

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, February 27, 2024

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Robert Keller, Chairperson
Rebecca Hackett, Vice Chairperson
Jesse Coates

COMMISSIONERS ABSENT: Scott Waterworth
Betsy Ellenberger

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

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Keller called the regularly scheduled meeting to order at 3:00 p.m.

2.) HUD Call with Board Members

Angela Schultz and Scott Koegler presented the Recovery Agreement to the Board of Directors via Teams presentation.

3.) WCHA Minutes of the Regular Meeting Held on January 23, 2024

Chairperson Keller directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on January 23, 2024. There being no corrections or questions, Mr. Coates moved, seconded by Ms. Hackett, to approve the minutes of the January 23, 2024, meeting as presented. Motion carried 3-0 on a voice vote.

4.) Public Comment Period

There were no public comments.

5.) Finance

a.) Accounts Payable Report from January 2024

Ms. Fromm presented the Accounts Payable report from January 2024 there were no questions at this time.

b.) 2023 Year-End Financial Reports

Ms. Fromm stated the year-end financials are done. There were no concerns to note. Ms. Ziebell stated that she had already submitted the unaudited numbers to HUD.

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.

The A/R spreadsheet currently shows accounts receivable 90+ days old for the WCHA at \$30.00. Accounts receivables that are 61-90 days old are at zero.

The monthly vacancy report shows there are no vacant units for the Winnebago County Housing Authority (WCHA). Currently, HUD shows the WCHA is at 100% occupancy.

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

Foxview: Ms. Fromm stated that the elevator shaft will need to be replaced, at a cost of \$80,000.

Riverside: Ms. Fromm stated that there was nothing to report

WCHA Scattered: Ms. Fromm stated that the new WCHA Manager has started. Ms. Fromm asked questions of the board regarding pay increases in the annual budgets, the board asked to see the managing contract between Oshkosh Housing Authority and Winnebago County Housing Authority. Ms. Ziebell stated that the previous manager of WCHA had 100% AR and Vacancy rate.

c.) Housing Choice Voucher

Ms. Southworth stated that there was nothing to report this month and would update the board at the next regularly scheduled meeting.

d.) Agency Matters**• Personnel Matters**

Ms. Fromm stated the agency is fully staffed.

7.) Resolution 767-24: Approve the PHARS Agreement Between WCHA and HUD and Winnebago County

a.) Chairperson Keller presented resolution 767-24 approving the PHARS agreement between the WCHA and HUD and Winnebago County. Ms. Hackett moved to amend the last paragraph of the Resolution and the Agenda. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Coates, to approve Resolution 767-24. Motion carried 3-0 on a voice vote.


8.) Discussion**a.) Joint OHA/WCHA March Board Meeting: March 25, 2024, at 3:30 p.m.**

The March Board Meeting will be a joint meeting of both the OHA and the WCHA Boards and will be held in the Theater room on the first floor at Court Tower.

9.) Adjournment

Having completed the agenda, Ms. Hackett moved, seconded by Mr. Coates, to adjourn the meeting. Motion carried 3-0 on a voice vote. The meeting was adjourned at 4:12 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Wendy Fromm". The signature is written in a cursive style with a large initial 'W' and a long horizontal stroke at the end.

Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED