

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, July 25, 2023

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Robert Keller, Chairperson
Betsy Ellenberger
Jesse Coates
Scott Waterworth- (Arrived during the FSS Program Update)

COMMISSIONERS ABSENT: Rebecca Hackett

STAFF PRESENT: Wendy Fromm, Executive Director
LuAnn DeBruin-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 3:06 p.m.
 - 2.) **Joint OHA/WCHA Minutes of the Regular Meeting Held on June 26, 2023**
Chairperson Keller directed the Commissioners to review the meeting minutes of the joint OHA/WCHA Board Meeting held on June 26, 2023. There being no questions or discussion, Ms. Ellenberger moved, seconded by Mr. Coates, to approve the minutes of the joint June 26, 2023, meeting as presented. Motion carried 3-0 on a voice vote.
 - 3.) **Joint OHA/WCHA Closed Session Minutes of the Meeting Held on June 26, 2023**
Chairperson Keller directed the Commissioners to review the closed session minutes of the OHA/WCHA Board Meeting held on June 26, 2023. There being no corrections or discussion, Ms. Ellenberger moved, seconded by Mr. Coates, to approve the closed session minutes of the June 26, 2023, 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 June 2023**
Ms. Fromm presented the Accounts Payable report from June 2023 and inquired if there were any questions. There were no questions pertaining to the report.

b.) Second Quarter Financials Report Update

Ms. Fromm stated that the second quarter finance reports started coming in over the weekend and will be presented next month at the board 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 \$13,200.82. Only \$222.70 is for WCHA. Accounts receivable that are 61-90 days old is \$2,476.07 none of which is for WCHA.

The monthly vacancy report shows only one vacancy for the Winnebago County Housing Authority (WCHA) Multifamily units. Currently, Public Housing scattered sites are 100% occupied.

b.) Housing Choice Voucher and FSS Program Update

Ms. Southworth reported there are currently 398 regular vouchers, twenty-six Project Based Vouchers, four VASH Vouchers, one port-out and four port-in vouchers under contract. Twenty-five Mainstream and eleven Tenant Protection Vouchers (TPV's) are in use.

Mr. Waterworth, WCHA Commissioner arrived. The FSS Program currently has 24 participants from the WCHA Voucher Program and three from the WCHA Public Housing Program. WCHA participants have escrow balances totaling \$62,289.79. No new enrollments since our last meeting, however, there are three pending enrollments.

c.) Update on Housing Authority Owned Property and/or Projects**Scattered Sites-WCHA:**

Ms. Fromm stated that WCHA scattered sites are doing great.

Fox View:

Ms. Fromm stated that maintenance needed a larger shed, the existing concrete slab will be extended to allow for an addition to be built on the current shed.

Riverside:

Ms. Fromm stated that the driveway to the east was widened, allowing for easier access for the tenants when backing out of their garage. A concrete sidewalk was installed leading to the road on the west side.

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

Ms. Fromm also stated that we will be going electronic for onboarding and performance evaluations through Harpers, which is our current payroll system.

- **Relocation of Main Office Update**

Ms. Fromm stated that COTS gave notice to vacate the old Summit building. Oshkosh Housing Authority is interested in leasing this property for temporary use of their main office.

6.) **Resolution 755-23: Approve Lease Agreement Between Winnebago County Housing and Oshkosh Housing Authority**

Ms. Fromm reviewed the resolution and responded to questions. After questions were addressed, Ms. Ellenberger moved, seconded by Mr. Coates, to approve Resolution 755-23 as presented. Motion carried 4-0 on a voice vote.

7.) **Discussion**

a.) **August Board Meeting: August 29, 2023**

The August Board Meeting will be held on August 29, 2023, at 3:00 p.m. at the Marian Manor building.

8.) **Adjournment**

Having completed the agenda, Ms. Ellenberger moved, seconded by Mr. Waterworth, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 3:58 p.m.

Respectfully Submitted,



Wendy Fromm

Executive Director

Winnebago County Housing Authority

APPROVED