

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, March 27, 2018

Marian Manor

3:00 p.m.

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

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- 1.) Chairperson Hackett called the regular meeting to order at 3:00 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on March 05, 2018**
Chairperson Hackett directed the Commissioners to review the minutes of the meeting held on March 05, 2018. This meeting was held as the rescheduled February meeting. There being no corrections or discussion regarding the March 05, 2018 minutes, Mr. Waterworth moved, seconded by Mr. Norton, to approve the minutes of the March 05, 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 February 2018**
Chairperson Hackett inquired if there were any questions pertaining to the February accounts payable report. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions. The payment to Joe Bruesewitz in the amount of \$18,200 is for rehab work done on a Homebuyer Program house. The City of Neenah reimbursed the Authority out of Neenah's CDBG funds. Payment to Schmitt Title LLC in the amount of \$31,794.52 was for a house the Authority purchased on Fulton Ave. for the Homebuyer Program. The house sustained water damage due to frozen pipes. The house will be renovated and sold to a low income homebuyer.

b.) Year End Financial Report

Ms. DeBruin-Ziebell reviewed the year end financials. The financials are compiled by HABCO out of La Crosse. Fox View had an Operating Income before Depreciation of \$77,141 at year-end. Riverside had an Operating Income before Depreciation of \$88,433. Both properties have mortgage payments that are covered by the income. Both properties have assets greater than liabilities and are doing well. The parking lot at Fox View will need to be replaced.

The WCHA Public Housing Units had an Operating Income before Depreciation and assets greater than liabilities. The WCHA Public Housing Program will be receiving a \$155,055 settlement payment from a class action law suit against HUD. Even though the money has not yet been received, it was recorded on the books in 2017 when it was earned.

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 2017 money has not been fully used yet.

The WCHA Local Funds is the Authority's non-federal dollars. This account does not generate any income. There was \$642,611 in cash and investments at year end. The loan to the Oshkosh Housing Authority (OHA) in the amount of \$80,000 came out of this money.

The Voucher program showed a loss of \$29,169 in the Housing Assistance Payment (HAP) fund. This shortage was covered by reserve money from HUD. Due to chronic underfunding by HUD, there was also a shortage of Administrative dollars to run the program. This shortage was covered by the Winnebago County Local Funds.

The Silvercrest Group Home had an Operating Income before Depreciation at year-end of \$18,490 and assets greater than liabilities. After the mortgage for Silvercrest was paid, the group home broke even. Summit had an Operating Income before Depreciation of \$20,923 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 is now a yearly grant instead of a two-year grant. Funds can be used for both down payment money and rehab money. HCRI money can only be used for down payment assistance.

The Central Office Cost Center (COCC) is the property management company and has all of the Authority's non-federal dollars. The COCC showed a loss at year-end of \$51,340.41 mostly due to the fact that revenue is being recognized when it is earned, not when it is received.

5.) Report of the Executive Director

a.) Public Housing Family Unit Update

Ms. van Houwelingen reported that there was a meeting last Friday with some concerned neighbors that live next to a Winnebago County Family Unit (WCFU) home located in

Oshkosh. There is an old wood fence behind the Menasha office that the Authority plans to take down.

b.) River Cities Redevelopment Update

Ms. van Houwelingen reported there are three vacancies in one building and two in the other. The parking lot at Fox View needs replacing.

c.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 439 vouchers under contract; 427 regular vouchers, twelve Port-Outs and nine Port-Ins. There are currently 22 participants in the FSS Program with \$47,511 in the FSS escrow account. One recent graduate of the FSS Program is getting her college degree and is breaking the cycle of three generations on welfare.

d.) Home Buyer Program Update

Ms. van Houwelingen reported the house on Fulton Ave. is currently under renovation. The house was purchased for \$33,000 due to an issue with some pipes that froze.

e.) Group Home Update

Ms. van Houwelingen stated the agency interested in purchasing the group homes recently did a walk-through of both Summit House and the Toward Tomorrow II Group Homes.

The kitchen at Silvercrest needs renovating and they want to paint the walls. Ms. van Houwelingen will meet with the Authority's Construction Supervisor, Clint, regarding the needed work. There is an issue with three exterior door locks at Summit. The locks are being replaced at a cost of \$500 per lock.

f.) Agency Matters

- **Citizen Complaint**

Ms. van Houwelingen stated this issue is in regard to a WCFU home in Oshkosh that was discussed earlier in the meeting. Additional questions were addressed.

6.) Discussion

Ms. van Houwelingen reviewed the highlights of the 2018 Budget Bill that was passed which increased HUD funding by 10% over last year's funding and responded to questions.

At the request of the commissioners, van Houwelingen summarized the progress of the Waite Rug project. The OHA purchased the house on Grand Street. The Authority decided not to proceed with allowing the fire department to conduct a controlled burn of the house. It would only have saved the Authority about \$1,500 and the liability risks outweighed the benefits. The renovations are going well. DNR approval of the remediation plan of the contaminated soil likely won't come until April some time.

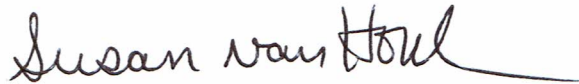
The Housing Authority will be more involved in the daycare plans than originally thought. While the Authority will not be involved in the day-to-day operation of the Child Development Center, Ms. van Houwelingen will sit on the Board of the daycare to ensure and oversee the investment.

The \$25,000 Planning Grant from the Oshkosh Foundation that the Authority applied for was denied. Ms. van Houwelingen went on to summarize the plans for the daycare including a catwalk and acoustic sound dampening ceiling tiles.

7.) Adjournment

Having completed the agenda, Mr. Waterworth moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:48 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED