

DRAFT

OSHKOSH HOUSING AUTHORITY MINUTES

Monday, November 27, 2023

Marian Manor

3:30 P.M.

COMMISSIONERS PRESENT: Julie Spanbauer, Chairperson
Nicholas Hahn, Vice Chairperson
Ashlee Rahmlow
Rob Paterson

COMMISSIONERS ABSENT: Karl Buelow

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

OTHERS PRESENT:

1.) Call to Order: Roll Call

Chairperson Spanbauer called the regularly scheduled meeting to order at 3:33 p.m.

2.) OHA Minutes of the Regular Meeting Held on October 23, 2023

Chairperson Spanbauer directed the Commissioners to review the meeting minutes of the OHA Board Meeting held on October 23, 2023. After questions were addressed, Mr. Hahn moved, seconded by Ms. Rahmlow, to approve the minutes of the October 23, 2023, meeting as presented. Motion carried 4-0 on a voice vote.

3.) Public Comment Period/Q&A Period

There were no public comments.

4.) Finance

a.) Accounts Payable Report from October 2023

Ms. Fromm presented the Accounts Payable report from October 2023. Ms. Ziebell responded to questions regarding credit card charges.

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 Vacancy reports and responded to questions.

The A/R spreadsheet currently shows accounts receivable 90+ days old is \$6,267.78. Accounts receivables that are 61-90 days old are \$5,246.56.

The monthly vacancy report shows there are seven vacancies for the Oshkosh Housing Authority (OHA). Currently HUD shows the OHA Public Housing at 97.71% for occupancy. Ms. Fromm stated that there were errors in PIC, after the errors were corrected the OHA was at 99.34%.

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

Marian Manor:

Ms. Fromm stated nothing to report.

Cumberland Court:

Ms. Fromm stated snow removal equipment has been purchased. Mr. Foley stated with the new equipment it would save maintenance half the time to perform snow removal and salting. ROI should be less than five years.

Raulf Place:

Ms. Fromm stated everything is going well.

Court Tower:

Ms. Fromm stated we are still waiting on two water analysis quotes. We currently have one quote. Per the agencies procurement policy, we need a minimum of 3 quotes.

Waite Rug:

Ms. Fromm stated everything is going well. We had a maintenance man retire at Waite Rug; we filled the position internally. Ms. Fromm stated that we rented a section of North Waite warehouse out to Hickey Roofing.

70 Family Scattered Sites:

Ms. Fromm stated everything is going well.

c.) Agency Matters

• Personnel Matters

Ms. Fromm stated we sent offers to fill the Maintenance position at Cumberland Court. The first offer was not accepted. The second offer was denied. We have three more interviews on Wednesday, November 29, 2023.

• Nurses Contract

Ms. Fromm stated we signed a one-year contract with the Winnebago County Health Nurses. Ms. Fromm answered questions regarding the services provided by the nurses.

• Advocap Contract

Ms. Fromm reported that she signed a contract with Advocap. Ms. Fromm stated how Advocap administers a nutritional program that supports meals to our tenants and the community. Advocap uses our kitchens to provide these services.

- **Marian Manor Remodel Scope of work**

Ms. Fromm informed the commissioners that 100% of the remodel scope of work has been completed. The remodel does include six additional apartments, including a new roof, new windows, removal of roof smokestack, new flooring, repairing of concrete, HVAC removal, new air handler, new fire pump for sprinklers, new appliances, update common area bathrooms, LED lighting, new building sign, and new blinds. The remodel project has a tentative start date of March 1, 2024, with a tentative completion date on Dec 30, 2024.

- **Administrative Office Update**

Ms. Fromm stated that we have closed on the new main office located at 1100 W. 20th St. Oshkosh, WI. Ms. Fromm stated that Wade is currently working on painting, building a new conference room, and a new reception area. Tentative move in date is February 1, 2024

6.) OHA Resolutions

a.) Resolution 1125-23: Resolution to Approve SVA Certified Public Accountants 2023 Audit Fees

Chairperson Spanbauer presented resolution 1125-23 approving SVA Certified Public Accountants 2023 Audit Fees. There being no questions or discussion, Mr. Hahn moved, seconded by Ms. Rahmlow, to approve Resolution 1125-23. Motion carried 4-0 on a voice vote.

b.) Resolution 1126-23: Annual Civil Rights Certification

Chairperson Spanbauer presented resolution 1126-23 approving Annual Civil Rights Certification. Ms. Fromm responded to questions, Mr. Hahn moved, seconded by Ms. Rahmlow, to approve Resolution 1126-23. Motion carried 4-0 on a voice vote.

c.) Resolution 1127-23: Resolution to Approve Various Matters Related to Marian Manor Phase 2, LLC.

Chairperson Spanbauer presented resolution 1127-23 approving various matters related to Manor Manor Phase 2. There being no questions or discussion, Ms. Rahmlow moved, seconded by Mr. Hahn, to approve Resolution 1127-23. Motion carried 4-0 on a voice vote.

d.) Resolution 1120-23: Resolution to Amended Approved Utility Allowance Schedule Update

Ms. Fromm asked for a voice vote to add Resolution 1120-23 to the agenda. Chairperson Spanbauer presented resolution 1120-23 to Amend the Approved Utility Allowance Schedule. There being no questions or discussion, Mr. Hahn moved, seconded by Ms. Rahmlow, to approve the amended Resolution 1120-23. Motion carried 4-0 on a voice vote.

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

Ms. Rahmlow of the OHA Board moved that the OHA Open Meeting be adjourned, and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Mr. Hahn of the OHA Board. Motion carried 4-0 on a roll call vote as follows:

Julie Spanbauer, OHA: aye
Nicholas Hahn, OHA: aye
Ashlee Rahmlow, OHA: aye

Rob Paterson, OHA: aye
Karl Buelow, OHA: absent

The open meeting was moved into closed session at 4:22 p.m.

8.) Reconvene in Open Session

After the closed session, Mr. Hahn of the OHA Board moved, seconded by Ms. Rahmlow of the OHA Board, to adjourn the closed session and reconvene in open session. Motion carried 4-0 on a voice vote and the meeting moved back into open session at 4:40 p.m.

9.) Discussion

a.) Joint OHA/WCHA December Board Meeting: December 18, 2023, at 3:30 p.m.

The December Board Meeting will be a joint meeting of both boards and will be held in the Theater Room on the 1st floor at Court Tower.

10.) Adjournment

Having completed the Agenda, Mr. Hahn moved, seconded by Ms. Rahmlow, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:53 p.m.

Respectfully submitted,

WENDY FROMM
Executive Director
Oshkosh Housing Authority

APPROVED