

DRAFT

**Public Hearing: OHA Five-Year / Annual Plan &
OHA/WCHA Family Self Sufficiency Action Plan**

Chairperson Watterworth of the WCHA Board opened the Public Hearing at 3:33 p.m. and invited public comments and questions. Chairperson Watterworth called twice more for public input without a response. Chairperson Waterworth declared the Public Hearing closed at 3:34 PM.

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY
JOINT MEETING MINUTES

Monday, September 26, 2022

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Nicholas Hahn, Vice Chairperson – OHA (arrived during A/P Report)
Julie Spanbauer – OHA
Lynnsey Erickson – OHA
Rob Paterson – OHA

Scott Waterworth, Chairperson – WCHA
Rebecca Hackett – WCHA (arrived during the Public Comment Period)
Jesse Coates – WCHA

COMMISSIONERS ABSENT: Sara Muhlbauer, Chairperson – OHA
Robert Keller, Vice Chairperson – WCHA
Betsy Ellenberger

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
Kay Hinton, FSS Coordinator

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Waterworth of the Winnebago County Housing Authority (WCHA) Board called the joint meeting to order at 3:34 p.m.

2.) OHA Minutes of the Regular Meeting Held on August 22, 2022

Ms. Spanbauer directed the OHA Commissioners to review the meeting minutes of the OHA Board Meeting held on August 22, 2022. A clerical error was noted on page 3, third bullet point in item d. The title should read "**HUD** Visit" There being no other corrections or questions, Ms. Erickson moved, seconded by Mr. Paterson, to approve the meeting minutes of the August 22, 2022 meeting as corrected. Motion carried 3-0 on a voice vote.

3.) Public Comment Period

The Boards proceeded to the Public Comment Period at this time as the WCHA Board did not yet have a quorum to review the August 23, 2022 WCHA meeting minutes or the July 20, 2022 OHA/WCHA Special Joint Closed Meeting minutes. Mr. Paterson, Resident Commissioner of the OHA Board stated that the new concrete work completed recently at Raulf Place looks very nice. Mr. Paterson also inquired about the possibility of getting audits further in advance of the board meeting to allow more time to review the material. Ms. Fromm stated the audits were received only a few days prior to when the board packets were sent out. The 2021 OHA Public Housing Audit will be put on the October meeting agenda to accommodate any further questions or discussion. Ms. Hackett of the WCHA Board arrived during the Public Comment Period.

4.) OHA/WCHA Minutes of the Special Joint Closed Meeting Held on July 20, 2022

With a quorum now established for each Board, Chairperson Waterworth directed the Commissioners to review the minutes of the Special Joint Closed Meeting held on July 20, 2022. There being no corrections or discussion, Ms. Spanbauer of the OHA Board moved, seconded by Mr. Coates of the WCHA Board, to approve the closed meeting minutes of the July 20, 2022 Special Joint Board Meeting as presented. Motion carried 6-0 on a voice vote.

5.) WCHA Minutes of the Regular Meeting Held on August 23, 2022

With a quorum established, Chairperson Waterworth directed the Winnebago County Housing Authority (WCHA) Commissioners to review the minutes of the regularly scheduled WCHA Board Meeting held on August 23, 2022. There being no questions, comments or corrections, Ms. Hackett moved, seconded by Mr. Coates, to approve the minutes of the August 23, 2022 meeting as presented. Motion carried 3-0 on a voice vote.

6.) Finance**a.) Accounts Payable Report From August 2022**

Ms. Fromm and Ms. Kelley reviewed the A/P Report from August 2022. The payment to Menards reflects about four months worth of bills. Mr. Foley explained what a T-Y on a sink drain is on a Ludwig Plumbing invoice. Ms. Spanbauer voiced approval of the report format being used now. The report is from the Authority's software and is the format the boards used to receive.

b.) Second Quarter Financial Report Update

Ms. Kelley stated the fee accountants should have the May financials done by October 8, 2022 and the June financials should be done by October 15, 2022. The July, August and

September financials should be done by the end of October. The financials should then be back on track.

c.) 2021 OHA Public Housing Audit

Ms. Fromm inquired if there were any questions pertaining to the 2021 Public Housing Audit that was sent out in the board packets. There were no findings on the audit. As stated earlier in the meeting, the Audit will be put on the agenda for the October board meeting to allow more time for further questions to be addressed.

7.) Report of the Executive Director

a.) Monthly Tenant Accounts Receivable and Monthly Vacancy Reports

Ms. Fromm stated that the Accounts Receivable (A/R) that is 90+ days old is currently \$5,351.15. More WERA money is still expected to come in. The report shows balances 61-90 days past due are currently \$3,154.00. Ms. Fromm explained how rent is determined and responded to questions.

Ms. Fromm reviewed the monthly vacancy report for September 2022. Currently, HUD shows the OHA vacancy rate to be 98.33% and the WCHA rate to be 97.59%.

b.) Housing Choice Voucher Program Update (WCHA)

Ms. Lynch stated there are currently 371 regular vouchers, twenty-eight Project Based Vouchers, five VASH Vouchers, seven port-in vouchers and one port-out voucher under contract. Twenty-four Mainstream vouchers and fourteen Tenant Protection Vouchers (TPV's) are also in use.

Ms. Fromm stated that HUD will be issuing eight more regular vouchers to the WCHA in October.

The FSS Program currently has 20 participants as of September 1, 2022 with approximately \$26,360 in escrow.

