

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, January 25, 2011

Marian Manor, 3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Patty Maehl, Vice Chairman
Karen Keller
Rebecca Hackett

STAFF PRESENT: Brad Masterson, Executive Director
Su van Houwelingen, Deputy Director
Lee Franzen, Asset Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

- 1.) Vice Chairman Maehl called the meeting to order at 3:08 p.m.
- 2.) Chairman Norton arrived and proceeded to direct the Commissioners to review the minutes of the regularly scheduled board meeting held on December 28, 2010. Ms Keller commended Mr. Masterson for getting the unit certification process in PIC done by the deadline when 47% of the Housing Authorities had not. There being no further questions or comments, Ms. Keller moved, seconded by Ms. Maehl, to approve the minutes of the December 28, 2010 meeting. Motion carried 4-0.
- 3.) **Finance –**

a.) Accounts Payable

Chairman Norton inquired if there were any questions pertaining to the December accounts payable report. Ms. van Houwelingen explained that December's accounts payable report was just over 1.8 million dollars because of the rehab programs going on. The payment to Johnson Bank is equity money that came in from Stratford Capital Group for River Cities Redevelopment (RCR) that was then forwarded to Johnson Bank. The payment to Northern Escrow in the amount of \$277,711.54 is money that paid Alliance Construction for work on the Menasha units. The payment to Gustave Larson in the amount of \$235,476.25 is for the Mainview Rehab project. The payments to Otis Elevator are the quarterly installment payments on the annual maintenance contract. Mr. Masterson responded to various questions regarding the payables and commented on the copy of the letter from HAB Inc. that was included in the commissioners' packets indicating that the HA will pay \$8,170 for an annual software support contract for 2011. HAB has been very value conscious of late and has re-written the software program, which greatly improved integration, but was provided as a free update and not charged as a new program.

b.) Year End Process: Forms W-2, 1099 & Homestead

Mr. Masterson reviewed finance department year-end work to process the W-2's for payroll at this time as well as all of the 1099 forms for any vendors, including landlords that the Authority paid more than \$600 to in the past year. Also, tenants are expecting their Homestead tax credit forms by the end of January. The residents at Cumberland Court do not get Homestead tax credit forms. No taxes or pilot are paid on behalf of the property. Therefore, the tenants are not eligible for the Homestead tax credit. Masterson distributed a Voucher Program Landlord Payment History to give the Commissioners a better feel for the amount of money that is distributed to landlords on an annual basis. Masterson went on to discuss what

the HA currently does regarding landlords who have delinquent property taxes and who don't fix things when they break in the rental units. The HA is working with the municipalities by putting pressure on landlords in the Voucher program who have been cited for code issues by the cities in an effort to get them to resolve their citations. However, the HA does not currently enforce payment of property taxes. Chairman Norton inquired regarding what options the Authority may have when dealing with landlords that have delinquent property taxes and/or issues with not fixing things when notified by city inspectors.

4.)

Report of the Executive Director

a.) Old Business – Internal File Reviews and MASS Training

Mr. Masterson reported that the new HAB server has been installed and is running smoothly. The purchase of over 1000 new file folders with several sections has been approved. It will probably take the better part of a year to get all the tenant files switched over from the old manila files to the new sectioned files, but the work will be worth it. Internal auditors as well as external auditors are continually frustrated with not being able to quickly find things in the old files. Lee Franzen, the new Operations Manager, has started conducting file reviews. Franzen is also assisting with developing MASS training for staff as well as purchasing. One of the 2004 trucks has a leaking transmission seal and will be fixed for less than \$1000. Masterson responded to inquiries and explained when and how snow removal is handled.

b.) Public Housing

i. Menasha Renovations Update

Mr. Masterson stated the Fast Team is still working on the Phase 2 renovations. They are also doing the snow plowing at most of the properties. There is an issue with the ice barriers on the steel roofs. The barrier adhesive failed so when the weather warms, the roofers will be back to fix the problem.

ii. Office Expansion or Relocation

Masterson reported that the HA got a response from the Housing Partnership of the Fox Valley about 10 days ago indicating they are willing to entertain leasing the HA storage space. They are apparently not interested in selling the property due to the residential building on the same lot as the commercial space.

Chairman Norton initiated discussion regarding the possibility of the HA entering into an agreement with the County for parking at the Ceape Clinic property for employees at the DHS.

c.) Assisted Housing

i. River Cities Redevelopment

▪ Apartment Demolition Begins at Foxview Manor

Masterson reported that the last six units at Riverside are being finished and the first nine units at Foxview are being torn up.

▪ Riverside Leasing & Marketing

Mr. Masterson, Ms. van Houwelingen and Property Manager, Anne Ruby, have been working on a leasing and marketing plan for Riverside. Applications continue to be generated and open houses are being scheduled again.

- **Landscaping / Garages / Elevator**

Masterson reported that there has been no decision yet on the brick wall or other landscaping issues due to the weather. It is also not clear at this time where Omro is at regarding the garage scenarios due to well issues they are exploring. The elevator remodeling contract is on hold right now because we don't want the elevator out of service while construction is going on.

d.) Homeownership – HCRI/HOME Contracts Executed & HOMES 2000 Bond Call

Mr. Masterson reported that the HCRI/HOME contracts have been received, signed and returned. Ms. van Houwelingen has been working on HOME and NSP reporting. The rules for the NSP program continue to change making reporting more difficult and time consuming. In response to questions, Masterson and van Houwelingen reviewed the sales process and guidelines for the NSP Program.

The HOMES 2000 bonds were called due for February 1, 2011. The HA will get about \$70,000 in reserves when the bonds are paid off.

e.) Personnel Matters

i. Two Day Suspension

Masterson reported that a two-day suspension was issued to one of the maintenance workers for not wearing his glasses, despite reminders to do so which contributed to minor damage to another employee's vehicle with he was backing a trailer. The HA would be determining the loss, and making an offer to the employee whose vehicle was damaged.

Mary Jo Splittgerber's baby was born last night. Mary Jo is the Social Service coordinator at Marian Manor. Mother and baby are doing fine.

The HA's accountant, Tom, is still out and is not expected back for at least another month.

ii. Supplemental Help through UW-O Business Success Center

Masterson reported that the UW-O Business Success Center came to a Housing Coalition meeting to explain their program. The HA can get students on a short term basis, without being designated the employer and paying benefits, to help with such things as computers, accounting and marketing. A representative has been invited to the agency on Monday to discuss how they can assist the HA.

5.) Discussion

The Fox Cities Housing Coalition (FCHC) has requested a donation from the HA to help fund a needs analysis and strategic plan for the Housing Coalition. The Authority previously allocated money to bolster a grant application which wasn't used and he proposed directing those funds to this effort. Masterson responded to questions regarding the study and the Coalition.

a.) NAHRO Legislative Conference – March 27-30, Washington D.C.

Masterson stated that he did not go to the NAHRO Conference last year and now that Steve Falek has retired, Masterson is concerned about how well prepared Wisconsin Housing Authorities to meet with legislators. Masterson responded to questions regarding what goes on at the conference. Ms van Houwelingen is considering attending, but isn't convinced her workload or deadlines can be met if she is away. Resident Commissioners are encouraged to attend. HUD specifically provides the HA with a piece of the operating subsidy which is to be used for resident involvement. The HA can pay the expenses for Commissioners who attend

the conference. There is a Commissioner on the OHA Board who is also considering attending.

b.) Next Meeting February 22, 2011

After some discussion as to which day is best to meet, Masterson announced that February's meeting will be held on Wednesday, February 23, 2011 at 3:00.

- 6.) There being no further business at the time, Chairman Norton called for a motion to adjourn. Ms. Keller moved, seconded by Ms. Maehl to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:26 p.m.

Respectfully submitted,

BRAD J. MASTERSON
Executive Director
Winnebago County Housing Authority

APPROVED