27, 2023**

The March Board Meeting will be a joint meeting of both the OHA and the WCHA Boards and will be held in the Theater room on the first floor at Court Tower.

**8.) Adjournment**

Having completed the agenda, Ms. Ellenberger moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 3:49 p.m.

Respectfully Submitted,



Wendy Fromm  
Executive Director  
Winnebago County Housing Authority

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APPROVED