

# WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, January 26, 2016

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Pat Bird - Excused

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

OTHERS PRESENT: None

- 
- 1.) Chairperson Norton called the meeting to order at 3:03 p.m.
  - 2.) Chairperson Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority (WCHA) regular board meeting held on December 22, 2015. There being no questions or comments, Ms. Hackett moved, seconded by Mr. Keller, to approve the minutes of the December 22, 2015 meeting as presented. Motion carried 4-0.
  - 3.) **Public Comment Period**  
There were no public comments.
  - 4.) **Finance**
    - a.) **Accounts Payable Report from December**  
Chairman Norton inquired if there were any questions pertaining to the December accounts payable report. Ms. van Houwelingen responded to questions regarding the Accounts Payable report and reviewed the employee reimbursement policy as well as how bedbug issues are handled.
  - 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 2015, October through December. The Menasha 40 Family Units still have four units off line for rehab. The overall occupancy rate for the fourth quarter for the Winnebago County Housing Authority based on months was 97.97%. The occupancy rate based on days was 97.43%.

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

Ms. van Houwelingen stated the REAC score for the Winnebago County Family Units was 87.

**c.) Housing Choice Voucher Program – Utilization, FSS Report**

Ms. van Houwelingen stated that the Authority currently has 414 vouchers issued. As long as the Authority does not go over the total unit months for the year (413 vouchers x 12 months), more vouchers may be issued than the 413 that the agency has authority for. It will help to make up for months when all 413 vouchers are not issued.

There are currently 30 participants in the Family Self Sufficiency (FSS) Program. There is approximately \$79,692 in the escrow account. There was a recent graduation from the FSS Program and two new enrollees. There was a payout to the graduate of the program of \$6,873.

**d.) Fox View & Riverside Update**

Ms. van Houwelingen stated that things are going well at both buildings. There is some vacant land adjacent to Fox View in Omro and van Houwelingen wants to contact the owner to discuss possible purchase of the land to build garages.

**e.) HOME Buyer Program Update**

Ms. van Houwelingen stated the FAST Team continues to renovate the two foreclosure homes that were purchased through the Home Buyer Program. When renovation work is done, the homes will be sold to low income homebuyers in the program. The Home Buyer Program recently received a \$3,000 grant from Anchor Bank.

**f.) Group Home Update**

Ms. van Houwelingen stated she is still working on the leases and rent increases for the group homes. Mr. Franzen has implemented a work order process that should address group home work orders in a more expeditious manner.

**g.) Agency Matters****• Electronic Applications**

Mr. Franzen stated that getting the electronic application software up and running has proved more difficult than anticipated, but progress is being made. The application software should be ready to go live in the next 3-4 weeks. A presentation at a Winnebagoland Housing Coalition meeting is being planned. Staff is working on programing a link on the Authority's website.

**• New Company Vehicle**

Ms. van Houwelingen stated that the Authority needs to replace the vehicle that the Section 8 inspector uses. Money from the Winnebago County Local Funds will be used for the purchase.

**6.) Discussion****Executive Director Review**

Chairperson Norton stated that he and Sylvia Carey-Butler, OHA Board Chairperson, met with van Houwelingen. The 2016 goals and review process will be presented to the board members at the February meeting. The 2015 performance review of the Executive Director



will be done in March 2016. Ms. van Houwelingen will be sending out an anonymous survey to staff regarding her job performance. The results will be forwarded to the board chairpersons for use in van Houwelingen's review. There will likely be no business meeting in March, only the review of the Executive Director and discussion of goals for 2016.

Chairperson Norton commended van Houwelingen on the presentation done at the Winnebago County Board meeting on January 5, 2016 as well as the commissioner training session conducted after the OHA January board meeting.

Ms. van Houwelingen would like to purchase a side by side duplex with two bedrooms on each side in Neenah to replace the South Park Group Home building that was taken and demolished by the City of Oshkosh under eminent domain. The Authority currently does not own any 2-bedroom units in Neenah.

The Housing Authority will have a booth at the Business Expo at the Oshkosh Convention Center.

#### **Donation \$250 – Home for Everyone Conference**

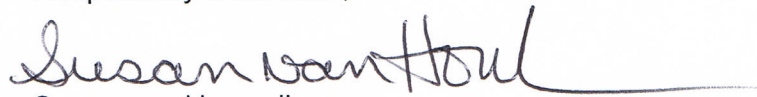
Ms. van Houwelingen request the board approve \$250 toward sponsorship for the 20<sup>th</sup> Annual a Home for Everyone Conference. The conference has become one of the best opportunities for housing professionals from across the state to share ideas, strategies and a better understanding of how different groups can work together to provide safe and affordable housing and to help eliminate homelessness. There are different levels of sponsorship for the conference. Ms. van Houwelingen recommended that the Oshkosh and Winnebago County Housing Authority each contribute \$250, for a total of \$500, toward a sponsorship. The \$500 donation would allow for a sponsorship at the "Pouring the Foundation" level. Mr. Waterworth motioned, seconded by Ms. Hackett, to contribute \$250 toward a sponsorship for the Home for Everyone Conference. Motion carried 4-0 on a voice vote.

Ms. Hackett inquired about the status of the Cumberland Court Project. Ms. van Houwelingen stated that closing for the tax credits will be on March 1, 2016 after which the renovation work will begin. The entire renovation project must be completed and the units leased by December 31, 2017. A community center will be built. There will be a preference for applicants who work a minimum of 20 hours per week.

#### **7.) Adjournment**

Having completed the agenda, Mr. Waterworth moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:03 p.m.

Respectfully Submitted,



Susan van Houwelingen  
Executive Director

Winnebago County Housing Authority

---

APPROVED