The FSS Program cannot enroll any new participants until HUD and the Boards approve the new FSS Action Plan. There will be resolutions later in the meeting to approve the new plan.

c.) FSS Program Update

Ms. Hinton, FSS Program Coordinator summarized the revised Action Plan changes and responded to questions. Multifamily tenants will be able to participate in the FSS Program as of the next funding cycle.

d.) Updates on Housing Authority Owned Property and/or Projects

Ms. Fromm stated all Court Tower tenants that were displaced by the fire are back in their units. The Housing Authority rejected the proposed settlement offer from the Housing Authority Insurance Group (HAIG) because items were missing from the offer. Missing items included replacement of the fire suppression system and electrical panels that still need repair due to water damage. Because the damage was caused by a fire, the deductible will be \$10,000 instead of \$25,000.

Ms. Fromm discovered that approximately \$125,000 in Capital Fund money had been earmarked in the last 5-Year Plan to repair the issue with the caulking between the exterior brick sections that is causing rain to leak into some of the units. The repair is estimated to cost between \$180,000 and \$350,000. Ms. Fromm is working with the investors to get their approval to use some money from the Reserve Account to make up the difference and move forward with the repair work.

A contractor has been hired to install the kitchen and flooring at Silvercrest Group Home. Some trees also need to be removed on the property.

The concrete replacement at Raulf Place has been completed. Capital Fund money in the amount of \$40,000 was used for the project.

e.) **Agency Matters**

- **HUD Visit**

Mr. Fromm summarized the recent HUD visit. To date the Authority has not received a letter from the HUD-Milwaukee Office regarding the results of the visit. The Authority will be updating policies and procedures in the coming months. HUD staff stated the Authority will have to pay back funds used for ineligible items in the FSS program in the past. Chairperson Waterworth stated HUD indicated that they were very pleased with Ms. Fromm's performance and the progress that has been made resolving recent issues.

- **Personnel Matters**

Ms. Fromm stated the Authority is still encountering issues finding qualified maintenance people to fill the open positions. The Agency will look into the possibility of participating in some local job fairs.

The REAC Inspection at Court Tower is scheduled for October 28, 2022. Cumberland Court, Raulf Place and the Family Unit inspections will be coming up soon after.

- **Purge Results**

Ms. Southworth summarized the results from the Waiting List Purge that was done in September. The Authority conducts a purge of the waiting list every two years to update the list. Staff sent out 2,063 Letter of Interest notices to applicants at the end of July. Applicants that did not respond to the letter will be removed from the waiting list. Approximately 1,671 applicants did not respond to the letter or the letter was returned as undeliverable.

8.) **OHA Resolutions**

- a.) **Resolution 1104-22: Approve OHA PH Financial Audit for Year Ending 2021**
Vice Chairperson Hahn presented resolution 1104-22 approving the OHA Public Housing Financial Audit for year ending 2021. There being no questions or discussion, Ms. Spanbauer moved, seconded by Mr. Paterson, to approve Resolution 1104-22. Motion carried 4-0 on a voice vote.

b.) Resolution 1105-22: Approve the Updated OHA/WCHA Family Self Sufficiency Action Plan

Vice Chairperson Hahn presented resolution 1105-22 approving the updated OHA/WCHA Family Self Sufficiency Action Plan. There being no questions or discussion, Mr. Paterson moved, seconded by Ms. Erickson, to approve Resolution 1105-22. Motion carried 4-0 on a voice vote.

c.) Resolution 1106-22: Approve Revised Flat Rent Schedule Effective November 1, 2022

Vice Chairperson Hahn presented resolution 1106-22 approving the Revised Flat Rent Schedule Effective November 1, 2022. There being no questions or discussion, Ms. Erickson moved, seconded by Ms. Spanbauer, to approve Resolution 1106-22. Motion carried 4-0 on a voice vote.

9.) WCHA Resolutions

a.) Resolution 736-22: Approve the Updated OHA/WCHA Family Self Sufficiency Action Plan

Chairperson Waterworth presented resolution 736-22 approving the updated OHA/WCHA Family Self Sufficiency Action Plan. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Coates, to approve Resolution 736-22. Motion carried 3-0 on a voice vote.

b.) Resolution 737-22: Approve Revised Flat Rent Schedule Effective November 1, 2022

Chairperson Waterworth presented resolution 737-22 approving the Revised Flat Rent Schedule Effective November 1, 2022. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Coates, to approve Resolution 737-22. Motion carried 3-0 on a voice vote.

c.) Resolution 738-22: Approve Housing Choice Voucher Revised Payment Standards Effective January 1, 2023

Chairperson Waterworth presented resolution 738-22 approving the Housing Choice Voucher Revised Payment Standard Effective January 1, 2023. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Coates, to approve Resolution 738-22. Motion carried 3-0 on a voice vote.

d.) Resolution 739-22: Approve Rent Increases for Waite Rug PBV Units Effective February 1, 2023

Chairperson Waterworth presented resolution 739-22 approving the rent increase for the Waite Rug PBV units Effective February 1, 2023. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Coates, to approve Resolution 739-22. Motion carried 3-0 on a voice vote.

10.) Discussion

a.) OHA October Board Meeting – October 24, 2022

The OHA October board meeting will be on Monday, October 24, 2022 at 3:30 in the Marian Manor first floor lounge.

b.) WCHA October Board Meeting – October 25, 2022

The WCHA October board meeting will be on Tuesday, October 25, 2022, at 3:00 in the Marian Manor first floor lounge.

11.) Adjournment

Having completed the Agenda, Mr. Hahn of the OHA Board moved, seconded by Ms. Hackett of the WCHA Board, to adjourn the meeting. Motion carried 7-0 on a voice vote. The meeting adjourned at 4:37 p.m.

Respectfully submitted,



WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____