

DRAFT

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY
JOINT MEETING MINUTES

Tuesday May 30, 2023

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Sara Muhlbauer, Chairperson
Nicholas Hahn, Vice Chairperson
Julie Spanbauer – OHA
Lynnsey Erickson – OHA

Scott Waterworth, Chairperson – WCHA
Robert Keller, Vice Chairperson – WCHA
Jesse Coates – WCHA
Betsy Ellenberger – WCHA
Rebecca Hackett--WCHA

COMMISSIONERS ABSENT: Rob Paterson--OHA

STAFF PRESENT: Wendy Fromm, Executive Director
Lora Southworth, Operation Manager
Michelle Lunde, HR Generalist

OTHERS PRESENT: NONE

1.) Call to Order: Roll Call

Chairperson Muhlbauer of the Oshkosh Housing Authority Board called the joint meeting to order at 3:31 p.m.

2.) Election of Oshkosh Housing Authority Officers

Chairperson Muhlbauer proceeded with the annual election of officers for the Board of Commissioners of the Oshkosh Housing Authority. Ms. Fromm stated elections are done every year at the May Board meeting and reviewed the election process. As provided by state law and the by-laws, the Executive Director will serve as Secretary/ Treasurer for the Board. Ms. Fromm proceeded to call for nominations for Chairperson. Ms. Muhlbauer nominated Ms. Spanbauer for Chairperson. Mr. Hahn seconded the nomination. Ms. Fromm called two more times for other nominations for Chairperson. Absent from other nominations, Ms. Fromm closed the nominations. There being only one candidate for Chairperson, a unanimous voice vote was cast for Ms. Spanbauer for Chairperson. Motion carried 3-0, with Ms. Spanbauer abstaining from the vote.

Chairperson Spanbauer called for nominations for Vice Chairperson. Ms. Spanbauer nominated Mr. Hahn as Vice Chairperson. Chairperson Spanbauer called two more times for other nominations for Vice Chairperson. Absent from other nominations, Chairperson Spanbauer closed the nominations and called for a vote to elect Mr. Hahn as Vice Chairperson. Motion carried 3-0 with Mr. Hahn abstaining from the vote.

3.) Election of Winnebago County Housing Authority Officers

Chairperson Waterworth proceeded with the annual election of officers for the Board of Commissioners of the Housing Authority of the County of Winnebago Wisconsin. Ms. Fromm stated elections are done every year at the May Board meeting and reviewed the election process. As provided by state law and the by-laws, the Executive Director will serve as Secretary/Treasurer for the Board. Ms. Fromm proceeded to call for nominations for Chairperson. Mr. Waterworth nominated Mr. Keller for Chairperson. Ms. Ellenberger seconded the nomination. Ms. Fromm called two more times for other nominations for Chairperson. Absent from other nominations, Ms. Fromm closed the nominations. There being only one candidate for Chairperson, a unanimous voice vote was cast for Mr. Keller for Chairperson. Motion carried 3-0, with Mr. Keller and Ms. Hackett abstaining from the vote.

Chairperson Keller called for nominations for Vice Chairperson. Mr. Keller nominated Ms. Hackett for Vice Chairperson. Ms. Ellenberger seconded the nomination. Chairperson Keller called two more times for other nominations for Vice Chairperson. Absent other nominations, Chairperson Keller closed the nominations and called for a vote to elect Ms. Hackett as Vice Chairperson. A unanimous voice vote was cast for Ms. Hackett for Vice Chairperson contingent of reappointment. Motion carried 3-0 with Ms. Hackett abstaining from the vote.

4.) OHA Minutes from the Regular Meeting Held on April 24, 2023

Ms. Spanbauer of the Oshkosh Housing Authority (OHA) Board directed the OHA Commissioners to review the meeting minutes of the OHA Board Meeting held on April 24, 2023. There being no questions or corrections, Ms. Spanbauer moved, seconded by Mr. Hahn, to approve the minutes of the April 24, 2023, meeting as presented. Motion carried 4-0 on a voice vote.

5.) WCHA Minutes of the Regular Meeting Held on April 25, 2023

Chairperson Keller directed the Winnebago County Housing Authority (WCHA) Commissioners to review the minutes of the regularly scheduled WCHA Board Meeting held on April 25, 2023. There being no questions or corrections, Mr. Waterworth moved, seconded by Ms. Ellenberger, to approve the minutes of the April 25, 2023, meeting as presented. Motion carried 4-0 on a voice vote, with Ms. Hackett abstaining from the vote.

6.) Public Comment Period

There was no public comment.

7.) Finance**a.) Accounts Payable Report from April 2023**

Ms. Fromm reviewed the A/P Report from April 2023. Ms. Fromm responded to questions regarding a payout for home refund HHR Funds.

b.) First Quarter Financials Update

Ms. Fromm stated the first quarter financials are in the process of completion by the Fee accountant and will have them by the end of May.

c.) 2022 WCHA Public Housing Audit

Ms. Fromm reviewed the letters from SVA as well as the year-end December 31, 2022, audits for Winnebago County Housing Authority. There were no findings or fraud issues on the audits. The Oshkosh Housing Authority audit is still in process. A good summary of WCHA is in the Notes to Financial Statements section of the audit.

8.) 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 is \$3,856.98. Accounts receivables that are 61-90 days old are \$3,690.00.

The monthly vacancy report now shows there are four vacancies for the Oshkosh Housing Authority (OHA) and two for the Winnebago County Housing Authority (WCHA). Currently HUD shows OHA at 99.67% occupancy, and WCHA at 98.81% occupancy.

b.) Housing Choice Voucher Program Update (WCHA)

Ms. Southworth stated there are currently 398 regular vouchers, twenty-eight Project Based Vouchers, five VASH Vouchers, six port-in vouchers and one port-out voucher under contract. Twenty-five Mainstream vouchers and twelve Tenant Protection Vouchers (TPV's) are also in use.

c.) FSS Program Update

Ms. Southworth reported the FSS Program currently has six participants from the OHA Public Housing Program. WCHA has 26 total participants. There are a total of 32 participants in the FSS programs. The current escrow balance is \$55,791.87. There has been one new enrollment since our last meeting. There are six pending enrollments.

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

Ms. Fromm stated there was nothing to report for Waite Rug.

Ms. Fromm stated the brick repair found on the Raulf Place REAC inspection will be repaired on June 15th, 2023.

Ms. Fromm reported that she contracted a new insurance carrier for Court Tower, reducing costs. Ms. Fromm stated she will work on getting quotes for the other properties.

Ms. Fromm reported the Marian Manor 3rd floor air conditioning in the hallway is not working, a part has been ordered for the repair.

Ms. Fromm stated that everything is going well at Fox View and Riverside.

Ms. Fromm stated that everything is going well at Cumberland Court.

Ms. Fromm stated that starting on June 2nd, 2023, OHA 70 Family units on Clover, Lark and Wilson will have new windows installed.

e.) Agency Matters

- **Personnel Matters**

Ms. Fromm stated a Finance Manager was hired and will start June 5th. The Authority is now fully staffed.

- **OHA Marian Manor Refinance Updates**

Ms. Fromm stated that Lexington Realty Service was onsite to do the Market study and appraisal, reports are expected in the next few weeks. Ms. Fromm stated that they have begun working on the 4% tax credit application.

- **OHA Court Tower Leakage Analysis Update**

Ms. Fromm stated that Wiss, Janney, Elstner Associates Inc. were on-site to complete the water leakage analysis, we're expecting the outcome from the on-site investigation the first week of July 2023.

- **WCHA Silvercrest Group Home Updates**

Ms. Fromm stated that the sale of Silvercrest is moving through several committees and should reach the County Board in August 2023 for a vote, with a tentative closing date in September 2023.

- **WCHA Menasha Office**

Ms. Fromm stated that the City of Menasha is interested in purchasing the Menasha administrative building from WCHA. The City Planner will be sending over an offer to purchase for consideration.

7.) OHA Resolutions

a.) Resolution 1116-23: Approve Extension of Loan from WCHA

Ms. Fromm reviewed the resolution and responded to questions. After questions were addressed, Ms. Spanbauer moved, seconded by Ms. Muhlbauer to approve Resolution 1116-23 as presented. Motion carried 4-0 on voice vote.

8.) WCHA Resolutions

a.) Resolution 752-23: Approve OHA Loan Extension Approve

Ms. Fromm reviewed the resolution and responded to questions. After questions were addressed, Mr. Keller moved, seconded by Ms. Ellenberger, to approve Resolution 752-23 as presented. Motion carried 4-0 on voice vote, with Ms. Hackett abstaining from the vote.

b.) Resolution 753-23: Approve WCHA PH Financial Audit for Year Ending 2022

Ms. Fromm reviewed the resolution and responded to questions. After questions were addressed, Mr. Keller moved, seconded by Ms. Ellenberger, to approve Resolution 753-23 as presented. Motion carried 4-0 on voice vote, with Ms. Hackett abstaining from the vote.

c.) Resolution 754-23: Approve to Terminate Lease Agreement

Ms. Fromm reviewed the resolution and responded to questions. After questions were addressed, Mr. Keller moved, seconded by Ms. Ellenberger, to approve Resolution 754-23 as presented. Motion carried 4-0 on voice vote, with Ms. Hackett abstaining from the vote.

9.) Discussion

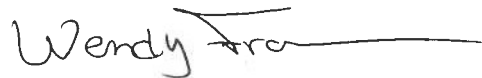
a.) June 2023 Joint Board Meeting

The June 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, on Monday June 26th, 2023, at 3:30 pm.

10.) Adjournment

Having completed the OHA Agenda, Ms. Spanbauer moved, seconded by Ms. Muhlbauer of the OHA board, to adjourn the meeting. Motion carried 4-0 on a voice vote. Having completed the WCHA Agenda, Mr. Keller moved, seconded by Mr. Waterworth of the WCHA board, to adjourn the meeting. Motion carried 4-0 on a voice vote, with Ms. Hackett abstaining from the vote. The meeting adjourned at 4:23 p.m.

Respectfully submitted,



WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____