

**DRAFT**

## **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, January 25, 2022

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Scott Waterworth, Chairperson  
Robert Keller, Vice Chairperson  
Rebecca Hackett  
Jesse Coates (Present via phone)  
Mike Norton

COMMISSIONERS ABSENT: None

STAFF PRESENT: Stuart Kuzik, Executive Director  
LuAnn DeBruin-Ziebell, Finance Manager  
Kim Lynch, Executive Assistant  
Wendy Fromm, Director of Property Management  
Lora Southworth, Director of Compliance

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**  
Chairperson Waterworth called the regular meeting to order at 3:01 p.m.
  - 2.) **Joint OHA/WCHA Open Meeting Minutes of December 20, 2021**  
Chairperson Waterworth directed the Commissioners to review the open meeting minutes of the Joint OHA/ WCHA Board Meeting held on December 20, 2021. There being no corrections or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve the open meeting minutes of the December 20, 2021 meeting as presented. Motion carried 5-0 on a voice vote.
  - 3.) **Joint OHA/WCHA Closed Session Minutes of December 20, 2021**  
Chairperson Waterworth directed the Commissioners to review the closed session minutes of the Joint OHA/ WCHA Board Meeting held on December 20, 2021. There being no corrections or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve the closed session minutes of the December 20, 2021 meeting as presented. Motion carried 4-0 on a voice vote with Mr. Coates abstaining.
  - 4.) **Public Comment Period**  
There were no public comments.

## 5.) Finance

### a.) Accounts Payable Report from December 2021

Chairperson Waterworth inquired if there were any questions pertaining to the December 2021 accounts payable report. Ms. DeBruin-Ziebell and Mr. Kuzik responded to questions. The payment to NEF in the amount of \$32,799.34 is for the Cumberland Court Asset Management fee for 2017-2021. NEF had not billed the Authority until now for the previous years.

### b.) Year End TRIP Report

Ms. Lynch reviewed the Annual TRIP Payment Comparison Log showing payments received from 2009 through 2021 through the Wisconsin Tax Refund Intercept Program (TRIP). The Authority received \$29,768.25 in 2021 through the TRIP program on behalf of previous housing clients that owed money to the Authority due to unpaid rent or damages after they moved out of the housing program. A total of \$368,817.11 has been collected from 2009 thru 2021 from TRIP.

## 6.) Report of the Executive Director

### a.) Monthly Tenant Accounts Receivable Report, Monthly Vacancy Report

Mr. Kuzik reviewed the monthly Tenant Accounts Receivable (A/R) report and the monthly vacancy report for January 2022 and responded to questions. The A/R spreadsheet showed accounts receivable 90+ days old along with the current balances due and action plans to resolve the outstanding debt. Current A/R that is 90+ days old is \$27,898.64. Outstanding balances have been reduced from last month by \$13,988.38.

The monthly vacancy report showed all units vacant for 60+ days. Four units have been leased. There are more vacant units than the month before. The biggest reason for this is that the Authority is still very short staffed. Third party companies are being considered to assist with cleaning and painting units to accelerate the turn around time for move outs. Mr. Kuzik and Ms. Fromm responded to questions.

### b.) Housing Choice Voucher Program Update (WCHA)

Mr. Kuzik stated the Authority has still not received a formal close out letter from HUD regarding the audit. Some minor policy changes for the voucher program will be presented for approval at the February board meeting. There was an intake session recently and more are scheduled to try to get more people in the program. Many of the applicants invited to attend an intake session are not showing up. The program will likely take advantage of a waiver that would expedite increasing the payment standard from 110% to 120% of FMR. Mr. Kuzik responded to questions.

Ms. Lynch reported there are currently 349 regular vouchers, twenty-three Project Based Vouchers, five VASH Vouchers, three port-out and eleven port-in vouchers under contract. Twenty-two Mainstream and thirteen Tenant Protection Vouchers (TPV's) are in use.

The FSS Program currently has 20 participants with approximately \$22,481 in escrow. There were two new enrollments this month.



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

Mr. Kuzik stated that the lease for Silvercrest Group Home was written in 1994 and needs to be updated. A commercial lease will be drafted and presented to the County. The WHEDA loan on the building has a balance of about \$33,000 with three times that in reserves. WHEDA has agreed to amend the loan allowing the Authority to pay off the loan and get the remaining reserve money back. Reserve money will be used to pay for several of the needed repairs to the building.

Mr. Kuzik responded to questions regarding the North Waite building. Kuzik will be meeting with Tom Landgraf of Dimension Development and architect Matt Wiedenhoef of Martin-Riley later this week to discuss the North Waite project.

**d.) Audit Update**

Mr. Kuzik stated the Authority received a Letter of Engagement from Suby, Von Haden & Associates (SVA) regarding a potential Public Housing revenue risk. This has always been part of the audit, but disclosure rules changed in 2021. Component units will now need to be broken out.

**e.) Agency Matters****• Day By Day Warming Shelter**

Mr. Kuzik stated the acquisition of land next to Court Tower that the Housing Authority owns was approved by the Oshkosh City Council provided the Day By Day Warming Shelter can raise all of the funds necessary to build the new shelter before construction starts. Kuzik responded to questions and discussed options.

**• Timecard / Payroll System Update**

Mr. Kuzik stated the Authority is still using the old payroll software until the new payroll company comes online April 1, 2022. The old system can still be used, but is no longer supported should there be any issues. The new payroll company that was chosen to process payroll is Harpers Payroll Services.

**• Managed IT Update**

Mr. Kuzik stated the new IT vendor contracted to manage the Authority's computer systems is Smart IS International. All work stations will be converted over to Microsoft 365. Much of the hardware will need upgrading. The current system being used to get the internet signal to other buildings is obsolete and will be replaced.

**• Core System Update**

Mr. Kuzik stated a team of staff people are looking at the Authority's core system and creating an RFP to look at other options. This is the first time staff will be participating in selecting which core system the Authority will use. The process is expected to take six to nine months.

**• Personnel Matters**

Mr. Kuzik stated five new employees have been hired in the last few weeks. Wade Foley was recently promoted to Director of Maintenance. Mr. Kuzik summarized Mr. Foley's qualifications. Ms. Southworth, the new Director of Compliance, was introduced.

**7.) Discussion**

**a.) Process for Future Agenda Items**

Mr. Kuzik and Ms. Lynch proposed a process for gathering agenda items for future meetings to better adhere to open meeting laws. An email will be sent to the commissioners the week before board packets are sent out inviting commissioners to submit items they wish to discuss at the upcoming board meeting so they can be put on the agenda.

**b.) 2022 Board Meeting Schedule**

Ms. Lynch reviewed the schedule of board meetings for 2022 and responded to questions. The board requested that the joint meetings be held at Court Tower due to better room acoustics.

**c.) February 2022 WCHA Board Meetings**

The WCHA February board meeting will be on Tuesday, February 22, 2022 at 3:00.

**8.) Adjournment**

Having completed the agenda, Mr. Keller moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:55 p.m.

Respectfully Submitted,



STUART KUZIK  
Executive Director  
Winnebago County Housing Authority

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APPROVED