

**DRAFT**

**WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, January 24, 2017

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson  
Rebecca Hackett, Vice Chairperson  
Robert Keller  
Rodney Cross  
Scott Waterworth (Arrived During Public Comment Period)

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director  
Lee Franzen, Operations Manager  
Kim Lynch, Executive Assistant  
LuAnn DeBruin-Ziebell, Finance Manager

OTHERS PRESENT: Jennifer Lemon

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- 1.) Chairperson Norton called the regular meeting to order at 3:06 p.m.
  - 2.) **WCHA Minutes of the Regular Meeting Held on December 20, 2016**  
Chairperson Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on December 20, 2016. There being no corrections or discussion, Mr. Keller moved, seconded by Ms. Hackett, to approve the minutes of the December 20, 2016 meeting as presented. Motion carried 4-0.
  - 3.) **Public Comment Period**  
Ms. Lemon appeared before the board to discuss the Authority's Pet Policy, specifically the restrictions on breeds of dogs allowed in Housing Authority units. Ms. Lemon has a Pit Bull which is one of the breeds not allowed in Authority units. Details and possible changes to the Pet Policy were discussed. No decision to change the policy was made at this time.
  - 4.) **Finance**
    - a.) **Accounts Payable Report from December**  
Chairperson Norton inquired if there were any questions pertaining to the December accounts payable report. Ms. van Houwelingen responded to questions regarding payments. There is a clothing allowance for maintenance staff of \$100 for work shoes and \$200 for work clothes annually. When an employee retires, half of their accumulated sick leave is paid into a Retiree HRA at their rate of pay at the time they retire. There is

currently one retiree with money in the account. Fees for bed bug eradication and recycling fees at Oshkosh units were also discussed.

5.) **Report of the Executive Director**

**a.) Quarterly Occupancy Report**

Mr. Franzen reviewed the Quarterly Occupancy Report and responded to questions. This report covers the fourth quarter of 2016, October through December. There is currently one unit in Menasha that is off line for rehab. The overall occupancy rate for the fourth quarter for the Winnebago County Housing Authority based on months was 99.10%. HUD looks at occupancy numbers based on months. The Authority looks at occupancy based on days in an effort to track how long it takes to turn over vacant units.

**b.) Public Housing Family Unit Update**

Ms. van Houwelingen reported that the renovations on the Menasha 40 units have been completed and the last units are being leased. Renovations are now starting on units in Oshkosh on Wilson and Comet Streets. Ms. van Houwelingen sent information to the HUD Milwaukee office showing the amount of money that is recouped through the use of TRIP (Tax Refund Intercept Program) on the debt that is annually written off.

**c.) River Cities Redevelopment Update – Water Damage**

Ms. van Houwelingen stated that during the first week of January, a resident in a second floor unit at Fox View (FV) left a window open in their unit. The pipes froze and burst causing substantial damage to their unit as well as the unit below. The residents of both units have been temporarily put up in a hotel until repairs can be made. The resident who left the window open does have renter's insurance to help cover the cost of the damage.

**d.) Housing Choice Voucher & FSS Program Update**

Ms. van Houwelingen stated there are currently 402 regular vouchers, six Port-Outs and ten Port-Ins under contract.

There are currently 20 participants enrolled in the FSS Program. The FSS Program currently has approximately \$28,000 in the escrow account.

**e.) Home Buyer Program Update**

Ms. van Houwelingen stated the Home Program is still trying to buy a property on Elmwood Street in Oshkosh, but has run into some issues with the title. The title company is working with the Authority to resolve the issues and hopefully close sometime in February. Last week Mr. Mitchell prepared and sent in the Home Program grant request for the next contract cycle.

**f.) Group Home Update**

Ms. van Houwelingen stated the signed group home lease has still not been returned by the County. However, the January rent payment has been received for the amount stated in the new lease.



**g.) Agency Matters**

- **Staff Changes**

Ms. van Houwelingen stated that LuAnn has been promoted to the position of Finance Manager which is part of the management team. There is no pay increase connected to the promotion, but an extra week of paid vacation has been awarded. There are now five members of the management team. One of the Compliance Assistants, Patty, will be retiring in May. Another Compliance Assistant plans to retire sometime this summer. Management is developing options for replacement of the staff members.

- **Employee Handbook Discussion**

Ms. van Houwelingen stated she is still reviewing the suggested changes and amending the handbook accordingly. Most notably, the Grievance section needs to be re-written. The Oshkosh Housing Authority Board will be added as another layer for filing a grievance appeal when discipline, termination and workplace safety issues are involved. Ms. van Houwelingen responded to questions. Copies of the Handbook will be distributed once final adjustments have been completed.

**6.) Discussion – NAHRO Legislative Conference**

Ms. van Houwelingen reviewed the information for the 2017 NAHRO Washington Legislative Conference in March. Any commissioners who wish to attend should let Kim know by January 30, 2017. If enough commissioners and staff want to attend the conference, the March meeting may be moved to the third week of March. Chairperson Norton stated that he will not be able to attend the board meeting on February 28, 2017.

In 2012 HUD recaptured Reserve money from small housing authorities including the Winnebago County Housing Authority (WCHA). The WCHA entered into a lawsuit with other housing authorities to sue HUD for the recapture of funds. It was announced today that the housing authorities won the lawsuit. If the WCHA gets back all of the money that HUD captured, the WCHA would get back about \$180,000.

Allen Davis and Elizabeth Williams from the City of Oshkosh will be coming to the February Board meeting for a short presentation on furthering the City's strategic plan goal of strengthening neighborhoods and growing participation in neighborhood associations.

The Authority's Holiday Party is being scheduled for March 3, 2017 at the Grand Opera House. Food will be catered by the Roxy. The commissioners are all invited to attend and bring a guest. An invitation will be sent out.

The Board had further discussions regarding the Pet Policy. The Board is open to considering changes in the Pet Policy. More research will be done before a decision is made.

Ms. van Houwelingen stated there was a slip & fall reported at Court Tower. The person is fine and no medical care was needed.

7.) **Adjournment**

Having completed the agenda, Mr. Keller moved, seconded by Mr. Waterworth to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 4:22 p.m.

Respectfully Submitted,



Susan van Houwelingen

Executive Director

Winnebago County Housing Authority

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APPROVED