

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, February 26, 2019

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
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 3:04 p.m.

2.) WCHA Minutes of the Regular Meeting Held on January 29, 2019

Chairperson Hackett directed the Commissioners to review the minutes of the WCHA meeting held on January 29, 2019. There being no questions or discussion, Mr. Keller moved, seconded by Mr. Norton, to approve the minutes of the January 29, 2019 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 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 question pertaining to the report.

Ms. van Houwelingen also responded to questions regarding the status of the Waite Rug property. Sections A, B & C are still under construction and should be done by the end of March. The inspection for the Certificate of Occupancy is tentatively scheduled for March 18, 2019.

b.) List of Repayment Arrangements

Ms. van Houwelingen reviewed the list of Winnebago County Family Unit Repayment Agreements. Nine of the eleven repayment arrangements are current. The two that are not current have been sent notices of termination.

c.) Year End Financial Reports

Ms. DeBruin-Ziebell reviewed the year end financials. The financials are compiled by HABCO out of La Crosse. The WCHA Public Housing Units had an Operating Income before Depreciation of \$3,796.13 and assets greater than liabilities. Capital Fund money was used to help support operations. There is no mortgage on these properties.

Capital Fund is a pass through account. Money comes in from HUD and once it is spent on capital needs, it is moved over to fixed assets on the Statement of Net Position (Balance Sheet). The 2017 and 2018 grants are still open.

At the end of 2018, the balance in the Voucher Program Housing Assistance Payment (HAP) fund was \$77,705.75, the administrative account had a balance of \$19,246.63 and the balance in the FSS escrow account was \$43,557.36. Due to chronic underfunding by HUD, there was actually a shortage of Administrative dollars again in 2018 of \$8,595.90.

The Silvercrest Group Home had an Operating Income before Depreciation at year-end of \$17,992.55 and assets greater than liabilities. The mortgage for Silvercrest is paid out of this income. Summit had an Operating Income before Depreciation of \$23,617.44 and assets greater than liabilities. There is no mortgage on the Summit Group Home.

The HOME & HCRI/CDBG accounts are pass through accounts for the Home Buyer Program. The HOME Program money can be used for down payment and rehab expenses. The HCRI and CDBG money can only be used for down payment money.

There was no activity in the NSP Program other than the interest earned on the balance in the account.

The WCHA Local Funds is the Authority's non-federal dollars. There was \$603,533.99 in cash and investments at year end. There was rental revenue into this account of \$1,500 because of the house the Authority purchased in Omro that is currently being renting out.

The Central Office Cost Center's (COCC) is the property management company and has all of the Authority's non-federal dollars. At year-end, the COCC had \$708,823.55 in the bank and total accounts receivable of \$1,060,551.17. A little over \$2.8 million of Noncurrent Liabilities will eventually go away because the notes will become grants as long as the Authority stays compliant with the terms of the loans. The COCC showed a loss at year-end of \$303,101.79 mostly due to compensated absences, Pension and OPEB Expenses now on the books which are not dollars paid out of our pocket.

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

Ms. van Houwelingen and Mr. Franzen reviewed the monthly occupancy report from PIC as of February 19, 2019 and responded to questions. As of the time of the report, there were four vacant units in the WCHA Scattered Site Family Units ranging from 50 to 234

days vacant. Two of the units are no longer vacant. One unit has a lease signing scheduled for 2/28/2019 and there was an offer made on the fourth unit, but the offer was declined. So, there is still one vacant family unit at this time.

b.) Public Housing Family Unit Update

Ms. van Houwelingen stated there has been no word yet on when the REAC inspection will take place. The issue with rain water going into the basements through the windows of some of the Neenah family units still needs to be resolved.

c.) River Cities Redevelopment Update

Mr. Franzen stated there was flooding in three units at Fox View this past weekend. One resident is being moved to Riverside during the clean-up and rehab. The other two units did not have as much damage. The flooding stemmed from all the snow that built up around the ground level patio slabs. When it rained recently, there was no place for the water to go then in through the patio doors.

- **Elevator Project Update**

Mr. Franzen stated there is nothing new to report at this time. The elevator at Fox View will be replaced first then Riverside. It will take about four weeks to replace each elevator.

- **REAC Scheduled – May 3, 2019**

Ms. van Houwelingen stated the REAC Inspections for Fox View and Riverside have been scheduled for May 3, 2019. HUD recently announced it is dramatically reducing the advance notice it provides to housing authorities (HAs) before their housing is inspected. HUD's new standard provides HAs 14 calendar days' notice before an inspection. Currently, HUD's Real Estate Assessment Center (REAC) provides advance notice 90 days before a scheduled inspection. Issues with REAC inspections were discussed.

Due to Vice Chairperson Waterworth needing to leave, the two resolutions were addressed at this time before continuing with the Executive Directors Report.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 393 vouchers under contract; 373 regular vouchers, ten Project Based Vouchers, four VASH Vouchers, six port-outs and twenty-four port-ins.

The FSS Program currently has 22 participants with approximately \$45,937 in escrow.

Mr. Franzen already discussed the SEMAP certification when the resolution was considered.

e.) Home Buyer Program Update

Ms. van Houwelingen stated the three rehabbed homes have not sold yet. The administrative money for the HOME Program is being decreased from 10% to 5% in the upcoming application for HOME funds. Future awarded funds will be offset by any program income earned and not yet expended.

f.) Group Home Update – Revised Leases 2019

Ms. van Houwelingen stated two agencies have toured Toward Tomorrow & Summit Group homes. There is an interest in each of these properties by both agencies. Ms. van Houwelingen responded to questions.

g.) Agency Matters**• ACOP Update Discussion:****○ Over Income Policy**

Mr. Franzen reviewed this topic during consideration of Resolution 688-19 earlier in the meeting.

○ Refugee Housing

Mr. Franzen stated the Authority is looking at how to assist refugee with housing and still follow Agency guidelines. The Agency requires 24 months of lease compliant behavior to be eligible. To be eligible for the multi-family properties, the family must have rental history that is not negative rental history. Most of the refugee families that apply for assistance have no rental history at all. The discussion is how overcome language barriers to programs such as Rent Smart and help refugee families to get rental assistance.

○ Work Environment Free From Abusive or Violent Behavior

Mr. Franzen stated that the signs that are posted in agency offices regarding HUD Regulations at 24CFR 982.552 (c) (ix) giving the PHA the authority to terminate a family that engages in abusive or violent behavior towards PHA personnel only applies to the Section 8 Voucher program. The Agency is working on a policy to help support and protect personnel in all programs. Ms. van Houwelingen responded to questions.

• Succession Planning

Ms. van Houwelingen told the WCHA Board that the OHA Board was informed of the need to form a committee to focus on succession planning. The committee should have representatives from both the Oshkosh and the Winnebago County Housing Authority Boards.

• OHA/WCHA Economic Redevelopment Impact

Ms. van Houwelingen reviewed a spreadsheet showing what the Oshkosh and the Winnebago County Housing Authorities' Economic Redevelopment Impact has been on the City of Oshkosh, the Fox Valley, the North East Wisconsin region, the State and beyond. Due to all of the redevelopment projects of both agencies, the total economic impact to date is \$54,198,761.00. Ms. van Houwelingen presented this information during her recent presentation at the 2019 West Side Association Developer's Panel.

6.) Resolution 687-19: Approve Form HUD-52648, Section 8 Management Assessment Program (SEMAP) Certification

Mr. Franzen reviewed the resolution and responded to questions. This certification is required by HUD and done annually. After questions were addressed, Mr. Norton

moved, seconded by Mr. Keller, to approve Resolution 687-19. Motion carried 4-0 on a voice vote.

7.) Resolution 688-19: Approve the Over Income Family Policy

Mr. Franzen reviewed the resolution and responded to questions. HUD is requiring that this policy be included in the Agency's Admissions and Continued Occupancy Plan (ACOP) and lease by March 1, 2019. If a family's income has exceeded 120% of the area median income for two consecutive years, the family's tenancy must either be terminated or they must pay monthly rent equal to the greater of the applicable Fair Market Rent or the amount of the monthly subsidy for the unit including amounts from the operating and capital fund as determined by a HUD formula. However, HUD has not yet determined formula. It was noted that the date in paragraph 5 needed to be corrected to year 2019. After additional questions were addressed, Mr. Norton moved, seconded by Mr. Waterworth, to approve Resolution 688-19 as corrected. Motion carried 4-0 on a voice vote.

Mr. Waterworth was excused from the meeting and the board returned to the Executive Directors report regarding the Housing Choice Voucher & FSS Program.

8.) Discussion

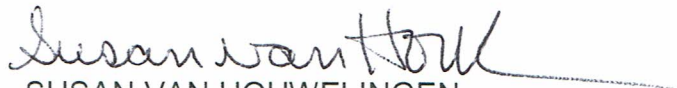
Ms. van Houwelingen stated the issue with the rising cost of the contract with Winnebago County for nurses was discussed at the OHA Board meeting yesterday.

Ms. van Houwelingen proposed that the Commissioner Training scheduled for tonight be postponed until the March meeting as one of the four current commissioners had to leave early and there is a new Resident commissioner who will start to attend meetings in March. There were no objections from the commissioners present.

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 5:08 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED