

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, March 23, 2021

Virtual Zoom Meeting

3:00 p.m.

COMMISSIONERS PRESENT: Scott Waterworth, Chairperson
Robert Keller, Vice Chairperson
Rebecca Hackett
Jesse Coates
Mike Norton

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director
Lee Franzen, Operations Manager
LuAnn DeBruin-Ziebell, Finance Manager
Kim Lynch, Executive Assistant
Justin Mitchell, Public Housing Asset & Homebuyer Manager

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Waterworth called the regular meeting to order at 3:00 p.m.

2.) WCHA Meeting Minutes of February 23, 2021

Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on February 23, 2021. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve the minutes of the February 23, 2021 meeting as presented. Motion carried 5-0 on a voice vote.

3.) Due to the virtual meeting, public comment will be received via questions and answers within the Zoom Webinar. Those who connect via phone can call 920-424-1470 x113 and leave a message with their question. Questions are addressed throughout the meeting.

There were no questions or comments submitted through the ZOOM Webinar or by phone.

4.) Finance

a.) Accounts Payable Reports from February 2021

Chairperson Waterworth inquired if there were any questions pertaining to the February 2021 accounts payable report. There were no questions pertaining to the report.

b.) 2020 Year End Financial Reports for Non-LLC Programs

Ms. DeBruin-Ziebell reviewed the year end financials for the Non-LLC Programs and stated there were no issues to note. Tenant revenue in the Family Units was much lower during 2020 and voucher program costs were higher likely due to COVID. The Authority did receive funds through the CARES Act for the voucher program. The program is in better financial shape than it has been for some years. The HOME Program continues to struggle due to very limited administrative dollars.

c.) List of Repayment Agreements as of February 28, 2021

Mr. Mitchell summarized the status of the Tenant Accounts Receivable Repayment Agreements. There has been no word yet as to whether-or-not the current eviction moratorium will be extended again. One of the Agency's Social Workers is starting to work with one of the household to help facilitate a resolution to their issues. Unlike previous rental assistance funding, the new Wisconsin Emergency Rental Assistance (WERA) program through Advocap can assist with the tenant portion of rent even when residents have assistance from another source such as Section 8 and other types of housing assistance. Tenants behind in their rent are being encouraged to apply for this assistance.

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

Ms. van Houwelingen reviewed the monthly vacancy report as of March 23, 2021. As of the time of the report, there were four vacant units in the WCHA Scattered Site Family Units Program. One of the units was left with significant damage and it will be a while before it is ready. There are ten applications being processed for the vacancies.

b.) Public Housing Family Unit

Ms. van Houwelingen and Mr. Mitchell want to develop an Eviction Prevention Specialist position. A grant application will be submitted by April 9 to the City of Oshkosh to partially fund the position. Ms. van Houwelingen will be reaching out to other agencies such as the Winnebago County, Oshkosh Foundation, United Way and the City of Neenah to assist with funding. This position would also serve as a grant writer for the continued support of the position.

Ms. van Houwelingen took part in a webinar today with HUD on repositioning. Repositioning moves families from a public housing platform to other forms of HUD rental assistance, such as Housing Choice Vouchers (HCV), Project-Based Vouchers (PBV) or project-based rental assistance (PBRA). This change can help Housing Authorities preserve affordable housing units, address rehabilitation and physical needs, and place properties on a more stable financial foundation. HUD's repositioning efforts provide communities with additional flexibilities to better meet local needs and funding options to achieve long-term viability for their affordable housing. This strategy is being considered for both the Oshkosh & the Winnebago County Housing Authorities. The Winnebago Scattered Site units were used as an example in today's webinar.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated there are no new updates to report at this time.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 366 regular vouchers, 25 Project Based Vouchers, four VASH Vouchers, two port-out vouchers and 23 port-in vouchers under contract. Twenty-two Mainstream vouchers have been issued. There is a twelve unit apartment building in Neenah whose HAP Contract is expiring and will be changing over to Tenant Protection Vouchers (TPVs). The Winnebago County Housing Authority (WCHA) has agreed to administer these TPV vouchers. HUD has reached out to the Authority regarding administering the TPVs for two other properties totaling another twelve TPVs. These vouchers are tenant based vouchers and will stay in the WCHA voucher program portfolio after the current tenant no longer needs the voucher.

The FSS Program currently has 24 participants with \$35,739 in escrow. There is one pending enrollment. There were no graduations this month.

e.) Home Buyer Program Update

Mr. Mitchell reported the process to apply directly thru HUD to receive Home Buyer funds, was formally initiated by March 1, 2021 with a Notice of Intent Letter. Green Lake County and Fond du lac County will be included in the consortium along with Winnebago County. The City of Oshkosh will be the lead entity of the consortium. The Authority has applied for continued funding from the State equal to the Authority's program income as well as HCRI funding. Mr. Mitchell met with a four county consortium near Waukesha to see how they run their program. Mr. Mitchell summarized HOME Program issues and potential actions the Agency and the consortium are looking to pursue. Ms. van Houwelingen and Mr. Mitchell responded to questions.

f.) Group Home Update

Ms. van Houwelingen reminded the commissioners that the COTS Program is currently renting the Summit building. They are no longer going to use the building for a program for families. They are now using the property for a program they have for single women.

Mr. Franzen stated that Silvercrest Group Home needs a new roof. In 2019 the cost of the roof replacement came in at \$29,000. The work was rebid in 2020 and the bid came in at \$43,000. As of last week, the bid came back at \$64,000. It was decided to put the repair on hold for now and hopefully the cost will come down as the industry recovers more from the effects of the COVID Pandemic.

g.) Agency Matters**• Personnel Matters**

Ms. van Houwelingen stated a new Housing Specialist started on March 4th and will be assisting the Raulf Place manager.

• COVID-19 Update

Ms. van Houwelingen stated the COVID vaccine has been offered to the tenants at all six of the Authority's buildings. Some tenants received their vaccine at the building and some through outside sources. Some are refusing the vaccine. All staff members who wanted the vaccine have now been offered it.

7.) Convene in Closed Session Under Wis. Stat. § 19.85(1) (c) to Consider Promotion, Compensation, and/or Performance Evaluations. Roll Call

Mr. Norton moved that the WCHA open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Mr. Coates. Motion carried 5-0 on a roll call vote as follows:

Jesse Coates: aye
Rebecca Hackett: aye
Robert Keller: aye
Mike Norton: aye
Scott Waterworth: aye

The open meeting was moved into closed session at 3:49 p.m.

8.) Reconvene in Open Session

Mr. Norton moved that the WCHA Closed Session be adjourned and to reconvene in Open Session. The motion was seconded by Ms. Hackett. Motion carried 5-0 on a voice vote. The meeting moved back into open session at 4:06 p.m.

9.) WCHA Closed Session Minutes From the Meeting Held on February 23, 2021

During the closed session, Ms. Lynch presented the minutes from the closed session held on February 23, 2021. Being back in open session, Mr. Norton moved, seconded by Ms. Hackett to approve the minutes of the Closed Session from the meeting held on February 23, 2021 as presented. Motion carried 5-0 on a voice vote.

10.) Discussion

• **April Board Meeting – April 27, 2021**

Commissioners were reminded of the date of the April 2021 board meeting. The meeting will be a virtual Zoom webinar meeting with a closed session.

11.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:09 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED