

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, November 29, 2022

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Scott Waterworth, Chairperson
 Robert Keller, Vice Chairperson
 Rebecca Hackett
 Betsy Ellenberger

COMMISSIONERS ABSENT: Jesse Coates

STAFF PRESENT: Wendy Fromm, Executive Director
 Kim Lynch, Executive Assistant
 Lora Southworth, Director of Compliance

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**
Chairperson Waterworth called the regularly scheduled meeting to order at 3:01 p.m.

 - 2.) **WCHA Minutes of the Regular Meeting Held on October 25, 2022**
Chairperson Waterworth directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on October 25, 2022. There being no corrections or questions, Mr. Keller moved, seconded by Ms. Hackett, to approve the minutes of the October 25, 2022 joint meeting as presented. Motion carried 4-0 on a voice vote.

 - 3.) **Public Comment Period**
There were no public comments.

 - 4.) **Finance**
 - a.) **Accounts Payable Report from October 2022**
Chairperson Waterworth inquired if there were any questions pertaining to the October 2022 Accounts Payable report. Ms. Fromm responded to questions.

 - b.) **2nd Quarter Financials**
Ms. Fromm stated the second quarter financials that were distributed are somewhat of a moot point because they are three months old. The fee accountants are still trying to catch up from all the transitions that happened over the past several months. Third quarter financials should be easier to complete and be done by the December meeting.

c.) 2023 Budget Review

Ms. Fromm summarized the 2023 budgets and responded to questions. There will be a resolution later in the meeting to approve the budgets. Budgets were prepared including at 3% COLA adjustment for staff.

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 responded to questions.

The A/R spreadsheet showed accounts receivable 90+ days old is now \$5,110. Accounts receivable that is 61-90 days old is \$2,082. Four households are now on a repayment agreement. One household has not responded to WHERA so they can release the funds on their behalf. Court eviction is now being pursued.

The monthly vacancy report now shows there are a total of fourteen vacancies for the Oshkosh Housing Authority (OHA) and one for the Winnebago County Housing Authority (WCHA). Currently HUD shows the OHA at 97.99% for occupancy. The Winnebago County Housing Authority (WCHA) is at 98.80% for occupancy.

b.) Housing Choice Voucher and FSS Program Update

Ms. Lynch reported there are currently 380 regular vouchers, twenty-six Project Based Vouchers, five VASH Vouchers, one port-out and seven port-in vouchers under contract. Twenty-five Mainstream and fourteen Tenant Protection Vouchers (TPV's) are in use. Ms. Fromm stated the Authority has a total of 435 vouchers it can use.

The FSS Program has approximately \$35,235 in escrow. There are currently a total of 22 participants in the FSS Program. Five of the participants are from the OHA Public Housing Program and 17 participants are from WCHA Programs. Ms. Hinton, the FSS Program Manager, is continuing to meet with all participants to switch them over to new contracts effective with the new Action Plan. Eighteen of the twenty-two participant are currently signed up under the new contract. The goal is to have all participants signed up under the new contract by the end of this year.

c.) Update on Housing Authority Owned Property and/or Projects

Ms. Fromm stated there is nothing new to report for the Winnebago County units. The Court Tower investors are coming to do a site visit with an engineer next Tuesday and will hopefully commit to next steps needed to resolve the caulking issue on the exterior of the building.

A water pipe broke last week at Raulf Place. There was no damage and it has been fixed.

d.) HUD Onsite TA Final Letter

Ms. Fromm reviewed the letter from HUD and responded to questions. The Authority is working on the changes needed to the Admissions and Continued Occupancy Plan (ACOP) and the Tenant Selection Plans. Ms. Fromm has reviewed the Procurement Policy and no changes need to be made to that plan. HUD is happy with the Authority's progress.

e.) Agency Matters

• **Personnel Matters**

Ms. Fromm the receptionist that was working for the Authority through Cadre has now been hired on as a Housing Authority employee. The Raulf Place Maintenance Mechanic will be retiring at the end of December. The Authority is in the process of extending an offer of employment to hire a Maintenance Mechanic I. The Authority is still looking for a General Laborer. A previous employee has been rehired as a Maintenance Mechanic for the Family Units.

• **Managed IT Update**

Ms. Fromm stated the Outlook 365 email conversion is done and emails are now in the cloud. All items that Smart IS was hired to do have now been done.

6.) Resolution 741-22: Approve HUD Form 52574 – Budget 2023

This resolution was held over from last month’s meeting because the budgets were not yet finished. The completed budgets were reviewed earlier in the meeting. There being no further questions or discussion, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve Resolution 741-22. Motion carried 4-0 on a voice vote.

7.) Discussion

a.) Joint OHA/WCHA December Board Meeting: December 19, 2022

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.

The OHA board would like to consider distributing board packets in electronic format only. Paper packets would be distributed as an accommodation when requested. This topic will be discussed in further detail at the December joint board meeting.

b.) Board Meeting Schedule for 2023

Ms. Lynch presented the schedule of the board meetings for 2023. The boards will continue to have joint board meetings on a quarterly basis in 2023.

8.) Adjournment

Having completed the agenda, Ms. Ellenberger moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 3:51 p.m.

Respectfully Submitted,



Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED