

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, April 25, 2017

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson
Rebecca Hackett, Vice Chairperson
Scott Waterworth (Arrived during the A/P report)

COMMISSIONERS ABSENT: Robert Keller
Rodney Cross

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 Norton called the regular meeting to order at 3:05 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on March 28, 2017**
Chairperson Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on March 28, 2017. There being no corrections or discussion, Ms. Hackett moved, seconded by Mr. Waterworth, to approve the minutes of the March 28, 2017 meeting as presented. Motion carried 3-0.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from February**
Chairperson Norton inquired if there were any questions pertaining to the March accounts payable report. Ms. van Houwelingen & Ms. DeBruin-Ziebell responded to questions. The payment to the Winnebago County Treasurer in the amount of \$110,254.69 is a once per year payment on the loan for the River Cities Redevelopment project. The payment to WPS in the amount of \$5,202.85 on behalf of Cumberland Court is for the gas utility for all units and the electric utility for the vacant units.

5.) Report of the Executive Director**a.) Quarterly Occupancy Report**

Mr. Franzen reviewed the Quarterly Occupancy Report and responded to questions. This report covers the first quarter of 2017, January through March. The Winnebago County Family Scattered Sites had three units off line for rehab during the first quarter. Two of the units were only offline for the month of January. The overall occupancy rate for the first quarter for the Winnebago County Housing Authority (WCHA) based on months was 100%. The unit on Columbian will be offline until at least mid-May for renovations.

b.) Public Housing Family Unit Update

Ms. van Houwelingen stated there was nothing new to report at this time regarding the Public Housing Family Units.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated the building at 315 Huron in Omro has been demolished. The blacktop driveway & parking lot at Fox View is in bad shape. Bids to repair/replace it will be solicited.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen stated there are currently 417 vouchers under contract; 409 regular vouchers, eight Port-Outs and eleven Port-Ins.

There are currently 23 participants enrolled in the FSS Program. The FSS Program has approximately \$37,000 in the escrow account.

There is a Voucher Program client that is unhappy and may involve legal services and/or HUD.

e.) Home Buyer Program Update – Discussion with City of Menasha

Ms. van Houwelingen stated the City of Menasha is having difficulty finding someone to run their Home Buyer program. The City of Menasha has approached the Authority regarding possibly helping to run Menasha's program.

The Authority has closed on a property on Elmwood Street in Oshkosh. It is a three-bedroom, 1-1/2 bath house that will be renovated and sold to a low income homebuyer. The Authority paid \$68,000 for the property.

f.) Group Home Update

Ms. van Houwelingen stated there was an issue with work orders at Summit House which has since been resolved.

g.) Agency Matters**• Staff Changes**

Ms. van Houwelingen reported that the General Laborer at Marian Manor (MM) quit after three weeks on the job. The job is now being filled with staffing from a Temp Agency. Lora S. has been hired to replace Patty who will retire at the end of April. Karen H. will be retiring at the end of June.

- **Possible Amendment of By-Laws to Allow for Electronic Meetings, Such as Telephone Conference Call or Video Conferencing When Necessary**

Ms. van Houwelingen distributed and reviewed sample wording to amend the By-Laws to allow for electronic meetings when necessary. The use of electronic meetings was discussed. The OHA Chairperson would like to see wording regarding the parameters to be set for dictating what kind of electronic meetings will be allowed and when they will be used. There needs to be a very good and necessary reason for conducting an electronic meeting and no emails or texts would be allowed. After some discussion, the WCHA Board agreed with the changes. Ms. van Houwelingen stated she would prepare a resolution and amended By-Laws for consideration at the May meeting.

6.) Discussion –

- **Report on the HAHRO Washington Legislative Conference**

Ms. van Houwelingen stated the 2017 NAHRO Washington Legislative Conference was a phenomenal experience. One of the days was spent on Capitol Hill discussing housing issues with Senators and Congressmen from Wisconsin. Among some of the topics discussed were Davis Bacon, Section 3 Employment Program, PHAS Scoring and the Affirmatively Furthering Fair Housing Rule.

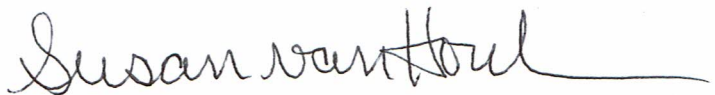
- **Joint Board Meetings**

Ms. van Houwelingen discussed the pros and cons of the Oshkosh and Winnebago County Housing Authority Boards meeting jointly. The OHA board has no objection to joint meetings. After some discussion, the WCHA Board decided they were open to the idea as well. The board decided they would like to start joint meetings in June.

7.) Adjournment

Having completed the agenda, Mr. Waterworth moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 3-0. The meeting was adjourned at 4:07 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
 Executive Director
 Winnebago County Housing Authority

APPROVED