

DRAFT

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY
JOINT MEETING MINUTES

Monday, June 26, 2023

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Julie Spanbauer, Chairperson--OHA
Rob Paterson, OHA
Karl Buelow, OHA

Robert Keller, Chairperson – WCHA
Jesse Coates – WCHA
Betsy Ellenberger – WCHA (Arrived during the Accounts
Payable Report)
Scott Waterworth--WCHA

COMMISSIONERS ABSENT: Nicholas Hahn--OHA
Rebecca Hackett--WCHA

STAFF PRESENT: Wendy Fromm, Executive Director
LuAnn DeBruin-Ziebell, Finance Manager
Lora Southworth, Operation Manager
Michelle Lunde, HR Generalist

OTHERS PRESENT: NONE

1.) Call to Order: Roll Call

Chairperson Spanbauer of the Oshkosh Housing Authority Board called the joint meeting to order at 3:30 p.m.

2.) Joint OHA/WCHA Minutes of the Regular Meeting Held on May 30, 2023

Ms. Spanbauer of the Oshkosh Housing Authority (OHA) Board directed the Commissioners to review the meeting minutes of the Joint OHA/WCHA Board Meeting held on May 30, 2023. There being no questions or corrections, Mr. Paterson moved, seconded by Mr. Buelow, to approve the minutes of the May 30, 2023, meeting as presented. Motion carried 3-0 on a voice vote.

3.) Joint OHA/WCHA Minutes of the Regular Meeting Held on May 30, 2023

Mr. Keller of the Winnebago County Housing Authority (WCHA) Board directed the Commissioners to review the meeting minutes of the Joint OHA/WCHA Board Meeting held on May 30, 2023. There being no questions or corrections, Mr. Waterworth moved, seconded by Mr. Coates, to approve the minutes of the May 30, 2023, meeting as presented. Motion carried 3-0 on a voice vote.

4.) Public Comment Period

There was no public comment.

5.) Finance**a.) Accounts Payable Report from May 2023**

Ms. Ellenberger, WCHA Commissioner arrived. Ms. Fromm reviewed the A/P Report from May 2023. Ms. Fromm responded to a question regarding tenant repayment and clarified the repayment process.

b.) TRIP Update

Ms. Lunde reviewed the payments received year to date from the Tax Refund Intercept Program (TRIP). If a tenant terminates from the Authority's programs and owes money to the Authority, their debt is certified with the WI Department of Revenue for state tax refund interception through TRIP. From January 1, 2023 to June 19, 2023, \$30,548.86 has been collected through TRIP.

c.) First Quarter Financials

Ms. Fromm asked if Commissioners had questions on the first quarter financials. There being no questions or concerns, Ms. DeBruin-Ziebell talked about the second quarter financials. Ms. DeBruin-Ziebell stated that she is working with Hawkins Ash to get us caught up.

6.) 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 on repayment plans, termination due to non-payment and court eviction.

The A/R spreadsheet currently shows accounts receivable 90+ days is \$6,309.25. Accounts receivables that are 61-90 days old are \$18,569.18.

The monthly vacancy report now shows there are eight vacancies for the Oshkosh Housing Authority (OHA) and two for the Winnebago County Housing Authority (WCHA). Currently HUD shows OHA at 99.34% occupancy, and WCHA at 100% occupancy.

b.) Housing Choice Voucher Program Update (WCHA)

Ms. Southworth stated there are currently 399 regular vouchers, twenty-seven Project Based Vouchers, three VASH Vouchers, five port-in vouchers and two port-out vouchers 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 27 total participants. There are a total of 33 participants in the FSS programs. The current escrow balance is \$62,154.22. There has been one new enrollment since our last meeting. There are four pending enrollments.

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

Ms. Fromm stated there was an interested party who submitted offers to purchase North Waite. Ms. Spanbauer asked about the development of North Waite. Ms. Fromm answered questions.

Ms. Fromm stated Raulf Place is doing well.

Ms. Fromm reported that she is waiting for water analyses for Court Tower.

Ms. Fromm reported Marian Manor is doing well.

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 Neenah/Menasha is doing well.

e.) Agency Matters

- **Personnel Matters**

Ms. Fromm stated the Authority is now fully staffed.

- **OHA Marian Manor Refinance Updates**

Ms. Fromm stated we are waiting for the appraisal and Market study to come back for Marian Manor.

- **Amended Handbook Section 137 Vacation Time**

Copies of the employee handbook section 137 vacation time earned were presented to the board. Ms. Fromm discussed that the policy for vacation earned is different for exempt vs. nonexempt employees, Ms. Fromm stated that the non-exempt employees of the agency would like to receive the same earned vacation as exempt employees. Ms. Fromm stated the change in policy would be beneficial for employee retention. Ms. Fromm answered questions regarding amending vacation time accrued. The Current Policy for accrued vacation time does not allow any vacation time to be carried over to the following year, The amended policy would allow for employees to carry over one week of accrued vacation to be used in the following year.

7.) OHA Resolutions

Resolution 1117-23: Approve Amended Handbook Section 137 Vacation

Ms. Fromm reviewed the resolution and responded to questions. After questions were addressed, Mr. Buelow moved, seconded by Mr. Paterson, to approve Resolution 1117-23 as presented. Motion carried 3-0 on voice vote.

8.) Convene in Closed Session Under Wis. Stat. § 19.85(1) (c) to Consider Promotion, Compensation, and/or Performance Evaluations. Roll Call

Ms. Spanbauer moved that the Joint OHA/WCHA open meeting be adjourned, and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Mr. Paterson Motion carried 3-0 on a roll call vote as follows:

Mr. Keller moved that the Joint OHA/WCHA open meeting be adjourned, and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Mr. Waterworth Motion carried 4-0 on a roll call vote as follows:

Julie Spanbauer: aye
Karl Buelow: aye
Rob Paterson: aye

Robert Keller: aye
Scott Waterworth: aye
Betsy Ellenberger: aye
Jesse Coates: aye

Nicholas Hahn: Absent

Rebecca Hackett: Absent

The open meeting was moved into closed session at 4:02 p.m.

9.) Reconvene in Open Session Under Wis. Stat. § 19.85(2)

Ms. Spanbauer moved that the Joint OHA/WCHA board meeting reconvene in Open Session. The motion was seconded by Mr. Buelow. Motion was carried 3-0 on a voice vote.

Mr. Keller moved that the Joint OHA/WCHA board meeting reconvene in Open Session. The motion was seconded by Mr. Waterworth. Motion was carried 4-0 on a voice vote and the meeting moved back into open session at 4:31 p.m.

10.) Discussion

a.) OHA July Board Meeting-July 24, 2023

The OHA July 2023 board meeting will be on July 24, 2023, at 3:30 p.m. in the Marian Manor first floor TV lounge.

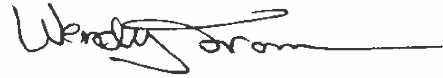
b.) WCHA July Board Meeting-July 25, 2023

The WCHA July 2023 board meeting will be on July 25, 2023, at 3:00 p.m. in the Marian Manor first floor TV lounge.

11.) Adjournment

Having completed the OHA Agenda, Ms. Spanbauer moved, seconded by Mr. Buelow of the OHA board, to adjourn the meeting. Motion carried 3-0 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. The meeting adjourned at 4:45 p.m.

Respectfully submitted,



WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____