

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, February 22, 2022

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Scott Waterworth, Chairperson

STAFF PRESENT: Stuart Kuzik, Executive Director
Kim Lynch, Executive Assistant
Wendy Fromm, Director of Property Management

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Due to Vice Chairperson Keller only being able to join the meeting by phone, Vice Chairperson Keller authorized Ms. Hackett to conduct the meeting in his place. Ms. Hackett proceeded to call the regular meeting to order at 3:01 p.m.

2.) WCHA Open Meeting Minutes of January 25, 2022

Ms. Hackett directed the Commissioners to review the open meeting minutes of the WCHA Board Meeting held on January 25, 2022. There being no corrections or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve the open meeting minutes of the January 25, 2022 meeting as presented. Motion carried 4-0 on a voice vote.

3.) Public Comment Period

There were no public comments.

4.) Finance

a.) Accounts Payable Report from January 2022

Ms. Hackett inquired if there were any questions pertaining to the January 2022 accounts payable report. Mr. Kuzik stated the payment to Otis Elevator Company in the amount of 19,325.00 was for the repair of one of the elevators at Raulf Place. Reserve money was used to cover the repair.

b.) 2021 Year End Financial Reports For the LLC's

Mr. Kuzik reviewed the year end financials for the LLC's and responded to questions. Both Fox View and Riverside had a positive income before depreciation at year end.

5.) 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 February 2022 and responded to questions. The A/R spreadsheet showed accounts receivable 90+ days old and action plans to resolve the outstanding debt. Current A/R that is 90+ days old is \$26,868.55. Outstanding balances have been reduced from last month by \$1,030.09.

WERA recently approved \$7,000 to be paid toward outstanding rent on one of the family units. The payment should be received in the beginning of March. There is \$2,470.00 in debt that will fall off of this report because the tenant is moving out and the money owed will become move-out debt. Ms. Fromm responded to questions regarding the A/R report.

The monthly vacancy report showed all units vacant for 60+ days. A Cumberland Court unit that has been vacant 160 days now has a signed lease. A painting company has been hired to help expedite unit turnovers. The process for how unit turnovers are being done is being evaluated.

b.) Housing Choice Voucher Program Update (WCHA)

Mr. Kuzik stated there will be two resolutions later in the meeting and reviewed each resolution. The first will address corrections to the HCV Administrative Plan. The second resolution will address expedited waivers to increase the payment standard to 120% as well as extending the timeframe allowed to search for a unit after a voucher is issued to a client.

Ms. Lynch reported there are currently 360 regular vouchers, twenty-four Project Based Vouchers, five VASH Vouchers, three port-out and eleven port-in vouchers under contract. Twenty-six Mainstream and sixteen Tenant Protection Vouchers (TPV's) are in use.

The FSS Program currently has 20 participants with approximately \$24,277 in escrow. There are two enrollments and one graduation pending.

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

Mr. Kuzik stated the Authority received a call from the City of Oshkosh requesting permission to paint a mural on the south exterior wall of Raulf Place. The tenants at Raulf Place should be surveyed to see how they feel about the request before an answer is given to the City. The size of the mural and who will be responsible for taking care of the mural once it has been completed still need to be determined.

The Authority received verbal commitment from a development partner to apply for non-competitive tax credits as soon as April of this year. The money will be used to add approximately five more apartment units at MM, update public restrooms, update the existing units, update the Property Manager's and Social Service Coordinator's areas and possibly install solar panels. A needs assessment will be done before plans are finalized. It is unknown at this point what the cost of materials and labor will be and the Authority's administrative offices would need to be relocated.

In December 2022 the Authority will be applying for tax credits to build approximately 20 units at the Waite Rug site. Mr. Kuzik wants to try to use a Faircloth-to-RAD conversion for the twenty additional units. The OHA still has 34 Faircloth units "on the shelf" from past renovation projects that need to be used. Using 20 units at Waite Rug will leave 14 units that will eventually need to be used.

d.) Audit Update

Mr. Kuzik stated the Authority has still not received a formal close out letter from HUD regarding the audit.

e.) Agency Matters

• **Tiny Homes Project With Oshkosh Kids Foundation**

Mr. Kuzik stated Will Deppiesse and Julie Dumke of the Oshkosh Kids Foundation presented a brief history of the foundation and a summary the Tiny Homes project at the OHA board meeting yesterday. The Oshkosh Kids Foundation wants the Housing Authority's 501(c)3 entity to take ownership of the units after they are built. Mr. Kuzik summarized the pros and cons regarding the project.

Due to Commissioner Coates needing to leave for another obligation, the commissioners addressed the resolutions at this time. After the resolutions were addressed, Mr. Coates left the meeting.

• **Evaluation of the Executive Director**

Mr. Kuzik stated this item is on the agenda due to a request from one of the commissioners. The evaluation of the Executive Director will be on the agenda for the March joint board meeting.

• **Managed IT Update**

Mr. Kuzik stated the new IT vendor, Smart IS International, has begun to convert work stations over to Microsoft 365 and increase security.

• **Personnel Matters**

Mr. Kuzik stated the HQS Inspector is retiring at the end of March. As soon as the job description is finalized, the position will then be posted.

• **City Option Offer**

Mr. Kuzik stated the OHA received an Option Agreement for Purchase of Real Property from the City of Oshkosh. The Option agreement is for a period of one year and is in regard to the property on the corner of Ceape Avenue and Broad Street that the Oshkosh Housing Authority owns. The City is considering acquiring the property and then transferring it to the Day by Day Warming Shelter to build a year-round site. The Option was accepted by the OHA board.

• **New Director Retreat**

Mr. Kuzik stated all of the new directors will be taken to the UWO Appleton Executive Center on a retreat for the day on February 23, 2022. Processes, procedures, accountabilities and work flow will be addressed. Three additional staff members have been invited to attend to offer their perspective on issues.

- **Backup Plan (ED)**

Mr. Kuzik will be going over seas for school March 16-26, 2022. In anticipation of his absence, Ms. Fromm will be given authority to sign checks and Ms. Southworth will be given access to the eLOCCS system enabling her to draw down funds if necessary.

Mr. Norton requested an organizational chart showing staff names and responsibilities.

6.) **Resolution 730-22: Approve Amendments of the Section 8 Administrative Plan Dated 10/23/2018 – Revised 05/01/2021 to Ensure Compliance With HUD Guidelines**

This resolution was discussed earlier in the meeting. There being no further questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve Resolution 730-22. Motion carried 4-0 on a voice vote.

7.) **Resolution 731-22: Approve Expedited Waivers for the Housing Choice Voucher Program**

This resolution was discussed earlier in the meeting. There being no further questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve Resolution 731-22. Motion carried 4-0 on a voice vote.

8.) **Discussion**

a.) **Joint OHA/WCHA March 2022 Board Meetings**

A Joint OHA/WCHA March board meeting will be on Monday, March 28, 2022 at 3:30 in the theater room at Court Tower.

9.) **Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 3-0 on a voice vote. The meeting was adjourned at 4:47 p.m.

Respectfully Submitted,



STUART KUZIK

Executive Director
Winnebago County Housing Authority

APPROVED