

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, October 24, 2023

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT:

STAFF PRESENT: Wendy Fromm, Executive Director
LuAnn DeBruin-Ziebell, Finance Manager
Lora Southworth, Operation Manager

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**
Chairperson Keller called the regularly scheduled meeting to order at 3:05 p.m.
 - 2.) **Joint OHA/WCHA Minutes of the Regular Meeting Held on September 25, 2023**
Chairperson Keller directed the Commissioners to review the meeting minutes of the Joint OHA/WCHA Board Meeting held on September 25, 2023. There being no questions or discussion, Mr. Waterworth moved, seconded by Ms. Ellenberger, to approve the minutes of the September 25, 2023, 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 September 2023**
Ms. Fromm presented the Accounts Payable report from September 2023 and inquired if there were any questions. Ms. Ziebell answered questions regarding the Social Service Coordinator's extended training through UW Milwaukee.
 - b.) **Third Quarter Financials**
Ms. Fromm inquired if there were any questions pertaining to the third quarter financials. There were no questions,

c.) 2024 Budget Review

Ms. Fromm presented the 2024 Budget Review. Chairperson Keller inquired about employee compensation. Ms. Fromm stated that an outside Housing authority will be sharing their compensation study with our agency and this information will be shared with both boards.

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 \$5,974.41, none of which is for WCHA. Accounts receivables that are 61-90 days old are \$2,146.57 none of which is for WCHA.

The monthly vacancy report shows four vacancies for the Winnebago County Housing Authority (WCHA). Currently HUD shows WCHA at 100% occupancy.

b.) Housing Choice Voucher

Ms. Southworth reported there are currently 404 regular vouchers, twenty-eight Project Based Vouchers, five VASH Vouchers, one port-out and two port-in vouchers under contract. Twenty-five Mainstream and eleven Tenant Protection Vouchers (TPV's) are in use. Total number of vouchers under contract 463.

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

Ms. Fromm stated that WCHA scattered sites are doing well. We will start replacing roofs for scattered sites in spring 2024.

Fox View:

Ms. Fromm stated that Fox View is doing well.

Riverside:

Ms. Fromm stated that Riverside is doing well.

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

Ms. Fromm stated an offer of employment was sent to fill the vacant maintenance position at Cumberland Court. The offer is contingent on a background check, drug test and physical.

• HUD Letter

Ms. Fromm stated HUD will be doing an assessment, upon completion of the assessments the agency will enter a recovery plan. Ms. Fromm will be meeting with the Winnebago County Executive to discuss the low PHAS scores. Ms.

Fromm stated she's expecting the PHAS scoring to increase significantly in 2024.

- **Relocation of Administration Office**

Ms. Fromm informed the commissioners that we would no longer take occupancy of the family programs. Summit location for temporary use. Ms. Fromm stated for the agency to be compliant with the City Code it would cost approximately \$100,000 for renovations. Ms. Fromm presented an alternative office space currently for sale. Ms. Fromm stated this space would be utilized for use of administrative staff along with our Section 8, FSS and 70 Family Programs

6.) **WCHA Resolutions**

a.) **Resolution 757-23 Approve Utility Allowance Schedule**

Chairperson Keller presented resolution 757-23 approving the Utility Allowance Schedule. There being no questions or discussion, Mr. Waterworth moved, seconded by Ms. Ellenberger, to approve Resolution 757-23. Motion carried 4-0 on a voice vote.

b.) **Resolution 758-23 Approve 2024 Passbook Rate for Determination of Income from Assets**

Chairperson Keller presented resolution 758-23 approving the 2024 Passbook Rate for Determination of Income from Assets. There being no questions or discussion, Ms. Hackett moved, seconded by Ms. Ellenberger, to approve Resolution 758-23. Motion carried 4-0 on a voice vote.

c.) **Resolution 759-23 Approve HUD Form 52574-Budget 2024**

Chairperson Keller presented resolution 759-23 approving HUD Form 52574-Budget 2024. There being no questions or discussion, Mr. Coates moved, seconded by Mr. Waterworth, to approve Resolution 759-23. Motion carried 4-0 on a voice vote.

d.) **Resolution 760-23 Approve Loan Agreement with Oshkosh Housing Authority**

Chairperson Keller presented resolution 760-23 approving the Loan Agreement with Oshkosh Housing Authority. Mr. Waterworth inquired if there was interest being earned on the loan, Ms. Fromm responded with a quick payback there was no interest added. Mr. Ellenberger moved, seconded by Mr. Coates, to approve Resolution 760-23. Motion carried 4-0 on a voice vote.

7.) **Discussion**

a.) **WCHA November 2023 Board Meeting: November 28, 2023, at 3:00 p.m.**

The November 2023 Board Meeting will be held in the first floor TV Lounge at Marian Manor.

8.) **Adjournment**

Having completed the agenda, Mr. Waterworth moved, seconded by Ms. Ellenberger, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:16 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Wendy Fromm". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED