

DRAFT

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY
JOINT MEETING MINUTES

Monday, December 18, 2023

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Julie Spanbauer, Chairperson – OHA
Nicholas Hahn – OHA
Ashlee Rahmlow – OHA
Karl Buelow – OHA
Rob Paterson – OHA

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

COMMISSIONERS ABSENT:

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

OTHERS PRESENT: NONE

- 1.) **Public Hearing: OHA/WCHA Five-Year/Annual Plan**
No one was in attendance.
- 2.) **Call to Order: Roll Call**
Chairperson Spanbauer of the Oshkosh Housing Authority Board called the joint meeting to order at 3:33 p.m.
- 2.) **OHA Minutes of the Regular Meeting Held on November 27, 2023**
Ms. Spanbauer of the Oshkosh Housing Authority (OHA) Board directed the Commissioners to review the meeting minutes of the OHA Board Meeting held on November 27, 2023. There being no questions or corrections, Mr. Hahn moved, seconded by Mr. Paterson, to approve the minutes of the November 27, 2023, meeting as presented. Motion carried 5-0 on a voice vote.
- 3.) **WCHA Minutes of the Regular Meeting Held on November 28, 2023**
Mr. Keller of the Winnebago County Housing Authority (WCHA) Board directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on November 28, 2023. There being no questions or corrections, Mr. Waterworth moved, seconded by Ms. Hackett, to approve the minutes of the November 28, 2023, meeting as presented. Motion carried 4-0 on a voice vote. Ms. Ellenberger abstained from voting.

4.) Public Comment Period/Q&A Period

There was no public comment.

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

Ms. Fromm reviewed the A/P Report from November 2023. There were no questions about the report.

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. Ms. Fromm stated that there were several WERA applications submitted by tenants and are waiting for WERA approval.

The A/R spreadsheet currently shows accounts receivable 90+ days is \$10,735.11. Accounts receivables that are 61-90 days old are \$7,936.79.

The monthly vacancy report shows there are six vacancies for the Oshkosh Housing Authority (OHA) and Winnebago County Housing Authority (WCHA) has no vacancies. Currently, HUD shows OHA at 100% occupancy and WCHA at 100% occupancy.

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

Waite Rug-Ms. Fromm stated Sigma has completed the analysis of the Waite Rug Parcels contaminated soil and should receive the report in the next week. The dialer for the fire panel was not communicating with the cell network, it is now repaired.

Raulf Place-Ms. Fromm reported that Raulf Place was experiencing plumbing issues, that required an outside contractor to solve the issue.

Court Tower-Ms. Fromm reported that we should be receiving two other bids for the repair of the water issue. REAC inspector will be present on Thursday, January 18, 2024, to conduct the N-SPIRE inspection.

Marian Manor-Ms. Fromm reported the engineers doing the Marion Manor remodel were in and performed core drilling to measure how much insulation there is for the new pitched roof. It was plugged in so there would be no leaking.

Cumberland Court- Ms. Fromm stated that the city contacted us to remove building materials stored behind the garage, we are currently looking for a space to store those items.

70 Family-Ms. Fromm stated that a property on Covington will be going offline for mod rehab. REAC inspector will be present the first week of February to conduct the N-SPIRE inspection. Maintenance is currently working on replacing smoke detectors and installing CO2 Monitors as required by HUD.

Foxview-Ms. Fromm stated that the Mitsubishi heaters went down. This seems to be common this time of year. Our HVAC contractor repaired the issue.

Riverside-Ms. Fromm stated that everything was going well.

WCHA Scattered-Ms. Fromm stated everything was going well.

Summit House-Ms. Fromm stated that Summit House has been contracted with First Weber and will be on the market the first week of January. The listing price is \$395,000.00.

c.) FSS Program Update

Ms. Southworth asked if there were questions in regard to the FSS Programs Quarterly Report. There were no questions.

d.) Housing Choice Voucher Program Update (WCHA)

Ms. Southworth stated there are currently 400 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, one port-in voucher, and one port-out voucher under contract. Twenty-six Mainstream vouchers and eleven Tenant Protection Vouchers (TPV's) are also in use.

e.) Agency Matters

- **Personnel Matters**

Ms. Fromm stated that we filled our Maintenance Mechanic position at Cumberland Court. We received a resignation from a Compliance Specialist. The open position has been placed on Indeed.

8.) OHA Resolutions

a.) 1128-23: Approve 2023 Year-End Write-Offs of Bad Debt

Chairperson Spanbauer presented resolution 1128-23 approving the year-end write-offs of bad debt. There being no questions or discussion, Mr. Hahn moved, seconded by Ms. Rahmlow, to approve Resolution 1128-23. Motion carried 5-0 on a voice vote.

b.) 1129-23: Approve ACOP Revisions for EID

Chairperson Spanbauer presented resolution 1129-23 approving ACOP Revisions for EID. There being no questions or discussion, Mr. Hahn moved, seconded by Mr. Paterson, to approve Resolution 1129-23. Motion carried 5-0 on a voice vote.

9.) WCHA Resolutions

a.) 763-23: Approve Housing Choice Voucher 2024 Payment Standards

Chairperson Keller presented resolution 763-23 approving Housing Choice Voucher 2024 Payment Standards. There being no questions or discussion, Ms. Hackett moved, seconded by Ms. Ellenberger, to approve Resolution 763-23. Motion carried 5-0 on a voice vote.

b.) 764-23: Approve Waite Rug Payment Standards Effective February 1, 2024

Chairperson Keller presented resolution 764-23 approving Waite Rug payment standards effective February 1, 2024. There being no questions or discussion, Ms. Ellenberger moved, seconded by Mr. Coates, to approve Resolution 764-23. Motion carried 5-0 on a voice vote.

c.) 765-23: Approve 2023 Year End Write-Offs of Bad Debt

Chairperson Keller presented resolution 765-23 approving Years End Write-offs of Bad Debt. There being no questions or discussion, Ms. Ellenberger moved,

seconded by Ms. Hackett, to approve Resolution 765-23. Motion carried 5-0 on a voice vote.

d.) 766-23: Approve ACOP Revisions for EID

Chairperson Keller presented resolution 766-23 approving ACOP revisions for EID. There being no questions or discussion, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve Resolution 766-23. Motion carried 5-0 on a voice vote.

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

Ms. Spanbauer of the OHA Board moved that the OHA/WCHA Joint Open Meeting be adjourned, and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Ms. Ellenberger of the WCHA Board. Motion carried 10-0 on a roll call vote as follows:

Julie Spanbauer, OHA: aye
Nicholas Hahn, OHA: aye
Karl Buelow, OHA: aye
Ashlee Rahmlow, OHA: aye
Rob Paterson, OHA: aye

Robert Keller, WCHA: aye
Betsy Ellenberger, WCHA: aye
Rebecca Hackett, WCHA: aye
Scott Waterworth, WCHA: aye
Jessie Coates, WCHA: aye

The open meeting was moved into closed session at 3:57 p.m.

11.) Reconvene in Open Session

After all closed session business was discussed, Mr. Hahn of the OHA Board moved, seconded by Mr. Waterworth of the WCHA Board, to adjourn the closed session and reconvene in the open session. Motion carried 10-0 on a voice vote and the meeting moved back into open session at 4:20 p.m.

Ms. Ellenberger of the WCHA Board moved that the OHA/WCHA Joint Open Meeting be adjourned for a second time at 4:21 p.m., and the closed session be opened under Wis. Stat. § 19.85(c). The motion was seconded by Ms. Hackett of the WCHA board. After all closed session business was discussed, Mr. Buelow of the OHA Board moved, seconded by Ms. Rahmlow of the OHA Board, to adjourn the second closed session and reconvene in the open session.

12.) Discussion

a.) OHA January Board Meeting- January 22, 2024, at 3:30 PM

The OHA January 2024 board meeting will be on January 22, 2024, at 3:30 p.m. in the Marian Manor first-floor TV lounge.

b.) WCHA January Board Meeting-January 23, 2024, at 3:00 PM

The WCHA January 2024 board meeting will be on January 23, 2024, at 3:00 p.m. in the Marian Manor first-floor TV lounge.

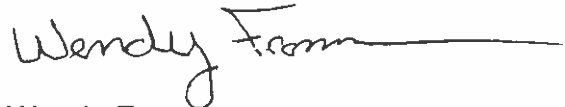
C.) 2024 Board Meeting Schedule

The 2024 Board Meeting Schedule was distributed.

13.) Adjournment

Having completed the OHA Agenda, Ms. Spanbauer moved, seconded by Mr. Buelow of the OHA board, to adjourn the meeting. Motion carried 5-0 on a voice vote. Having completed the WCHA Agenda, Mr. Keller moved, seconded by Ms. Hackett of the WCHA board, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned.

Respectfully submitted,



Wendy Fromm
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____