

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 19, 2020

Virtual Meeting

3:00 p.m.

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

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Hackett called the regular meeting to order at 3:05 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.) Election of Officers

Chairperson Hackett proceeded with the annual election of officers for the Board of Commissioners of the Housing Authority of the County of Winnebago. Ms. van Houwelingen stated elections are done every year at the May Board meeting and reviewed the election process. As provided by state law and the by-laws, van Houwelingen as the Executive Director, will serve as Secretary/Treasurer for the Board until such time a new Executive Director is appointed. Ms. van Houwelingen proceeded to call for nominations for Chairperson. Ms. Hackett nominated Mr. Waterworth for Chairperson. Ms. van Houwelingen called two more times for other nominations for Chairperson. Absent other nominations, van Houwelingen closed the nominations. There being only one candidate for Chairperson, a unanimous voice vote was cast for Scott Waterworth for Chairperson. Motion carried 5-0.

Newly elected Chairperson Waterworth called for nominations for Vice Chairperson. Mr. Keller nominated Ms. Hackett for Vice Chairperson. Chairperson Waterworth called again for other nominations for Vice Chairperson. Ms. Hackett nominated Mr. Keller for Vice Chairperson. Chairperson Waterworth called a third time for other nominations. There were no other nominations for Vice Chairperson. Chairperson Waterworth closed the nominations and called for a vote. Mr. Keller received four votes and Ms. Hackett received one vote. Mr. Keller was voted in for Vice Chairperson on a vote of 4-1.

3.) WCHA Open Meeting Minutes of April 28, 2020

Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on April 28, 2020. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Norton, to approve the minutes of the April 28, 2020 meeting as presented. Motion carried 5-0 on a voice vote.

4.) Due to the virtual meeting, public comment will be received via questions and answers within the Zoom Webinar. Q&A is located at the bottom of the screen. Those who connect via phone can call 920-424-1470 x113 and leave their question. Questions are addressed throughout the meeting.

There were no public comments submitted thru the ZOOM Webinar or by phone.

5.) Finance**a.) Accounts Payable Reports from April 2020**

Chairperson Waterworth inquired if there were any questions pertaining to the April 2020 accounts payable report. There were no questions pertaining to the report.

b.) List of Repayment Agreements

Ms. van Houwelingen stated that the process for reviewing Repayment Agreements is being amended. Due to the timing of the board meetings and the due dates for payments, Repayment Agreements will start being reviewed the month after the payment activity is due. So, the repayment activity due in May will be reviewed in June, etc. This will allow for the review of more accurate information at the time of the board meetings.

c.) First Quarter Financials

Chairperson Waterworth inquired if there were any questions pertaining to the First Quarter Financial Statements. There were no questions. Ms. DeBruin-Ziebell stated there was nothing unusual in any of the first quarter statements.

d.) 2019 WCHA Public Housing Audit

Ms. van Houwelingen & Ms. DeBruin-Ziebell reviewed the letter to the commissioners from SVA as well as the 2019 year-end Public Housing audit and responded to questions. There are no findings in the audit. Assets exceeded liabilities by \$11,010,847 at the close of the 2019 fiscal year. There will be a resolution later in the meeting to approve the Public Housing audit.

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

Ms. van Houwelingen reviewed the monthly vacancy report from PIC for May 2020 and responded to questions. As of the time of the report, there were seven vacant units in the WCHA Scattered Site Family Units Program. Three of the units are off line for Mod Rehab, two unit have accepted offers for move in by the end of May, there is a family that will be transferring into a third unit soon and one units is newly vacant.

b.) Public Housing Family Unit – PIH Notice 2020-07 Guidance Cares Act Funding

Ms. van Houwelingen stated the WCHA received \$18,711 in additional funding through the Cares Act. There are rules as to what the money can be used for. There were 12 interims processed during the last month. Six were COVID related and six were not.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated there was some water damage to a common area at Fox View. During the recent storm, the wind drove rain in through a roof vent.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 400 regular vouchers, twenty-six Project Based Vouchers, five VASH Vouchers, four port-out vouchers and one port-in voucher 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 a little over \$50,000 in escrow.

- **PIH Notice 2020-08 Guidance Cares Act Funding**

Ms. van Houwelingen reported that the Section 8 Program received \$44,622 in stimulus money. There are strict rules regarding what the money can be used for.

e.) Home Buyer Program Update

Ms. van Houwelingen stated both the 4th Ave and Fulton St. properties have now been sold. The Home Buyer Program currently does not own any houses. About 35% of new participant processing is now done online.

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 June.

g.) Agency Matters

- **Agency COVID-19 Update**

Ms. van Houwelingen reviewed the Authority's current response efforts due to the COVID-19 Pandemic. Overall, there were not many interims processed during May. For the time being, van Houwelingen intends to maintain social distancing requirements in the buildings including wearing masks in common area. The Board was in agreement with this policy. While the main office is closed to the public, it is being remodeled to improve aesthetics as well as safety measures. Considerations are being given to keeping all of the buildings locked 24/7 even after COVID-19 restrictions have been lifted. The earliest the main office would be open to the public would be July or August. The Federal Unemployment that was awarded is not counted as income for rent calculation purposes. However, State unemployment dollars are counted as income.

7.) Resolution 706-20: Approve COVID-19 List of Statutory and Regulatory Waivers for Public Housing & Housing Choice Voucher Program

Ms. van Houwelingen reviewed the resolution and the list of waivers the Agency intends to implement. There being no questions, Mr. Norton moved, seconded by Ms. Hackett, to approve Resolution 706-20. Motion carried 5-0 on a voice vote.

8.) Resolution 707-20: Approve WCHA PH Financial Audit for Year Ending 2019

Ms. van Houwelingen reviewed the resolution. There being no questions, Mr. Norton moved, seconded by Mr. Keller, to approve Resolution 707-20. Motion carried 5-0 on a voice vote.

9.) Discussion

The possibility of testing for COVID-19 at some or all of the HA buildings was brought up. All of our buildings are independent living, not nursing homes/care centers. Ms. van Houwelingen agreed to discuss the option with one of the agency nurses.

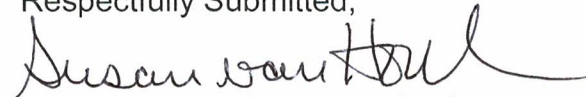
- **June Board Meeting – June 23, 2020**

Commissioners were reminded of the date of the June 2020 board meeting. The meeting will likely still be held via ZOOM Webinar.

10.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:47 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED