

**DRAFT**

## **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, April 27, 2021

Virtual Zoom Meeting

3:00 p.m.

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

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director  
Lee Franzen, Operations Manager  
LuAnn DeBruin-Ziebell, Finance Manager  
Kim Lynch, Executive Assistant  
Justin Mitchell, Public Housing Asset & Homebuyer Manager

OTHERS PRESENT: None

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

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

**2.) WCHA Meeting Minutes of March 23, 2021**

Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on March 23, 2021. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve the minutes of the March 23, 2021 meeting as presented. Motion carried 5-0 on a voice vote.

**3.) Due to the virtual meeting, public comment will be received via questions and answers within the Zoom Webinar. Those who connect via phone can call 920-424-1470 x113 and leave a message with their question. Questions are addressed throughout the meeting.**

There were no questions or comments submitted through the ZOOM Webinar or by phone.

**4.) Finance**

**a.) Accounts Payable Reports from March 2021**

Chairperson Waterworth inquired if there were any questions pertaining to the March 2021 accounts payable report. Ms. DeBruin-Ziebell responded to questions.

**b.) Audit – River Cities Redevelopment, LLC**

Ms. DeBruin-Ziebell summarized the letter to the commissioners from SVA as well as the year-end December 31, 2020 audit for River Cities Redevelopment, LLC. There were no findings or fraud issues on any of the audits. This audit does not need board approval. Ms. DeBruin-Ziebell responded to questions regarding the audit.

**c.) List of Repayment Agreements as of March 31, 2021**

Mr. Mitchell summarized the status of the Tenant Accounts Receivable Repayment Agreements. Two households have a cure plan in place, one household vacated the unit and another household will be meeting with a Social Service Coordinator from the Authority to try to resolve the outstanding balance due. Five households are currently making payments.

**6.) Report of the Executive Director****a.) Monthly Vacancy Report From HMS**

Ms. van Houwelingen reviewed the monthly vacancy report as of April 27, 2021. As of the time of the report, there were four vacant units in the WCHA Scattered Site Family Units Program. The property that has been vacant for a significant period of time has a household that will be transferring into the unit as of June 1, 2021. Two other units will be filled by households transferring. A unit on Harrison Street in Oshkosh will be going offline for rehab as soon as it becomes vacant. Applications are being processed for the other vacancy.

Mr. Franzen reviewed the 1<sup>st</sup> Quarter Occupancy Report. The overall occupancy rate for the first quarter of 2021 for the Winnebago County Housing Authority (WCHA) based on months was 99.3%. The occupancy rate based on days was 97.6%. HUD looks at the rate based on months. The rate based on days helps the agency gauge how long it is taking to make ready a unit after a move out has occurred.

**b.) Public Housing Family Unit**

Ms. van Houwelingen stated there is nothing else to report at this time regarding the Family Units.

**c.) River Cities Redevelopment Update**

Ms. van Houwelingen stated there are no vacancies at this time.

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

Ms. van Houwelingen reported there are currently 364 regular vouchers, 25 Project Based Vouchers, four VASH Vouchers, four port-out vouchers and 23 port-in vouchers under contract. Twenty Mainstream vouchers are currently issued. The Agency is considering absorbing some of the port-in households.

The FSS Program currently has 24 participants with \$35,700 in escrow. Two participants will be porting out to a different jurisdiction. The FSS Coordinator, Kay, will be sending out letters to households in the Family Units inviting them to participate in the program.

**e.) Home Buyer Program Update**

Mr. Mitchell stated an application to create the consortium has been submitted. The City of Oshkosh is requesting the program income that was sent back to State be sent to the

City of Oshkosh to be managed locally. The Authority applied for HCRI downpayment funding from the State. The application was approved. The Authority will temporarily stop accepting new applications for rehab work due to the recapture of program income money by the State. Only applications for down payment money will be processed at this time.

**f.) Group Home Update**

Ms. van Houwelingen stated during a recent conference call, COTS has again expressed interest in purchasing the Summit House building. Any offer COTS submits will be brought to the board for consideration.

**g.) Agency Matters**

- **Personnel Matters**

Ms. van Houwelingen stated the Authority is working on filling a vacant full time maintenance position that will be shared by the Scattered Site Units and FAST Team.

- **COVID-19 Update**

Ms. van Houwelingen stated there have been two new cases of COVID in the properties.

- **United Way Sustained Excellence Award**

Ms. Lynch stated that the Authority received the 2020 Sustained Excellence award from the Oshkosh Area United Way in recognition of 10+ years of outstanding and ongoing commitment to the community through a partnership with the United Way.

- **WAHPC Award of Excellence – Waite Rug**

Ms. van Houwelingen stated that Oshkosh Housing Authority has been awarded the Wisconsin Association of Historic Preservation Commissions (WAHPC) Award of Excellence in the category of Restoration/Rehabilitation for Waite Rug. Ms. van Houwelingen also received an award. Ms. Shirley Brabender Mattox from the City of Oshkosh Landmarks Commission nominated Ms. van Houwelingen and the Oshkosh Housing Authority for the awards. An article is being submitted to the Herald. Ms. van Houwelingen & Mr. Mitchell responded to questions about Section 18 and TPP vouchers.

**7.) Convene in Closed Session Under Wis. Stat. § 19.85(1) (c) to Consider Promotion, Compensation, and/or Performance Evaluations. Roll Call**

Mr. Norton moved that the WCHA open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Ms. Coates. Motion carried 5-0 on a roll call vote as follows:

Jesse Coates: aye

Rebecca Hackett: aye

Robert Keller: aye

Mike Norton: aye

Scott Waterworth: aye

The open meeting was moved into closed session at 3:37 p.m.

**8.) Reconvene in Open Session**

Mr. Norton moved that the WCHA Closed Session be adjourned and to reconvene in Open Session. The motion was seconded by Ms. Hackett. Motion carried 5-0 on a voice vote. The meeting moved back into open session at 4:14 p.m.

**9.) WCHA Closed Session Minutes From the Meeting Held on February 23, 2021**

During the closed session, Ms. Lynch presented the minutes from the closed session meetings held on March 23, 2021, April 5, 2021 and April 13, 2021. Being back in open session, Mr. Norton moved, seconded by Ms. Hackett to approve the minutes from all three of the Closed Sessions as presented. Motion carried 5-0 on a voice vote.

**10.) Discussion****• May Board Meeting – May 25, 2021**

Commissioners were reminded of the date of the May 2021 board meeting.

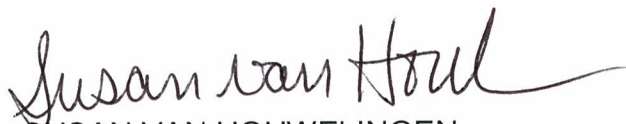
Ms. van Houwelingen stated her retirement party is scheduled for Wednesday, May 26, 2021. All of the commissioners are invited to attend.

Ms. van Houwelingen responded to questions stating that none of the Housing Authority buildings are open to the public at this time. The doors to the buildings will likely remain locked from now on.

**11.) Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:19 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

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APPROVED