

**DRAFT**

## **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, April 23, 2019

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Scott Waterworth, Vice Chairperson

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

OTHERS PRESENT: None

---

**1.) Call to Order: Roll Call**

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

**2.) WCHA Minutes of the Regular Meeting Held on March 26, 2019**

Chairperson Hackett directed the Commissioners to review the minutes of the WCHA meeting held on March 26, 2019. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve the minutes of the March 26, 2019 meeting as presented. Motion carried 4-0 on a voice vote.

**3.) Public Comment Period**

There were no public comments.

**4.) Finance**

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

Chairperson Hackett inquired if there were any questions pertaining to the March accounts payable report. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions. The payment to the Winnebago County Treasurer in the amount of \$110,254.69 is the annual mortgage debt payment to the County for River Cities Redevelopment, LLC. The County borrowed the funds from the Board of Commissioners of Public Lands.

**b.) List of Repayment Arrangements**

Ms. van Houwelingen reviewed the list of Winnebago County Family Unit Repayment Agreements. Eight of the ten repayment arrangements are now current. One of the

repayment agreements is for a tenant that moved into another unit and is paying off damages to the previous unit.

**c.) Audits – River Cities Redevelopment, LLC**

Ms. DeBruin-Ziebell reviewed the year-end December 31, 2018 audit for River Cities. There were no changes from the draft that was reviewed last month. There were no findings or fraud issues cited in the audit. There has not been much change on the balance sheet from 2017 to 2018. Ms. van Houwelingen stated that to get a good summary of the property, commissioners should read the Notes to Financial Statements section of the audits.

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

**a.) Monthly Occupancy Report From PIC & Quarterly Occupancy Report**

Ms. van Houwelingen reviewed the monthly occupancy report from PIC for April 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 will be occupied as of June 3, 2019. The other unit will be offered as soon as all the applicant's verifications come back.

Mr. Franzen reviewed the First Quarter Occupancy Report and responded to questions. The overall occupancy rate for the first quarter of 2019 for the Winnebago County Housing Authority (WCHA) based on months was 99%. Franzen presented an alternative format for the quarterly Occupancy Report. After some discussion, the commissioners decided they preferred the version that is currently being used for the quarterly occupancy report.

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

Ms. van Houwelingen stated there will be a conference call with HUD staff on Thursday regarding options to replace units that are still "on the shelf" due to previous renovations. HUD is trying to move away from public housing when at all possible. One option is to use Tenant Protection Vouchers (TPV). These vouchers could provide additional housing in Winnebago County. TPV's are a program under HUD that adds vouchers to an agency's current voucher count, unlike Project Based Vouchers that reduce the number of Housing Choice Vouchers available. The pros and cons of using Tenant Protection Vouchers were summarized.

- **Capital Fund 2019 Announcement**

Ms. van Houwelingen announced that the Authority's 2019 Capital Fund award is \$172,153 which is about \$8,600 more than last year's award. The Capital Fund award in 2018 was \$163,514 and in 2017 it was \$111,402.

**c.) River Cities Redevelopment Update**

Ms. van Houwelingen reported that one of the Crab Apple trees at Fox View fell on a car. There was only minimal damage to the car.

- **Elevator Project Update**

Ms. van Houwelingen stated when the winning bidder sent in their contract, it was substantially different from the bid that was accepted. The architect was able to get everything back into the contract that was originally listed in the bid. The

Housing Authority has agreed to pay 25% of the contract up front. The work should still be able to be completed on the original time schedule.

- **Fox View REAC Score**

Ms. van Houwelingen was pleased to report that Fox View scored a 97A on the REAC inspection. Riverside is currently preparing for their inspection.

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

Ms. van Houwelingen reported there are currently 372 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, one Mainstream voucher, five port-out and eleven port-in vouchers under contract.

The FSS Program currently has 21 participants with approximately \$45,618 in escrow. There was one graduation in April.

**e.) Home Buyer Program Update**

Ms. van Houwelingen stated the program currently has two approved homebuyers. A Homebuyer Program audit was conducted last month. The results of the audit have not yet been received. Commissioners are invited to attend the open house at 229 Fulton Ave on April 24<sup>th</sup>. Coldwell Banker has now listed the Bay Street property. There are currently ten rehab projects in progress. The Authority is planning to conduct a homebuyer class in July or August in Hmong. The grant application for more HCRI and HOME funds has been submitted. 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.

**f.) Group Home Update**

Ms. van Houwelingen stated there is a group that is interested in purchasing the Toward Tomorrow II (TT2) Group home. There is a different group that may be interested in partnering with the Authority to develop something at the Summit Group Home instead of purchasing the building. Summit needs a new roof. The County will likely be out of both the Summit and the Toward Tomorrow group homes by the end of 2019.

**g.) Agency Matters**

- **Nurse Contract – Grant Search**

Ms. van Houwelingen stated that one of the nurses is looking for possible grant money to help offset the cost of the nurse's contract. The cost of the contract with Winnebago County for the nurses went up 6.53% from 2018 to 2019.

Commissioner Norton asked if the nurses could come to an upcoming board meeting to explain what services they provide to the Authority.

- **WAHA Scholarship Award**

Ms. van Houwelingen announced that the annual WAHA Scholarship Award this year went to Andrea Heesaker, a participant in the Winnebago County Housing Authority's Section 8 Voucher Program. The WAHA Scholarship Award is for \$1,000. The Housing Authority will award Ms. Heesaker an additional \$500 because she was the applicant chosen from the Oshkosh/Winnebago County Housing Authority who then advanced to win at both the district and then the state competition.

- **Succession Planning**

Ms. van Houwelingen has not been able to further research the succession planning topic since last month's meeting. Ms. van Houwelingen would like to start by meeting with just one or two of the Oshkosh Housing Authority board members to get started on a plan. One option to be considered would be to engage a professional experienced in succession planning development. Ms. van Houwelingen responded to question.

6.) **Resolution 692-19: Authorize the Application and Negotiation for an Award of HOME and HCRI Money to Continue Serving Homebuyers in Winnebago County**

Ms. van Houwelingen stated this topic was discussed earlier in the meeting and responded to questions. After additional questions were addressed, Mr. Norton moved, seconded by Mr. Keller, to approve Resolution 692-19. Motion carried 4-0 on a voice vote.

7.) **Discussion – WAHA Executive Director Conference Update**

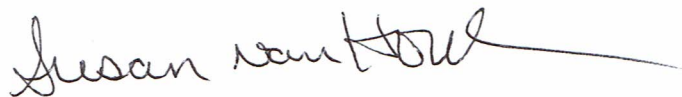
Ms. van Houwelingen stated that she attended the WI Association of Housing Authorities conference. HUD – Milwaukee staff were at the training and the networking opportunities were good. There are two staff members that are going to Rent Calculation Training in June. The fall WAHA Conference this year will be in Milwaukee. Ms. van Houwelingen responded to various legislative questions.

The May board meeting will be on May 21, 2019, the third Tuesday, due to the Memorial Day holiday.

8.) **Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:15 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN  
Executive Director  
Winnebago County Housing Authority

---

APPROVED