

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, January 29, 2019

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson (arrived during A/P report discussion)
Mike Norton
Robert Keller

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Hackett called the regular meeting to order at 3:03 p.m.

2.) WCHA Minutes of the Regular Meeting Held on December 18, 2018

Chairperson Hackett directed the Commissioners to review the minutes of the WCHA meeting held on December 18, 2018. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve the minutes of the December 18, 2018 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 December 2018

Chairperson Hackett inquired if there were any questions pertaining to the December accounts payable report. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to question pertaining to the accounts payable report. Mr. Waterworth arrived during the report discussion.

b.) List of Repayment Arrangements

Ms. DeBruin-Ziebell reviewed the list of Winnebago County Family Unit Repayment Agreements. There are currently ten Repay Agreements. The January payment on three of them has yet to be received. The Repayment policy and procedure was discussed.

c.) Year End Financial Reports for the LLC's

Ms. DeBruin-Ziebell reviewed the year end financials. The financials are compiled by HABCO out of La Crosse. Fox View had an Operating Income before Depreciation of \$64,595 at year-end. The Operating Reserve and mortgage payments totaling about \$65,000 are taken out of this income resulting in a small loss.

Riverside had an Operating Income before Depreciation of \$83,080. Operating Reserve and mortgage payments totaling about \$66,400 are taken out of this income resulting in a small income. Both properties have assets greater than liabilities. The elevators at both buildings are being replaced in 2019.

d.) Year End TRIP Report

Ms. Lynch reviewed the report showing payments received in 2018 through the Wisconsin Tax Refund Intercept Program (TRIP) and responded to questions. The Authority received \$35,018.02 in 2018 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. The Annual TRIP Payment Comparison Log was reviewed showing the amounts collected annually from TRIP since 2009.

5.) Report of the Executive Director**a.) Monthly Occupancy Report From PIC & Quarterly Occupancy Report**

Ms. van Houwelingen and Mr. Franzen reviewed the report print-out from PIC. As of the time of the report, there were four vacant units in the WCHA Scattered Site Family Units ranging from 22 to 206 days vacant. The unit that has been vacant for 206 days is a very small three bedroom handicap accessible unit that is difficult to rent. Options for handling vacant units were discussed. The unit on Rosalia was left with substantial clean up and will subsequently take longer to make ready.

The Quarterly Occupancy Report for the Winnebago County Housing Authority (WCHA) was reviewed. The overall occupancy rate for the public housing units for the fourth quarter of 2018 based on months was 95.3%. HUD looks at the rate based on Months.

b.) Public Housing Family Unit Update

Ms. van Houwelingen stated no renovation plans for the scattered site family units have been developed yet.

- **Citizen Concern**

Ms. van Houwelingen summarized the ongoing issues with one of the neighbors next to one of the WCHA family units in Oshkosh. The family that lived in the Authority's unit was relocated last April. However, the issues with the neighbor persist. Options to resolve the issue were discussed with the board.

c.) River Cities Redevelopment Update

- **Elevator Project Update**

Mr. Franzen stated MartinRiley Architects created and are overseeing the bid for the elevator project at Fox View and Riverside. Two companies sent in sealed bids. Otis Elevator was awarded the bid for the project. Mr. Norton made a motion

to approve the contract award to Otis Elevator, seconded by Scott Waterworth. Motion carried 4-0 of a voice vote.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 384 vouchers under contract; 379 regular vouchers, five port-outs and twenty-five port-ins.

The FSS Program currently has 23 participants with approximately \$40,000 in escrow. There was one graduation in January. The participant graduated with \$3978.76 in their escrow account.

The housing authority was encountering issues with the inspections of the Project Based Voucher units at Waite Rug due to no windows in some of the bedrooms. The issue has been resolved and inspections are now going smoothly.

e.) Home Buyer Program Update

Ms. van Houwelingen stated none of the rehabbed homes have sold yet. The house on Fulton is a 4-bedroom home and both the house on 4th Street and Bay Street are 3-bedroom homes.

f.) Group Home Update – Revised Leases 2019

Ms. van Houwelingen stated the signed leases have been returned and the new rent amounts were paid in January. A non-profit agency has expressed interest in buying the group homes.

One of the two furnaces at the Toward Tomorrow II (TT2) Group Home stopped working. Three tenants had to be relocated to a different part of the building.

g.) Agency Matters

- **ACOP Update**

Mr. Franzen reviewed what has been added to the Admissions and Continued Occupancy Plan (ACOP). The following sentence was added to section 16.7 "When the resident reports a change that will affect their rent, the 15th day of the month is considered the cut-off date for reporting changed that will be effective the next month."

- **Succession Planning**

Ms. van Houwelingen asked the commissioners to think about forming a committee to focus on succession planning. The committee should have representatives from both the Oshkosh and the Winnebago County Housing Authority Boards. Options were discussed.

- **Federal Shutdown Effect & Planning**

Ms. van Houwelingen discussed the potential effects the government shutdown could have on the Housing Authority. The government is set to reopen for three weeks while negotiations continue providing a three week grace period. Hopefully, this will allow enough time to receive another few months of funding. No one is being evicted. The Authority has some reserve money that could be used to make HAP payments to landlords if necessary.

- **Winnebago County Nurse Contract**

Ms. van Houwelingen reported that the cost of the contract with Winnebago County for the nurses went up 6.53% from 2018 to 2019. Conversations with the County regarding the large increase are ongoing. Alternative options for nursing services are being explored.

- **New Employee Hired to Fill Maintenance Mechanic 1 Position**

A new Employee has been hired to fill the vacant Maintenance Mechanic 1 position. This person will work half time with the FAST Team and half time with the 70 Family Units.

An application for a prospective Resident Commissioner was forwarded to the County today for their consideration. The applicant is a voucher participant who lives at Waite Rug. The previous Resident Commissioner moved out of Winnebago County and had to resign his commission.

6.) Discussion

- **Continued Commissioner Training – February Fundamental Oversight**

Ms. van Houwelingen stated there will be a commissioner training at the February board meeting on Fundamental Oversight. Each board will have their own training session at the end of their February meeting.

7.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Waterworth, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:50 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED