

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, October 25, 2022

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Scott Waterworth, Chairperson

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

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**
Vice Chairperson Keller called the regularly scheduled meeting to order at 3:00 p.m.
 - 2.) **Joint OHA/WCHA Meeting Minutes From the Meeting Held on September 26, 2022**
Vice Chairperson Keller directed the Commissioners to review the meeting minutes of the joint OHA/WCHA Board Meeting held on September 26, 2022. There being no corrections or questions, Ms. Hackett moved, seconded by Mr. Coates, to approve the minutes of the September 26, 2022 joint meeting as presented. Motion carried 3-0 on a voice vote with Ms. Ellenberger abstaining.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from September 2022**
Vice Chairperson Keller inquired if there were any questions pertaining to the September 2022 Accounts Payable report. There were no questions pertaining to the report.
 - b.) **2nd Quarter Financial Update**
Ms. Kelley stated the second quarter financials are taking longer than anticipated to complete but should be done by the November meeting. The third quarter financials should be easier to complete and be done by the December meeting.

c.) 2023 Budget Review

Ms. Fromm stated that the budgets are not done yet due to the financials being so far behind and corrections to the 2022 budgets needed. So, discussion on the budgets will be tabled to the November meeting.

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 \$4,825. Accounts receivable that is 61-90 days old is \$2,249. Five households were given a 72 Hour Notice. Four households were approved to receive WERA funds.

The monthly vacancy report now shows there are currently no vacancies in the WCHA Family units. HUD shows the WCHA's occupancy rate is 97.59%. Ms. Fromm stated the process for filling vacant unit's needs improvement so managers can get files faster and responded to questions regarding the vacancy report. In 2023 the Agency should be out of troubled status.

b.) Housing Choice Voucher and FSS Program Update

Ms. Lynch reported there are currently 383 regular vouchers, twenty-eight Project Based Vouchers, five VASH Vouchers, one port-out and eight port-in vouchers under contract. Twenty-six Mainstream and fourteen Tenant Protection Vouchers (TPV's) are in use. Ms. Fromm stated the eight additional vouchers the Authority received from HUD in October were regular vouchers.

The FSS Program has approximately \$33,542 in escrow. There is currently a total of 22 participants in the FSS Program. Five of the participants are from the OHA Public Housing Program and 17 participants are from WCHA Programs. Ms. Hinton, the FSS Program Manager, is meeting with all participants to switch them over to new contracts effective with the new Action Plan.

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

Ms. Fromm stated a business owner near Raulf Place registered a complaint with the County Executive regarding a tenant that had been evicted from Raulf Place that was constantly loitering on their property. Ms. Fromm responded to the County Executives email addressing the issue as well as what the Authority could and could not do or say regarding the matter due to confidentiality laws.

WHEDA is conducting an audit at Riverside (RS) today. The WHEDA audit at Fox View (FV) was yesterday. Fox View scored a 99B on the recent REAC Inspection. There were three issues with nurse call cords. Riverside scored a 99A on the REAC Inspection. There was one finding regarding a refrigerator gasket. The REAC Inspection at Marian Manor will be in November. A tenant's daughter hit the FV building with a U-Haul truck while moving the tenant out causing damage. A tree fell on a tenant's car at FV during a recent storm. The tax credits at both Fox View and Riverside expired August 1, 2021. However, the investors opted to stay in the tax credit deal for the full 15-year compliance period.

Ms. Fromm conducted a full day of training recently with the property managers and the housing specialists. The training went very well.

SVA is only on year two of a potential five-year contract. So, RFP's will not be sent out this year for auditors. There will be an increase in costs for next year's audits. Ms. Fromm is currently negotiating with SVA to try to keep the increase as low as possible.

d.) Advocap Meal Site Contract

Ms. Fromm stated the Advocap Meal Site contract received recently looks good and Fromm will be signing it.

e.) Nursing Contract

Ms. Fromm stated that there was no increase in fees from last year's nursing contract with the County. Fromm will be meeting with the County Health Department on Wednesday.

f.) Agency Matters

• **Personnel Matters**

Ms. Fromm stated the Section 8 Inspector was in an accident while using the Agency's vehicle. Another vehicle ran into the back end of the Agency's vehicle. The insurance company totaled the vehicle. There were no injuries. The Authority is replacing the vehicle with a 2022 Chevy Spark.

• **Updated COVID-19 Policy**

Ms. Lynch stated that the Housing Authority would like to follow CDC Guidelines regarding COVID-19 exposures. Staff was instructed as to what the current CDC Guidelines are at a recent staff meeting. After some discussion, Ms. Ellenberger made a motion, seconded by Ms. Hackett, that the Housing Authority staff follow the CDC's Guidelines regarding COVID-19 exposures. Motion carried 4-0 on a voice vote.

• **Managed IT Update**

Ms. Fromm stated that next Monday and Tuesday the Housing Authority's emails will be transferred to the cloud. The contract with Smart-IS is set to end December 31, 2022. The contract will likely be renewed.

6.) Resolution 740-22: Approve Revised Utility Allowance Schedule

Ms. Fromm and Ms. Lynch reviewed Resolution 740-22 approving the revised utility allowance schedule. There being no questions, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve Resolution 740-22. Motion carried 4-0 on a voice vote.

7.) Resolution 741-22: Approve HUD Form 52574 – Budget 2023

This resolution is being tabled to the November Board meeting as the budgets are not yet finished.

8.) Resolution 742-22: Approve 2023 Passbook Rate for Determining Income From Assets

Ms. Fromm Presented Resolution 742-22 approving the passbook rate to determine income from assets to remain the same for 2023. There being no questions, Ms.

Ellenberger moved, seconded by Ms. Hackett, to approve Resolution 742-22. Motion carried 4-0 on a voice vote.

9.) Resolution 743-22: Approve 2023 HCV Payment Standard to Continue at 120% Per HUD Extension Waivers

Ms. Fromm reviewed Resolution 743-22 approving the 2023 HCV payment standard to continue at 120% through 2023 per HUD extension waivers. There being no questions, Ms. Ellenberger moved, seconded by Mr. Coates, to approve Resolution 743-22. Motion carried 4-0 on a voice vote.

10.) Discussion

a.) WCHA November Board Meeting: November 29, 2023

The November board meeting will be held on Tuesday, November 29, 2022 at 3:00 p.m. in the TV Lounge on the first floor at Marian Manor.

11.) Adjournment

Having completed the agenda, Ms. Ellenberger moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 3:59 p.m.

Respectfully Submitted,



Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED