

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, February 28, 2017

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Vice Chairperson
Robert Keller
Rodney Cross
Scott Waterworth

COMMISSIONERS ABSENT: Mike Norton, Chairperson

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

OTHERS PRESENT: Elizabeth Williams, City of Oshkosh

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- 1.) Vice Chairperson Hackett called the regular meeting to order at 3:07 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on January 24, 2017**
Vice Chairperson Hackett directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on January 24, 2017. There being no corrections or discussion, Mr. Keller moved, seconded by Mr. Waterworth, to approve the minutes of the January 24, 2017 meeting as presented. Motion carried 4-0.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Presentation by Elizabeth Williams from the City of Oshkosh**
Elizabeth Williams from the City of Oshkosh presented an overview of the City's ONE Oshkosh program. The Mission of ONE Oshkosh is to strengthen neighborhoods throughout the community for the benefit of all residents at any income level.

The Strategic Action Plan goals that ONE Oshkosh wants to meet by 2020 were summarized as follows: 1) Improve the physical condition of Oshkosh's neighborhood infrastructure and existing housing stock by completing 30 capital improvement projects and rehabilitating 100 housing units. 2) Increase property values and improve socio-economic diversity in Oshkosh's neighborhoods by creating or assisting 100 affordable housing units. 3) Maintain or increase resident perceived confidence in their neighborhood and increase outsider perception of Oshkosh's neighborhoods by 10%. 4) Increase neighborhood-based service delivery and resident engagement by 10%.

5.) Finance**a.) Accounts Payable Report from January**

Vice Chairperson Hackett inquired if there were any questions pertaining to the January accounts payable report. Ms. van Houwelingen & Ms. DeBruin-Ziebell responded to questions regarding payments. The payments to the City of Oshkosh are for water bills.

b.) Year End Financial Reports

Ms. van Houwelingen reviewed the year end financials. The financials are compiled by HABCO out of La Crosse. The WCHA Public Housing Units had a loss of \$23,868 at year end due to concrete work that was done under extraordinary maintenance. The program also received \$15,000 less in operating subsidy than was projected. Reserve money was used to cover the loss. At year end the program had about \$330,000 in the bank.

The WCHA Capital Fund is a pass through account for money used on capital improvements. 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 WCHA Local Funds is the Authority's non-federal dollars. This account does not generate any income. There was \$661,430 in the bank at year end.

The Voucher program showed an overall loss of \$6,844 at year end due to continued underfunding by HUD.

Fox View had an Operating Income before Depreciation of \$70,950 at year-end. Riverside had an Operating Income before Depreciation of \$90,641. Both properties have mortgage payments that are covered by the income.

The Silvercrest Group Home had an Operating Income before Depreciation at year-end of \$10,666. Summit had an Operating Income before Depreciation of \$26,037.60.

The HOME & HCRI/CDBG accounts are pass through accounts for the Home Buyer Program. The HOME Program is still trying to close the sale of a house on Elmwood Street.

There has been no activity in 2016 in the NSP Account.

The Central Office Cost Center's (COCC) has had a lot of activity and is doing pretty well. The COCC is the property management company and is all of the Authority's non-federal dollars. The FHLB Grant in the amount of \$618,000 that was received was used to pay off a loan at Bank First National for the Raulf Place renovations.

6.) Report of the Executive Director**a.) Public Housing Family Unit Update**

Ms. van Houwelingen reported that the renovations on a unit on Columbian in Neenah are about half done.

b.) River Cities Redevelopment Update

Ms. van Houwelingen stated that due to a recent purge of the waiting list, the waiting list for Fox View and Riverside is very short. Applicants must be age 62 or older to live at the buildings. The two units that sustained water damage due to a pipe that froze & burst are still being repaired. The resident of one of the units has since gone to a group home. The other tenant is temporarily being housed at Riverside.

c.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen stated there are currently 412 regular vouchers and ten Port-Ins under contract.

There are currently 17 participants enrolled in the FSS Program. The FSS Program currently has approximately \$32,000 in the escrow account.

Mr. Franzen reviewed the Section 8 Management Assessment Program (SEMAP) Certification and responded to questions. There will be a Resolution later in the meeting to approve the SEMAP Certification.

Mr. Franzen reported that a Voucher Program participant was terminated in December and has since filed a lawsuit challenging the basis for the termination. The Authority's response to the court was sent out today.

Ms. van Houwelingen reported that another Voucher Program participant, who had been terminated from the program, went to legal services regarding the termination. The Authority had missed a step in the termination process and agreed to reinstate the participant and reimburse her for \$1,309 in rent that she had paid to her landlord. There is not enough money left in the HAP funds to cover the payment and van Houwelingen asked the board for a motion to use money out of the WCHA Local Funds account. Mr. Waterworth made a motion to use Local Fund money to reimburse the Voucher Program participant. The motion was seconded by Mr. Keller. Motion carried 4-0.

d.) Home Buyer Program Update

Ms. van Houwelingen stated work on the twindominium project on Grove Street has finally started. An audit of the Home Buyer Program was conducted last week and went well. The Home Program grant request for the next contract cycle has been submitted. If the Authority owns a house on January 1st of a year and then sells that house to a homebuyer during the year, the new homeowner does not have to pay property taxes on the house for that year.

e.) Group Home Update

Ms. van Houwelingen stated the Authority may be refinancing the group homes and renovating them. Twenty-four windows at Silvercrest are being replaced.

f.) Agency Matters**• Staff Changes**

Ms. van Houwelingen stated one of the Compliance Assistants, Patty, will be retiring at the beginning of May. Another Compliance Assistant plans to retire at the end of June. The positions are being restructured and the Authority may only hire one new person. Some current duties will be transferred to other staff.

One maintenance position has been eliminated as of the end of January. There will likely be more retirements in the next two years.

- **Employee Handbook Discussion**

Ms. van Houwelingen stated the OHA Board approved the new Employee Handbook at yesterday's meeting. Notable changes were summarized. The Grievance section was re-written. Minor changes were made to the sick leave policy, vacation leave policy and funeral leave. An acknowledgement page was also added.

- **United Way Chair's Choice Award**

Ms. van Houwelingen stated the Authority once again 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 2017 Campaign.

7.) **Resolution 666-17: Approve Form HUD-52648, Section 8 Management Assessment Program (SEMAP) Certification**

Mr. Franzen reviewed the resolution and stated that the certification was discussed earlier in the meeting. This required certification is a self-assessment. After questions were addressed, Mr. Keller moved, seconded by Mr. Waterworth, to approve Resolution 666-17. Motion carried 4-0 on a voice vote.

8.) **Discussion – NAHRO Legislative Conference**

Ms. van Houwelingen stated that she and Chairperson Norton will be attending the 2017 NAHRO Washington Legislative Conference in March. The March Board meeting will still be held on March 28, 2017 with Vice Chairperson Hackett presiding.

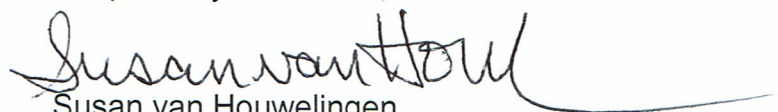
Ms. van Houwelingen responded to questions regarding the City of Oshkosh's Rental Inspection program.

Ms. van Houwelingen had a meeting with OHA Board Chairperson Sylvia Carey-Butler regarding the evaluation of the Executive Director. Chairpersons Carey-Butler and Norton and Ms. van Houwelingen agreed to postpone van Houwelingen's evaluation until May or June because the Authority's PHAS scores won't be received until about May.

9.) **Adjournment**

Having completed the agenda, Mr. Waterworth moved, seconded by Mr. Keller to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:39 p.m.

Respectfully Submitted,



Susan van Houwelingen
Executive Director
Winnebago County Housing Authority