

**DRAFT**

**WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, January 26, 2021

Virtual Zoom Meeting

3:00 p.m.

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

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director  
Lee Franzen, Operations Manager  
LuAnn DeBruin-Ziebell, Finance Manager  
Kim Lynch, Executive Assistant  
Justin Mitchell, Public Housing Asset & Homebuyer Manager

OTHERS PRESENT: "CB" Hoskins

- 
- 1.) **Call to Order: Roll Call**  
Chairperson Waterworth called the regular meeting to order at 3:03 p.m.
  - 2.) **WCHA Meeting Minutes of December 22, 2020**  
Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on December 22, 2020. There being no questions or discussion, Mr. Coates moved, seconded by Mr. Keller, to approve the minutes of the December 22, 2020 meeting as presented. Motion carried 5-0 on a voice vote.
  - 3.) **WCHA Closed Session Minutes From the Meeting Held on December 22, 2020**  
The December 22, 2020 Closed Session minutes were reviewed during today's closed session. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Keller to approve the minutes of the Closed Session from the meeting held on December 22, 2020 as presented. Motion carried 5-0 on a voice vote.
  - 4.) **Due to the virtual meeting, public comment will be received via questions and answers within the Zoom Webinar. Those who connect via phone can call 920-424-1470 x113 and leave a message with their question. Questions are addressed throughout the meeting.**  
There were no questions or comments submitted through the ZOOM Webinar or by phone.

**5.) Finance****a.) Accounts Payable Reports from December 2020**

Chairperson Waterworth inquired if there were any questions pertaining to the December 2020 accounts payable report. It was noted that the \$4000 payment to Kwik Trip and the \$2000 payment to Pick N Save were for gift cards for FSS participants. The gift cards were paid for with funds from the FSS Grant.

**b.) Year End TRIP Report**

Ms. Lynch reviewed the Annual TRIP Payment Comparison Log showing payments received from 2009 through 2020 through the Wisconsin Tax Refund Intercept Program (TRIP). The Authority received \$36,936.66 in 2020 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 \$339,048.86 has been collected from 2009 thru 2020 from TRIP.

**c.) List of Repayment Agreements as of December 31, 2020**

Mr. Mitchell reviewed the status of the Repayment Agreements. Some households are behind in their payments due to loss of income. There are also language barriers with some households. The households that have defaulted on their repayment agreements/rent for any reason cannot be evicted at this time due to the eviction moratorium in effect. Mr. Mitchell responded to questions.

**6.) Report of the Executive Director****a.) Monthly Vacancy Report From HMS & 4<sup>th</sup> Quarter 2020 Occupancy Report**

Ms. van Houwelingen reviewed the monthly vacancy report as of January 26, 2021. As of the time of the report, there were two vacant units in the WCHA Scattered Site Family Units Program. One of the units will be leased effective February 1, 2021. There are 6-8 applications in process for the other unit. Mr. Mitchell notes that there are very few applicants on the waiting list for the four and five bedroom units. Mitchell has started to do some marketing for those units and will try reaching out to the Neenah and Menasha School Districts.

Mr. Franzen reviewed the 4<sup>th</sup> Quarter Occupancy Report. The report showed the overall occupancy rate for the Winnebago County Housing Authority (WCHA) based on months was 98%.

**b.) Public Housing Family Unit**

Ms. van Houwelingen and Mr. Mitchell met with the FAST Team supervisor last week regarding windows at some of the Neenah/ Menasha units that need to be replaced. Mr. Mitchell stated he would have a renovation plan ready for the February meeting.

**c.) River Cities Redevelopment Update**

Ms. van Houwelingen stated things are going fairly well at Fox View & Riverside with nothing new to report.

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

Ms. van Houwelingen reported there are currently 369 regular vouchers, 23 Project Based Vouchers, five VASH Vouchers, two port-out vouchers and 22 port-in vouchers



under contract. Twenty-one Mainstream vouchers have been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 22 participants with \$32,000 in escrow. There are also two pending enrollments.

**e.) Home Buyer Program Update**

Mr. Mitchell reported that there are two closings this coming Friday, one home in Oshkosh and one in Neenah. There has been an outstanding balance owed to the Housing Authority by the City of Neenah for some time. The money owed stems from a previous homebuyer deal that the Authority wasn't paid for. Mr. Mitchell was able to connect with the City of Neenah and Neenah will be sending the payment. Mr. Mitchell will be working with Ms. DeBruin- Ziebell to close out the 2020 homebuyer grant. A report will be ready for the February meeting.

The Authority is considering partnering with Advocap for the Home Buyer Program and become our own jurisdiction. This would eliminate the state in the equation. This arrangement would allow the Authority to keep revolving loan fund money locally instead of sending those funds back to the state to hold. HUD indicated that Winnebago County would be eligible, but certain criteria will have to be met. The Authority would still be able to participate with the state for HCRI money. Mr. Mitchell responded to questions.

**f.) Group Home Update**

Ms. van Houwelingen stated the maintenance person for the Neenah/Menasha units will be going through the Silvercrest Group Home this spring with Mr. Franzen, Operations Manager, to determine what the repair needs are and how to best cover those costs. Currently, Silvercrest owes \$36,000 to the OHA and \$34,000 to WHEDA on the mortgage.

**g.) Agency Matters**

- **Personnel Matters**

Ms. van Houwelingen stated the part time clerk position at the Menasha office for the Voucher program was offered yesterday and we are waiting for a response. This is a 20 hour per week position with no benefits except for prorated vacation leave.

- **COVID-19 Update**

Ms. van Houwelingen stated there have been 14 known COVID related deaths among the tenants to date. The number of positive cases is unknown. Thirteen employees were vaccinated last week through the Health Department. The Housing Authority will not require that employees be vaccinated at this time. Ms. van Houwelingen responded to questions.

**7.) Resolution 716-21: Approve Statutory and Regulatory Waivers for Public Housing**

Ms. van Houwelingen reviewed the resolution. These waivers were not in the original list of waiver options the Agency chose to adopt. The use of the waivers has been extended to June 30, 2021 except for an inspection waiver. There being no questions or discussion, Mr. Coates moved, seconded by Mr. Norton, to approve Resolution 716-21 as presented. Motion carried 5-0 on a voice vote.

**8.) Convene in Closed Session Under Wis. Stat. § 19.85(1) (c) to Consider Promotion, Compensation, and/or Performance Evaluations. Roll Call**

Mr. Norton moved that the WCHA open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Mr. Keller. Motion carried 5-0 on a roll call vote as follows:

Jesse Coates: aye  
Rebecca Hackett: aye  
Robert Keller: aye  
Mike Norton: aye  
Scott Waterworth: aye

The open meeting was moved into closed session at 3:51 p.m.

**9.) Reconvene in Open Session**

Mr. Norton moved that the WCHA Closed Session be adjourned and to reconvene in Open Session. The motion was seconded by Ms. Hackett. Motion carried 5-0 on a voice vote. The meeting moved back into open session at 3:59 p.m.

**10.) Discussion**

• **February Board Meeting – February 23, 2021**

Commissioners were reminded of the date of the February 2021 board meeting. The meeting will be a virtual Zoom webinar meeting with a closed session.

Ms. van Houwelingen reported the 2021 fall WAHA Conference planning is moving along nicely.

**11.) Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:53 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN  
Executive Director  
Winnebago County Housing Authority

---

APPROVED