

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, April 28, 2020

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
Jesse Coates
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

1.) Call to Order: Roll Call

Chairperson Hackett called the regular meeting to order at 3:02 p.m. The Board held a virtual meeting via ZOOM Webinar due to the COVID-19 "Safer at Home" Order mandated by the State of Wisconsin.

2.) Joint OHA/WCHA Open Meeting Minutes of February 25, 2020

Chairperson Hackett directed the Commissioners to review the minutes of the WCHA Board Meeting held on February 25, 2020. There are no minutes for March as that meeting was cancelled. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve the minutes of the February 25, 2020 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 with in the Zoom Webinar. Q&A is located at the bottom of the screen.

There were no new public comments submitted thru the ZOOM Webinar.

4.) If you plan to connect via phone and have questions ahead of the meeting, please call to 920-424-1470 x113 and leave your question and we will address your question during this Q&A period.

There were no questions or comments submitted through the phone in option.

5.) Finance

a.) Accounts Payable Reports from February & March 2020

Chairperson Hackett inquired if there were any questions pertaining to the February or March 2020 accounts payable reports. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions.

b.) List of Repayment Agreements

Ms. van Houwelingen reviewed the list of Winnebago County Family Unit Repayment Agreements and responded to questions. Staff is processing a lot of rent changes because of job losses due to the COVID-19 situation.

c.) Audit – River Cities, LLC

Ms. van Houwelingen & Ms. DeBruin-Ziebell summarized the letter to the commissioners from SVA as well as the year-end December 31, 2019 audit for River Cities, LLC. There were no findings or fraud issues on the audit. This audit does not need board approval. A good summary of the property is in the Notes to Financial Statements section of the audit.

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

Ms. van Houwelingen reviewed the monthly vacancy report from PIC for April 2020 and responded to questions. As of the time of the report, there were six vacant units in the WCHA Scattered Site Family Units Program. Three of the units are off line for Mod Rehab and one unit has an accepted offer. Files are being processed for the other two vacancies.

Mr. Franzen reviewed the 1st Quarter Occupancy Report and responded to questions. The overall occupancy rate for the first quarter of 2020 for the Winnebago County Housing Authority (WCHA) based on months was 99%.

b.) Public Housing Family Unit Update

Ms. van Houwelingen stated there is nothing new to report regarding the Scattered Site units.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated there was nothing new to report for Fox View and Riverside. There were a few minor things regarding the new elevators that still needed to be done that have now been finished.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 399 regular vouchers, twenty-five Project Based Vouchers, five VASH Vouchers, five port-out and nine port-in vouchers under contract. Eleven Mainstream vouchers have now been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 25 participants with approximately \$48,754 in escrow. There was one graduation from the program. The participant received \$3,190 from their escrow account and secured full time employment.

e.) Home Buyer Program Update

Ms. van Houwelingen stated the property on Fulton has an accepted offer on it and is scheduled to close on May 12, 2020. The property on 4th Ave. sold and closed last Friday.

f.) Group Home Update

Ms. van Houwelingen stated Winnebago County has now vacated Summit house and COTS will be moving one of their programs into Summit House in the near future.

COTS provides transitional shelter to individuals in Outagamie, Winnebago and Calumet counties and will be renting the Summit House Group Home. Ms. van Houwelingen responded to questions regarding the group homes.

g.) Agency Matters**• Agency's Processes During COVID-19**

Ms. van Houwelingen reviewed the Authority's processes due to the COVID-19 Pandemic. Response efforts have been based on information from the CDC, HUD, the State of Wisconsin and the Winnebago County Health Department.

• HUD Waivers

Ms. van Houwelingen stated that under the Coronavirus Aid, Relief and Economic Security (CARES) Act, HUD is waiving and establishing alternative requirements for numerous statutory and regulatory requirements for the Public Housing and Housing Choice Voucher (HCV) programs. These waivers provide administrative flexibilities and relief to public housing agencies (PHAs) in response to the COVID-19 national emergency. Use of these waivers is at the discretion of the PHA. The OHA & WCHA are participating in 33 waivers to help keep the public housing and HCV programs operational.

• Employee Temporary Policy Change

Ms. van Houwelingen informed the Board about the Resolution approved by the OHA Board regarding a temporary change in personnel sick leave and vacation leave due to the COVID-19 pandemic.


7.) Discussion**• May Board Meeting – May 19, 2020**

Commissioners were reminded of the date of the May 2020 board meeting. Due to the Memorial Day holiday, the board meeting is the third Monday instead of the fourth Monday of the month.

8.) 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 3:55 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED