

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, February 25, 2020

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
Jesse Coates
Mike Norton (via phone conference)
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 3:00 p.m.

2.) Joint OHA/WCHA Open Meeting Minutes of January 27, 2020

Chairperson Hackett directed the Commissioners to review the minutes of the joint OHA/WCHA Board Meeting held on January 27, 2020. There being no questions or discussion, Mr. Waterworth moved, seconded by Mr. Coates, to approve the minutes of the January 27, 2020 joint meeting as presented. Motion carried 5-0 on a voice vote.

3.) Joint OHA/WCHA Closed Session Minutes of January 27, 2020

Chairperson Hackett directed the Commissioners to review the Closed Session minutes from the Joint OHA/WCHA Meeting held on January 27, 2020 that were approved by the OHA Board. There being no questions or discussion, Mr. Waterworth moved, seconded by Mr. Coates, to approve the Closed Session minutes of the January 27, 2020 Joint OHA/WCHA meeting. Motion carried 5-0 on a voice vote.

4.) Public Comment Period

There were no new public comments. Ms. van Houwelingen provided some follow-up information regarding the comments that were received at the January meeting regarding the flooring, lighting and snow removal at Waite Rug Housing. Ms. van Houwelingen explained that after looking into the issues, the flooring meets the ADA Standards and cannot be changed. Flooring experts, as well as the State Historic Society, had already approved the flooring that was installed and won't approve different flooring. The plow drivers have been asked to slow down when plowing the Waite Rug parking lot.

5.) Finance**a.) Accounts Payable Report from November 2019**

Chairperson Hackett inquired if there were any questions pertaining to the January accounts payable report. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions.

b.) List of Repayment Agreements

Ms. van Houwelingen reviewed the list of Winnebago County Family Unit Repayment Agreements and responded to questions.

c.) Year End Financial Report

Ms. Van Houwelingen & Ms. DeBruin-Ziebell summarized the Year End Financials. There were no additional comments or questions.

6.) Report of the Executive Director**a.) Monthly Vacancy Report From PIC**

Ms. van Houwelingen reviewed the monthly vacancy report from PIC for February 2020 and responded to questions. As of the time of the report, there were six vacant units in the WCHA Scattered Site Family Units Program, three of which off line for Mod Rehab.

b.) Public Housing Family Unit Update

Ms. van Houwelingen stated Mr. Franzen has begun working on transitioning the WCHA Oshkosh Family Units from Public Housing to Tenant Protections Vouchers.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated there was nothing new to report for Fox View and Riverside.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 394 regular vouchers, twenty-seven Project Based Vouchers, five VASH Vouchers, four port-out and five port-in vouchers under contract. Ten Mainstream vouchers have now been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 28 participants with approximately \$45,509 in escrow. There were no graduations from the program in January. Two participants earned their U.S. Citizenship and another participant earned their CNA Certification.

e.) Home Buyer Program Update

Ms. van Houwelingen distributed and reviewed an update from Mr. Mitchell regarding recent activity in the Homebuyer Program. The program still has two houses on the market for sale. Ms. van Houwelingen responded to questions about the program.

f.) Group Home – Sale or Rent Options

Ms. van Houwelingen stated the closing for the Toward Tomorrow II Group Home (TT2) will be on March 2, 2020. The County will be moving out of Summit House on March 13, 2020.

An agency that provides transitional shelter to individuals in Outagamie, Winnebago and Calumet counties will be renting the Summit House Group Home with the possibility of purchasing it in the future. Ms. van Houwelingen responded to questions regarding the group homes.

g.) Agency Matters

Ms. van Houwelingen stated a new receptionist started yesterday. She is a Section 3 applicant.

7.) Resolution 705-20: Approve Form HUD-52648, Section 8 Management Assessment Program (SEMAP) Certification

Mr. Franzen reviewed the resolution and responded to questions. After questions were addressed, Mr. Keller moved, seconded by Mr. Waterworth, to approve Resolution 705-20 as presented. Motion carried 5-0 on a voice vote.

8.) Discussion

• March Board Meeting – March 24, 2020

Commissioners were reminded of the date of the March 2020 board meeting.

Ms. van Houwelingen stated that the OHA Board requested the topic of consent agendas be added to their March meeting agenda. The WCHA briefly discussed this option.

The Board had a brief discussion regarding the upcoming census.

9.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Waterworth, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:35 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED