

**DRAFT**

## WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, March 26, 2019

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson  
Scott Waterworth, Vice Chairperson (arrived during Public  
Comment Period)  
Mike Norton  
Robert Keller  
Jesse Coates

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

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**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 February 26, 2019**

Chairperson Hackett directed the Commissioners to review the minutes of the WCHA meeting held on February 26, 2019. On page 4, section 5e, Refugee Housing, the third sentence should read "...the family must not have negative rental history." There being no additional corrections or questions, Mr. Norton moved, seconded by Mr. Keller, to approve the minutes of the February 26, 2019 meeting as corrected. Motion carried 4-0 on a voice vote.

**3.) Public Comment Period**

There were no public comments.

**4.) Finance**

**a.) Accounts Payable Report from February 2019**

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

**b.) List of Repayment Arrangements**

Ms. van Houwelingen reviewed the list of Winnebago County Family Unit Repayment Agreements. Ten of the eleven repayment arrangements are current. The eleventh is a move out and was paid in full. There were no questions regarding the report.

**c.) Audits – River Cities, LLC**

Ms. DeBruin-Ziebell reviewed the draft of the year-end December 31, 2018 audit for River Cities. There were no findings or fraud issues sited in the audit. It is expected the audit will be finalized without any changes.

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

Ms. van Houwelingen reviewed the monthly occupancy report from PIC as of March 19, 2019 and responded to questions. As of the time of the report, there were two vacant units in the WCHA Scattered Site Family Units. One of the units is no longer vacant. The other unit has a showing scheduled for this coming Thursday.

**b.) Public Housing Family Unit Update**

Ms. van Houwelingen stated the Agency still has not received the PHAS Score of the WCHA. The first meeting to update the 5-Year Plan was held with staff after the March staff meeting.

**c.) River Cities Redevelopment Update**

Ms. van Houwelingen stated the flooding issue at Fox View has been resolved. There was flooding in three units at Fox View last month. 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**

Ms. van Houwelingen stated the winning bidder finally sent in their contract and it is substantially different from the bid that was accepted. The architect is reviewing the contract and working with the bidder to resolve the issue.

**d.) Housing Choice Voucher & FSS Program Update**

Ms. van Houwelingen reported there are currently 402 vouchers under contract; 384 regular vouchers, ten Project Based Vouchers, four VASH Vouchers, four port-outs and twelve port-ins. A Mainstream voucher has been issued, but they have not housed yet. Mainstream vouchers require the recipient to be under age 62, disabled, and on the verge of becoming homeless.

All of the remaining 18 project based vouchers (PBV) at Waite Rug are spoken for.

The FSS Program currently has 22 participants with approximately \$45,000 in escrow. There were no graduations scheduled for this month.

**e.) Home Buyer Program Update**

Ms. van Houwelingen stated the grant application for more HCRI and HOME funds was submitted last Friday. 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 now be offset by any program income earned and not yet expended. There are still three houses for sale. The Bay Street property sustained a broken pipe causing some water damage which is currently being repaired. The Authority will likely rent out the three-bedroom property on 4<sup>th</sup> Street.



**f.) Group Home Update**

Ms. van Houwelingen stated there is nothing new to report regarding the group homes.

**g.) Agency Matters**

Ms. van Houwelingen reported that the maintenance person, who was out on a 6-8 week medical leave, is now back to work.

- **Re-numbering of Resolution 687-19 from the February Meeting to 689-19**

Ms. van Houwelingen and Ms. Lynch explained the need to renumber a resolution from last month's meeting from 687-19 to 689-19 because the number 687 was used on a resolution in December.

**6.) Resolution 690-19: Approve Amendment to the Admissions and Continued Occupancy Plan (ACOP) and Tenant Selection Plans Regarding Abusive Behavior Toward HA Staff**

Mr. Franzen reviewed the resolution and responded to questions. This topic was discussed at last month's meeting. 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. This policy will help support and protect personnel in all programs. After questions were addressed, Mr. Norton moved, seconded by Mr. Waterworth, to approve Resolution 690-19. Motion carried 5-0 on a voice vote.

**7.) Resolution 691-19: Approve Amendment to the Admissions and Continued Occupancy Plan (ACOP) and Tenant Selection Plans Regarding Live-In Aide Lease Addendum and Handbook**

Mr. Franzen reviewed the resolution and responded to questions. This topic was also discussed at last month's meeting. After additional questions were addressed, Mr. Norton moved, seconded by Mr. Waterworth, to approve Resolution 691-19. Motion carried 5-0 on a voice vote.

**8.) Discussion**

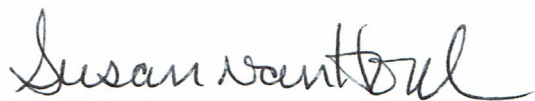
Mr. Norton was recently in Washington D.C. and summarized his activities while there. The topics of Opportunity Zones, the reduced REAC inspection notice timeframe and homelessness issues were discussed. Ms. van Houwelingen responded to questions regarding what could be done to respond to the issue of the 240 homeless children in the Oshkosh School District.

**9.) Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Mr. Watterworth, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:53 p.m.

**Commissioner Orientation/Training was held after the Board Meeting was adjourned.**

Respectfully Submitted,



SUSAN VAN HOUWELINGEN  
Executive Director  
Winnebago County Housing Authority

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APPROVED