

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, August 23, 2022

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Waterworth called the regularly scheduled meeting to order at 3:02 p.m.

2.) WCHA Minutes of the Regular Meeting Held on July 26, 2022

Chairperson Waterworth directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on July 26, 2022. There being no corrections or questions, Mr. Keller moved, seconded by Mr. Coates, to approve the minutes of the July 26, 2022 meeting as presented. Motion carried 5-0 on a voice vote.

3.) Public Comment Period

There were no public comments.

4.) Finance

a.) Introduction of the Director of Finance

Ms. Fromm introduced the Authority's new Finance Director, Katie Kelley. Ms. Kelley summarized her background and experiences for the board.

b.) Accounts Payable Report from July 2022

Ms. Fromm stated the Accounts Payable (A/P) report format for July is similar to the reports that used to be provided to the boards prior to Nonprofit Bookkeeping. The July report was printed from the Authority's software. The bills are getting caught up. There are fewer past due invoices and calls from vendors. Next month's report will be

substantially larger because it will reflect several "catch up" payments. Ms. Fromm responded to questions.

c.) 2021 WCHA Public Housing Audit Follow Up

Ms. Fromm inquired if there were any questions pertaining to the 2021 Public Housing Audit that was distributed at last month's meeting. There were no questions or comments.

d.) 2nd Quarter Financials Update

Ms. Kelley stated Angie, the fee accountant from Hawkins Ash, was here last week. April's month end financials should be done by the end of September. May's financials will hopefully be done by the end of October. The second quarter financials should be ready for the board in October. Quarterly financials are due to the tax credit investors 1.5 months after the end of each quarter. Ms. Fromm responded to questions regarding financial reporting to the tax credit investors.

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 showed accounts receivable 90+ days old is now \$4,883. Accounts receivable that is 61-90 days old is \$3,727. There are two court actions scheduled for August 31, 2022. Ms. Fromm is working on a resolution to a reduced rent issue with a Court Tower tenant who has had a small leak in his unit from the exterior caulking issue.

The monthly vacancy report now shows there are a total of nineteen vacancies for both agencies. Three units have been taken offline for rehab work. Currently HUD shows the OHA at 97.34% for occupancy, which is up from 68% last November. The WCHA is at 98.8%. Ms. Fromm responded to questions regarding the vacancy report.

b.) Housing Choice Voucher Program Update

Ms. Lynch reported there are currently 364 regular vouchers, twenty-five Project Based Vouchers, five VASH Vouchers, one port-out and seven port-in vouchers under contract. Twenty-three Mainstream and fourteen Tenant Protection Vouchers (TPV's) are in use.

The FSS Program currently has approximately \$25,110 in escrow. There are twenty participants as of August 1, 2022.

There was a graduation at the end of July. The participant graduated with \$1,191 in their escrow account. While in the Program, the participant completed many goals including increasing their credit score from 420 to 577, tracked their expenses, made a budget, created a resume and cover letter, met with FISC to talk about their finances, attended the Rent Smart workshop, purchased a new vehicle, and obtained full time employment.

The FSS Program cannot enroll any new participants until HUD approves the new FSS Action Plan which will be sometime around November 2022. Ms. Lynch and Ms. Fromm responded to questions.

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

Ms. Fromm distributed a spreadsheet showing who was displaced due to the fire that happened on August 11, 2022 at Court Tower. Twenty-two units were damaged. Twenty-one families were displaced. Some went to stay with family or friends. The Red Cross assisted with sheltering services for those who had nowhere else to go. All displaced tenants were back home by August 18, 2022. ServPro took care of the fire & water damage cleanup. The Authority is waiting on estimates regarding the fire restoration work that still needs to be completed. The insurance company has been contacted. Ms. Fromm responded to questions.

Ms. Lynch noted how commendably Ms. Fromm preformed the night of the fire.

d.) Nan McKay Site Visit

Ms. Fromm stated that Mr. Kuzik had hired Nan McKay before he left, to assess the OHA's Finance Department and provide recommendations regarding training, procedures, and processes. A copy of the Site Visit Report was provided to the commissioners. Ms. Fromm indicated there were no surprises in the report and that Fromm will consult with the HUD-Milwaukee staff regarding additional training needs. Nan McKay may be used for some of the training.

e.) Agency Matters

- **Personnel Matters**

Ms. Fromm stated the Oshkosh Scattered Site Family Unit Manager will now be taking over management of Raulf Place, Fox View and Riverside. An offer went out to a property manager candidate to take over the Oshkosh Scattered Site Family units. The person accepted the position and will start September 6, 2022. A new General Laborer for Marian Manor and Raulf Place started on August 10, 2022. Ms. Fromm responded to questions.

- **Bookkeeping/Finance Update**

Ms. Fromm stated Nonprofit Bookkeeping will no longer be working for the Authority effective August 31, 2022.

- **HUD Visit**

Ms. Fromm stated HUD will be here August 29-31, 2022 and distributed a tentative itinerary for the visit. HUD will be meeting with the board Chairpersons during their visit. Ms. Fromm responded to questions.

- **Contract for Consulting Services**

Ms. Fromm stated the consulting contract with Ms. van Houwelingen has been signed.

Ms. van Houwelingen was assisting with information regarding the OHA 2021 audit. The auditors, SVA, are working on changing Raulf Place from a Discreetly Presented to Blended entity. The Authority now owns 100% of the property because the historic tax credit timeframe has expired.

6.) Discussion**a.) Joint OHA/WCHA September Board Meeting and Public Hearing**

The September board meeting will be a joint meeting of the OHA and WCHA Boards with a Public Hearing preceding the joint board meeting. The meeting and Public Hearing will be held on Monday, September 26, 2022 beginning at 3:30 p.m. in the Theater Room on the first floor at Court Tower. The Public Hearing is regarding the changes to the FSS Program and the Agency's 5-year Plan.

Ms. Ellenberger stated she will not be able to attend the September meeting.

7.) Adjournment

Having completed the agenda, Ms. Ellenberger moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:10 p.m.

Respectfully Submitted,



Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED