

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, November 28, 2023, Marian Manor 3:00 p.m.

COMMISSIONERS PRESENT: Robert Keller, Chairperson
 Rebecca Hackett, Vice Chairperson
 Scott Waterworth

COMMISSIONERS ABSENT: Betsy Ellenberger
 Jesse Coates

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 3:04 p.m.

- 2.) **WCHA Minutes of the Regular Meeting Held on October 24, 2023**
Chairperson Keller directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on October 24, 2023. There being no questions or discussion, Mr. Waterworth moved, seconded by Ms. Hackett, to approve the minutes of the October 24, 2023, meeting as presented. Motion carried 3-0 on a voice vote.

- 3.) **Public Comment Period**
There were no public comments.

- 4.) **Finance**
 - a.) **Accounts Payable Report from October 2023**
Ms. Fromm presented the Accounts Payable report from October 2023 and inquired if there were any questions. There were no questions pertaining to the report.

- 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 \$6,267.78, of none which is for WCHA. Accounts receivables 61-90 days old is \$5,246.56, only \$729.44 is for WCHA.

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

b.) Updates 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.

c.) Agency Matters

• **Personnel Matters**

Ms. Fromm stated we sent two offers out to fill the Maintenance position at Cumberland Court. The first offer was not accepted, the second offer was denied. We have three interviews on Wednesday, November 29, 2023.

• **Nurses Contract**

Ms. Fromm stated we signed a one-year contract with the Winnebago County Health Nurses. Ms. Fromm answered questions regarding the services provided by the nurses.

• **Advocap Contract**

Ms. Fromm reported that she signed a contract with Advocap. Ms. Fromm stated how Advocap administers a nutritional program that supports meals to our tenants and the community. Advocap uses our kitchens to provide these services.

• **Administrative Office Update**

Ms. Fromm stated that we have closed on the new main office located at 1100 W. 20th St. Oshkosh, WI. Ms. Fromm stated that Wade is currently working on painting, building a new conference room, and a new reception area. Tentative move in date February 1, 2024

6.) WCHA Resolutions

a.) Resolution 760-23: Resolution to Approve SVA Certified Public Accountants 2023 Audit Fees

Chairperson Keller presented resolution 760-23 Resolution to approve SVA Certified Public Accountants 2023 Audit Fees. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 760-23. Motion carried 3-0 on a voice vote.

b.) Resolution 761-23: Resolution Annual Civil Rights Certification

Chairperson Keller presented resolution 761-23 approving the Resolution Annual Civil Rights Certification. Ms. Fromm responded to questions, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 761-23. Motion carried 3-0 on a voice vote.

c.) Resolution 762-23: Resolution to Authorize the Executive Director to Proceed with Sale of Summit House Group Home

Chairperson Keller presented resolution 762-23 authorizing the Executive Director to proceed with sale of Summit House Group Home. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 762-23. Motion carried 3-0 on a voice vote.

d.) Resolution 757-23: Resolution to Amended Approved Utility Allowance Schedule Update

Ms. Fromm asked for a voice vote to add Resolution 757-23 to the agenda. Chairperson Keller presented resolution 757-23 to Amend the Approved Utility Allowance Schedule. There being no questions or discussion, Mr. Waterworth moved, seconded by Ms. Hackett, to approve Resolution 757-23. Motion carried 3-0 on a voice vote.

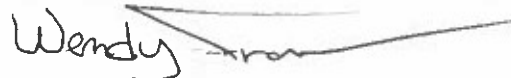
7.) Discussion**a.) Joint OHA/WCHA December Board Meeting: December 18, 2023, at 3:30 p.m.**

The December Board Meeting will be a joint meeting of both boards and will be held in the Theater Room on the 1st floor at Court Tower.

8.) Adjournment

Having completed the agenda, Mr. Waterworth moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 3-0 on a voice vote. The meeting was adjourned at 3:36 p.m.

Respectfully Submitted,



Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED