

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, April 26, 2022

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Scott Waterworth, Chairperson
Robert Keller, Vice Chairperson
Rebecca Hackett

COMMISSIONERS ABSENT: Jesse Coates

STAFF PRESENT: Stuart Kuzik, Executive Director
Kim Lynch, Executive Assistant
Wendy Fromm, Director of Property Management
Lora Southworth, Director of Compliance
Wade Foley, Director of Maintenance

OTHERS PRESENT: Mike Norton

1.) Call to Order: Roll Call

Chairperson Waterworth called the regularly scheduled meeting to order at 3:00 p.m. Mr. Kuzik introduced Wade Foley, the new Director of Maintenance,

2.) Joint OHA/WCHA Meeting Minutes of March 28, 2022

Chairperson Waterworth directed the Commissioners to review the meeting minutes of the Joint OHA/WCHA Board Meeting held on March 28, 2022. A clerical error was noted on page 3, item d. The first sentence in the Tiny Homes Project section should read "... regarding the Tiny **Homes** Project." There being no other corrections or questions, Mr. Keller moved, seconded by Mr. Waterworth, to approve the joint meeting minutes of the March 28, 2022 meeting as corrected. Motion carried 3-0 on a voice vote.

3.) Public Comment Period

There were no public comments.

4.) Finance

a.) Accounts Payable Report from March 2022

Chairperson Waterworth inquired if there were any questions pertaining to the March 2022 accounts payable report. Mr. Kuzik stated the gap in payment dates is due to the accountant leaving and responded to questions. The payment to Advocap in the amount of \$700 was for inspections they did on the PBV (Project Based Voucher) units at Waite Rug. The payment to Advocap in the amount of \$739.50 is a payment on a loan that was secured through Advocap in connection with the Marian Manor renovations.

5.) Report of the Executive Director

a.) Monthly Tenant Accounts Receivable Report, Monthly Vacancy Report

Mr. Kuzik distributed and reviewed the monthly Tenant Accounts Receivable (A/R) report and the monthly vacancy report for April 2022 and responded to questions. The new monthly vacancy report shows all vacancies, not just units vacant for 60+ days.

There is also a column indicating if the unit is currently being worked on by maintenance staff. Six of the eight vacant units at Waite Rug are PBV (Project Based Voucher) units. An issue with the large windows in the Waite Rug units has been discovered and is being addressed. The windows are very heavy and the glass on several of them has cracked.

The A/R spreadsheet showed accounts receivable 90+ days old was \$14,432.64 at the time the report was run. Since then, approximately another \$3,400 has been collected bringing the balance down to about \$11,000. Mr. Kuzik handed out comparative reports showing the balances due in June 2021 and September of 2021. In June 2021, the 90+ day balance due totaled \$130,859.66. The average A/R during 2016-2021 was about \$80,000 annually.

b.) Housing Choice Voucher Program Update (WCHA)

Mr. Kuzik stated the HAP (Housing Assistance Payment) checks sent to landlords were a few days late in April, but all landlords were paid. The Authority has still not received a formal close out letter from HUD regarding the CHAIR audit. The rent reasonableness audit that was scheduled by HUD has now been cancelled. HUD will conduct some training for our staff instead.

Ms. Lynch reported there are currently 366 regular vouchers, twenty-two Project Based Vouchers, five VASH Vouchers, one port-out and nine port-in vouchers under contract. Twenty-five Mainstream and sixteen Tenant Protection Vouchers (TPV's) are in use.

The FSS Program currently has 18 participants with approximately \$27,543 in escrow. There is one enrollment pending. Ms. Hinton, the FSS Program Manager, sent out 157 invite letters to the Scattered Site tenants to encourage more participation in the program.

c.) Update on Housing Authority Owned Property and/or Projects

Mr. Kuzik stated Mr. Foley is currently getting bids for concrete work that needs to be done at Raulf Place. Eight to ten requests for proposal were sent out and only two responses have been received to date.

The Authority's first post-COVID REAC inspection was done at Riverside Apartments in Winneconne. The Riverside score has not yet been released. However, Ms. Fromm stated the inspection went very well and a high score is expected. Fox View and Riverside also had a State file review the day after the REAC inspection was done.

d.) Agency Matters

- **Day By Day Warming Shelter Update**

Mr. Kuzik stated the City of Oshkosh transferred the options agreement over to the Warming Shelter and the sale of the property on the corner of Ceape Avenue and Broad Street that the Housing Authority owns closed at the beginning of April.

- **Managed IT Update**

Mr. Kuzik stated the updates continue. A remote help desk program was installed on several workstations. Emails are not yet going to the cloud, but should be in the near future.

- **Personnel Matters**

Mr. Kuzik stated that staffing issues still persist. Another maintenance person has given their notice. The Authority is currently two maintenance people short of a full staff.

- **Survey of Occupational Injuries & Illnesses**

Ms. Lynch stated the Housing Authority was selected to participate in a Survey of Occupational Injuries and Illnesses for calendar year 2022. Participation is mandatory even though the Authority is normally exempt from keeping OSHA records.

- **Tiny Homes Update**

Mr. Kuzik attended a meeting with the City of Oshkosh and the Oshkosh Kid's Foundation as well as another meeting with Advocap and the Oshkosh Kid's Foundation. Mr. Kuzik gave a list of concerns to address and resolve before the Housing Authority would consider a formal commitment to participate in the program. Mr. Kuzik reviewed issues and responded to questions.

- **Bookkeeping/Finance**

Mr. Kuzik stated the Finance Director the Authority hired decided to terminate her employment after approximately 21 days and returned to her previous employment. After reviewing the options for staffing the accounting department at the Authority, the company Nonprofit Bookkeeping out of Appleton has been hired to take over all accounting functions. Eventually they will take over doing all of the financials and the fee accountants will be phased out. The Authority will be switching over to Quick Books for G/L and Accounting as well as an online bill paying system. The new payroll company, Harpers, is still being brought online. Ms. Lynch has been processing payroll in the meantime. Mr. Kuzik has been scanning invoices into the new bill paying system. It will take a while to get everything caught up and running smoothly.

- **Online Applications**

Mr. Kuzik stated that the current online application system the Authority uses works very poorly and is very labor intensive. The Authority is getting a new program thru MRI Software. The new software should be up and running in June. The application software will integrate well with our current software, should work for mobile users as well and save considerable staff hours. The software will cost about \$300 per year more than the current application software.

6.) Discussion

a.) Executive Director Evaluation Update

Chairperson Waterworth stated that he and Chairperson Muhlbauer from the OHA Board will meet on Thursday to review the results of the evaluation form responses that they received.

b.) May 2022 WCHA Board Meeting, May 24, 2022

The May WCHA Board meeting will be held on May 24, 2022 at the Marian Manor building. Annual election of officers will be held at the May meeting.

Mr. Kuzik responded to questions regarding the status of the North Waite building.

7.) Adjournment

Having completed the agenda, Mr. Keller moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 3-0 on a voice vote. The meeting was adjourned at 4:26 p.m.

Respectfully Submitted,


STUART KUZIK
Executive Director
Winnebago County Housing Authority

APPROVED