

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, March 05, 2018

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
Rodney Cross
Mike Norton (via telephone conference call)
Robert Keller (via telephone conference call)

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: None

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- 1.) Chairperson Hackett called the regular meeting to order at 3:02 p.m.
 - 2.) **WCHA Minutes From the Joint Meeting Held on January 22, 2018**
Chairperson Hackett directed the Commissioners to review the minutes of the Joint Board Meeting held on January 22, 2018. It was noted that the Oshkosh Housing Authority (OHA) Board did not have a quorum. Therefore, all business of the OHA board is suspended until their next regularly scheduled meeting in February 2018. There being no corrections or discussion regarding the January minutes, Mr. Waterworth moved, seconded by Mr. Cross, to approve the minutes of the January 22, 2018 meeting as presented. Motion carried 5-0 on a voice vote.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from December 2017 & January 2018**
It was noted that some pages of the December 2017 A/P report were inadvertently not copied and reviewed at last month's meeting. The full December 2017 Report was distributed for review at this meeting. Chairperson Hackett inquired if there were any questions pertaining to the December or January accounts payable report. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions. Payments to Assurance

Title Services are for the Homebuyer Program. Homebuyer funds are used to cover the payments.

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

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

Ms. van Houwelingen reviewed an article from BDO PHA Finance stating the inflation factors for CY 2018 are the highest in history ranging from 6.45% to 9.54%. However, Form-52723 from HUD shows only a 1.06% income inflation factor for Winnebago County. This will translate in to less funding from HUD than what is truly needed.

b.) River Cities Redevelopment Update

Ms. van Houwelingen stated new elevators are needed at both Fox View and Riverside. Requests for Proposals will be sent out for both buildings.

c.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 435 vouchers under contract; 423 regular vouchers, twelve Port-Outs and nine Port-Ins. There are currently 26 participants in the FSS Program with \$47,511 in the FSS escrow account. One participant recently graduated from the FSS Program and received \$1,973.

The Authority was awarded five VASH Vouchers for veterans. These vouchers are not part of the 413 regular vouchers the agency is authorized for and the candidates for the VASH vouchers do not go on the Section 8 waiting list. The Veteran's Administration controls who gets to use the vouchers.

- **Administrative Plan**

Ms. van Houwelingen stated Mr. Franzen and the Section 8 Program Manager, Laura, are meeting regularly to work of revising the Administrative Plan for the Section 8 Program. Once the revised Administrative Plan is done, it will go out for a 30 day comment period.

- **SEMAP**

Ms. van Houwelingen 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.

d.) Home Buyer Program Update

Ms. van Houwelingen reported that the Authority purchased a house on Fulton Ave to rehab and sell to a low income homebuyer. The house was purchased for \$33,000 due to an issue with some pipes that froze. An email was received from the homebuyer that purchased the Elmwood Street property thanking the Authority for having a homebuyer program and for the opportunity it provided them to be home owners.

e.) Group Home Update

Ms. van Houwelingen will conduct a walk through on Wednesday of both the Summit and Toward Tomorrow II group homes with the party interested in purchasing the properties.

f.) Waite Rug Project – Purchase of Home on Grand Street

Ms. van Houwelingen reported that an appraisal was done on the Grand Street property adjacent to the Waite Rug property. The Authority is purchasing the property for \$80,000. Closing is scheduled for the end of March. The Oshkosh Housing Authority (OHA) is asking to borrow the \$80,000 from the Winnebago County Housing Authority (WCHA) in the form of an interest free loan. The collateral for the loan will be the property adjacent to Court Tower that the City of Oshkosh will be purchasing from the OHA. The loan from the WCHA would be paid off with the proceeds from the sale of the property to the City which should be received around September.

There is a meeting today regarding the north building of the Waite property. The north building will house a two shift daycare which will be open from 5:30 a.m. to 11:30 p.m. and have a capacity for about 160 children. The daycare will accept part-time and full time clients as well as drop-ins for children six weeks to 12 years of age. A separate 501(c)(3) will be developed for the daycare entity.

g.) Agency Matters

Ms. van Houwelingen reported that a staff member will be retiring at the end of April. There will be some reassignment of staff and another person hired to fill the position shared between the COCC and Cumberland Court. Interviews for that position will start tomorrow. Due to the pending retirement, the current receptionist is being trained and reassigned to the compliance department. The staff person currently working between the COCC and Cumberland Court will be reassigned full time to the receptionist position at the COCC.

6.) Resolution 675-18: Approve Personal & Business Communication Device Use Policy

Ms. van Houwelingen reviewed the resolution and accompanying policy. This resolution was originally on the January agenda, but withdrawn to make changes to the accompanying policy. The policy version now being considered is a revised version dated February 21, 2018. This policy will be given to staff at the March staff meeting to read and sign. It was noted that the effective date needed to be changed to March 5, 2018 in the third paragraph and the meeting date in the last paragraph needs to be changed to **March 5, 2018**. After some discussion, Mr. Waterworth moved, seconded by Mr. Cross, to approve Resolution 675-18 as amended. Motion carried 5-0 on a voice vote.

7.) Resolution 676-18: Approve Form HUD-52648, Section 8 Management Assessment Program (SEMAP) Certification

Ms. van Houwelingen 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. Norton moved, seconded by Mr. Waterworth, to approve Resolution 676-18. Motion carried 5-0 on a voice vote.

8.) Resolution 677-18: Approve Loan to Oshkosh Housing Authority for the Purchase of the Home on Grand Street

Ms. van Houwelingen reviewed the resolution and responded to questions. This topic was also discussed earlier in the meeting. The loan will be an interest free loan in the amount of \$80,000. The collateral for the loan will be the property adjacent to Court Tower. After all questions were addressed, Mr. Waterworth moved, seconded by Mr. Cross, to approve Resolution 677-18. Motion carried 5-0 on a voice vote.

9.) Discussion – President’s Budget Proposal

Ms. van Houwelingen briefly reviewed an article from NAHRO regarding the FY 2019 proposed budget cuts to HUD funding. The President’s proposed budget would slash HUD funding by 18.3% from the FY 2017 levels. The proposal would also abolish the Public Housing Capital Fund and reduces the Public Housing Operating budget by 44%.

The issue of drug testing housing program participants and work requirements currently before the state legislature was also discussed.

10.) 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 3:53 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED