

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, February 23, 2016

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson
 Rebecca Hackett, Vice Chairperson
 Pat Bird
 Robert Keller

COMMISSIONERS ABSENT: Scott Waterworth - 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 3:04 p.m.
 - 2.) Chairperson Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority (WCHA) regular board meeting held on January 26, 2016. There being no questions or comments, Mr. Keller moved, seconded by Ms. Hackett, to approve the minutes of the January 26, 2016 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 January accounts payable report. Ms. van Houwelingen responded to questions regarding the Accounts Payable report.
 - b.) **Year End Financials**
 Ms. van Houwelingen reviewed the third quarter financials and responded to questions. The Central Office Cost Center's (COCC) financials will start looking better due to large loans in connection with the Mainview renovations and tax credit deal being paid off. The COCC is the property management company and is all of the Authority's non-federal dollars.

The WCHA Public Housing account is showing a \$50,372.85 income before depreciation at year-end and assets greater than expenses. There are no mortgages on the public housing properties.

The Authority's voucher program will start receiving more administrative dollars because there are consistently more vouchers being leased than last year. Administrative dollars are based on the number of vouchers that are being leased. HUD is still underfunding the Administrative Fee portion of the money they pay to the Authority which resulted in a shortage of \$7,221.14 in Administrative Fee dollars for the year.

Fox View had a \$68,799.65 income before depreciation at year-end. Assets are greater than expenses. There is a mortgage debt that is paid out of this income.

Riverside had a \$72,105.27 income before depreciation at year-end. Assets are greater than expenses. There is a mortgage debt that is paid out of this income.

The WCHA Local Funds account shows all of the Authority's non-federal money. Total current assets at year-end are \$782,060.13.

Capital Fund is a pass through account. Money comes in from HUD and once the money is spent on capital needs, it is moved over to fixed assets on the Statement of Net Position (Balance Sheet).

Summit Group Home has an operating income before depreciation of \$21,987.08 at year-end. Greenfield Group Home was sold to Clarity Care in October 2015.

Silvercrest Group Home is showing a \$14,687.83 income before depreciation at year-end.

The Home Program account is similar to the Capital Fund account in that it functions as a pass through account. HOME Program grant money is awarded then used for down payment and/or rehab money for homebuyers.

The HCRI-CDBG Program also functions as a pass through account. HCRI funds can only be used for down payment money.

The NSP Program has not had any activity. The Authority has about \$200,000 in an account in Madison which will likely be used to rehab the Mt. Vernon Street property.

5.) **Report of the Executive Director**

a.) Public Housing Family Unit Update – Operating Subsidy Submission

Ms. van Houwelingen stated the 2016 Operating Subsidy request has been submitted. Operating subsidy is a calculation based on several different factors including occupancy.

b.) Capital Funds – 2016

Ms. van Houwelingen stated the 2016 Capital Fund award was \$110,237 which is up from last year by about \$5,000.

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

Ms. van Houwelingen stated that all of the Authority's 413 vouchers are issued.

There are currently 28 participants in the Family Self Sufficiency (FSS) Program. There is approximately \$76,000 in the escrow account.

d.) HOME Buyer Program Update

Ms. van Houwelingen stated the FAST Team continues to renovate the two foreclosure homes on Monroe & New York that were purchased through the Home Buyer Program. The rehabs on these homes must be finished and the homes sold by June. The Authority is still working on the twindominium project with the City of Oshkosh and Habitat.

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

Ms. van Houwelingen stated the electronic application process is very close to being ready. There will be a presentation & training with the Winnebagoland Housing Coalition in March. There will be computer kiosks located at the main office at Marian Manor as well as at Raulf Place and Court Tower for applicants to use to apply. The public could also use the computers at the Oshkosh, Neenah and Menasha libraries if they do not have a computer at home.

• United Way Award

Ms. Lynch stated the Authority received a Chair's Choice Award from the United Way for meeting and exceeding the United Way's challenge of increasing the agency's contributions and/or volunteer participation by a minimum of 5% for the 2016 Campaign.

• HUB Involvement

Ms. van Houwelingen summarized a new community program called the HUB which provides case managers who coordinate resources in the community to help people in Oshkosh get their needs and goals met. The HUB is looking for major partners and associate partners who would assist in making the program successful. Major partners contribute at minimum of \$25,000 in cash and/or in kind services and associate partners agree to provide some assistance accommodations and rule flexibility to help participants of the HUB to get their goals met. The Authority plans on becoming a major partner with the HUB in some way. This plan is similar to the Authority's Family Self Sufficiency (FSS) Program.

• Community Housing Services

Ms. van Houwelingen stated that the Authority would like to retain the 501(c)3 status the Cumberland Court Housing Commission, Inc. has and possibly transfer it to Community Housing Services, another of the Authority's entities. Attorneys are looking into the options.

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

Chairperson Norton reviewed the Executive Director 2015 evaluation process. An anonymous survey was sent out to staff to collect information for the commissioners regarding how staff believes Su is doing as Executive Director. The results will be forwarded to the board chairpersons for use in van Houwelingen's review. Ms. van Houwelingen will present her 2016 goals at the March meeting.

• Joint Session of OHA & WCHA Boards in March

The OHA and WCHA board meetings in March will be a joint board meeting held on Monday, March 21, 2016 at 3:30 p.m. It will be an abbreviated meeting limited to the review of the Executive Director and only necessary business if any.

- **March Closed Session to Discuss Executive Director Compensation & Review**

The March meeting will go into closed session under Wis. Stat. § 19.85(1)(c) to consider promotion, compensation, and/or performance evaluation for Executive Director.

7.) Adjournment

Having completed the agenda, Mr. Keller moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:23 p.m.

Respectfully Submitted,



Susan van Houwelingen
Executive Director

Winnebago County Housing Authority

APPROVED