

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, April 25, 2023

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**
Chairperson Waterworth called the regularly scheduled meeting to order at 3:00 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on March 27, 2023**
Chairperson Waterworth directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on March 27, 2023. There being no corrections or questions, Mr. Coates moved, seconded by Ms. Ellenberger, to approve the minutes of the March 27, 2023 meeting as presented. Motion carried 5-0 on a voice vote.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report From March 2023**
Ms. Fromm presented the Accounts Payable report from March 2023 and responded to questions about the Authority's pest control policy and procedure and the invoices regarding pest control treatments. The PILOT payments are being caught up. WHEDA has reimbursed the Authority for two years' worth of PILOT payments that were paid for Waite Rug using Housing Authority funds.

b.) LLC Audit for River Cities Redevelopment

Ms. Fromm presented the 2022 Year-End Audit for River Cities Redevelopment, LLC stating that there were no concerns to note in the audit. There were no additional questions from the board.

c.) First Quarter Financials Update

Ms. Fromm stated the first quarter financials are not done yet. Hawkins Ash is still experiencing a staff shortage and hopes to have the first quarter financials completed by the May meeting.

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 \$5,927. Only \$188.34 is for WCHA. Accounts receivable that are 61-90 days old is \$1,997 none of which is for WCHA. The Social Service Coordinators are partnering with the Winnebago Department of Human Services to assist tenants who are in jeopardy of losing their housing by using the HELP Program (Homelessness Eviction Lose Prevention).

The monthly vacancy report now shows there is only two vacancy for the Winnebago County Housing Authority (WCHA) and four for the Oshkosh Housing Authority (OHA). Currently HUD shows the WCHA at 97.62% for occupancy. There are no WCHA public housing units offline for modernization currently.

b.) Housing Choice Voucher and FSS Program Update

Ms. Southworth reported there are currently 389 regular vouchers, twenty-eight Project Based Vouchers, five VASH Vouchers, one port-out and six port-in vouchers under contract. Twenty-six Mainstream and twelve Tenant Protection Vouchers (TPV's) are in use.

The FSS Program currently has 23 participants from the WCHA Voucher Program and three from the WCHA Public Housing Program. WCHA participants have escrow balances totaling \$49,490. There are currently six participants from the OHA Public Housing Program with escrow balances totaling \$2,145.00.

The FSS Program currently has five pending enrollments.

Ms. Fromm responded to questions regarding the voucher program and affordable housing.

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

Ms. Fromm stated that someone has stepped up to purchase the North Waite building. The Authority will need the approval of the City of Oshkosh to sell the building. Ms. Fromm met with the City Planner today to discuss the possibility of getting a grant to help pay for the cost of removing the contamination from the Waite Rug site as well as options for redeveloping the property.

Ms. Fromm met with the developer and architect for the Marian Manor project. Lexington Realty Services will be conducting a rent study. The Authority will be applying for 4% tax

credits through WHEDA. Ms. van Houwelingen is assisting with the application process. The COCC (Central Office Cost Center) will need to vacate the office space at Marian Manor by January 1, 2024 at the latest. Ms. Fromm would like to complete the move by the end of October. Ms. Fromm responded to questions.

d.) Agency Matters

• **Personnel Matters**

Ms. Fromm stated an offer will be going out for a maintenance person for Cumberland Court. An offer has gone out for the General Laborer position at Marian Manor. The Authority is still looking for a Finance Director to replace Ms. Kelley who resigned her position effective February 10, 2023. Ms. Lynch is retiring on May 2, 2023.

• **ACOP Revision Update**

Ms. Fromm stated that the Authority met with Nan McKay three days last week to work on the revised ACOP (Admissions and Continues Occupancy Plan). The revisions are needed due to the upcoming changes that will be effective January 1, 2024 due to the Housing Opportunity Through Modernization Act (HOTMA). Ms. Fromm responded to questions regarding the changes.

6.) Resolution 751-23: Authorize Executive Director to Proceed with Sale of Silvercrest Group Home

Ms. Fromm reviewed the resolution responded to questions. Dr. Topel, Human Services Director at Winnebago County Dept. Of Human Service, and Ms. Fromm have been meeting to discuss the sale of the Silvercrest Group Home to Winnebago County. After questions were addressed, Mr. Keller moved, seconded by Ms. Hackett, to approve Resolution 751-23 as presented. Motion carried 4-0 on a voice vote with Ms. Ellenberger abstaining.

7.) Discussion

a.) Joint OHA/WCHA May Board Meeting: May 30, 2023

The May Board Meeting will be a joint meeting of both the OHA and WCHA Boards and will be held in the Theater room on the first floor at Court Tower on May 30, 2023 at 3:30 p.m.

8.) Adjournment

Having completed the agenda, Ms. Ellenberger moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:07 p.m.

Respectfully Submitted,



Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED

