

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 21, 2019

Marian Manor

3:00 p.m.

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

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: Teresa Paulus, RN
Lori Duclon, RN

1.) Call to Order: Roll Call

Chairperson Hackett called the regular meeting to order at 3:02 p.m.

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 this is 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. Mr. Keller nominated Ms. Hackett 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 Rebecca Hackett for Chairperson. Motion carried 5-0.

Chairperson Hackett called for nominations for Vice Chairperson. Ms. Hackett nominated Mr. Waterworth for Vice Chairperson. Chairperson Hackett called two more times for other nominations for Vice Chairperson. Absent other nominations, Chairperson Hackett closed the nominations and called for a vote to elect Mr. Waterworth as Vice Chairperson. A unanimous voice vote was cast for Mr. Waterworth for Vice Chairperson. Motion carried 5-0.

3.) WCHA Minutes of the Regular Meeting Held on April 23, 2019

Chairperson Hackett directed the Commissioners to review the minutes of the WCHA meeting held on April 23, 2019. There being no questions or discussion, Mr. Keller moved, seconded by Mr. Norton, to approve the minutes of the March 26, 2019 meeting as presented. Motion carried 5-0 on a voice vote.

4.) Public Comment Period

There were no public comments.

5.) Finance**a.) Accounts Payable Report from April 2019**

Chairperson Hackett inquired if there were any questions pertaining to the April accounts payable report. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions. Cable TV is a service that is included in the rent at Court Tower, Raulf Place and Marian Manor.

b.) List of Repayment Arrangements

Ms. van Houwelingen reviewed the list of Winnebago County Family Unit Repayment Agreements. Six of the nine repayment arrangements are current. One of the repayment agreements is for a tenant that moved into another unit and is paying off damages to the previous unit. This agreement is not current and a letter will be sent. One of the payments was returned for non-sufficient funds.

c.) 2018 Public Housing Audit

Ms. DeBruin-Ziebell and Ms. van Houwelingen reviewed the letter to the commissioners from SVA as well as the 2018 year-end audit and responded to questions. There are no findings in the audit. Assets exceeded liabilities by \$11,208,177 at the close of the 2018 fiscal year. There will be a resolution later in the meeting to approve the audit.

d.) First Quarter Financials

Ms. DeBruin-Ziebell reviewed the 1st quarter financials. The financials are compiled by HABCO out of La Crosse. Fox View had an Operating Income before Depreciation of \$14,517.96 and Riverside had an Operating Income before Depreciation of \$17,618.65 at the end of the 1st quarter. Assets are greater than liabilities for both Fox View and Riverside. Both properties have mortgage payments that are covered by the income.

The WCHA Public Housing Units had an Operating Income before Depreciation of \$39,686.83 and assets greater than liabilities. There are no mortgages on these properties.

The Voucher program showed an Operating Income of \$44,316 in the Housing Assistance Payment (HAP) fund. The Administrative Fund balance at the end of the first quarter was \$10,187.

The WCHA Local Funds is the Authority's non-federal dollars. This account does not generate any income. There was \$526,253 in cash and investments at the end of the first quarter.

The HOME & HCRI/CDBG accounts are pass-through accounts for the Home Buyer Program. The HOME Program currently has three rehabbed houses up for sale. There has not been any activity yet this year in the HCRI and CDBG account.

The Central Office Cost Center (COCC) currently shows an operating income before depreciation of \$15,210.31 and assets greater than liabilities.

6.) **Report of the Executive Director**

a.) **Monthly Occupancy Report From PIC**

Ms. van Houwelingen reviewed the monthly occupancy report from PIC for May 2019 and responded to questions. As of the time of the report, there were three vacant units in the WCHA Scattered Site Family Units. Two of the units have 5/23/2019 move-ins scheduled. The third unit will be occupied as of mid-June.

b.) **Public Housing Family Unit Update**

Ms. van Houwelingen stated there is nothing to report on the WCHA Family Units. The Agency does have a Realtor looking for a two-bedroom unit in Neenah that could be purchased. The Agency currently does not have any two-bedroom units in Neenah.

- **Annual ACOP Update Schedule & Policy Review Schedule**

Ms. van Houwelingen stated that the HUD Milwaukee office wants the Authority to discuss the ACOP review schedule with the Board. Significant changes require a 30-day community comment period. The Authority receives notices from the Schiff Group when changes are necessary. Schiff Group is the company the Authority contracts with to keep the ACOP current. Currently, Authority management reviews the plan twice a year. Any significant changes made are brought to the board for their approval before the changes are made.

c.) **River Cities Redevelopment Update**

- **Nursing Services – Teresa Paulus, R.N.**

The Housing Authority contracts with the Winnebago County Health Department to provide wellness service to the residents of the Authority's six buildings, Marian Manor, Court Tower, Raulf Place, Waite Rug, Fox View and Riverside. This position is currently shared by Teresa Paulus, R.N. and Lori Duclon, R.N. Teresa gave the Board an overview of the services provided by the nurses. The nurses conduct about 1,000 visits per year.

- **Elevator Project Update**

Mr. Franzen stated the elevator work at Riverside will be starting in July. There are likely eight tenants at Riverside that will need to be relocated during the elevator replacement. The work at Fox View will start in August.

- **Riverside REAC Score**

Ms. van Houwelingen reported that Riverside scored an 84 on the REAC inspection.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 366 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, five port-out and ten port-in vouchers under contract. As of June 1st two Mainstream vouchers will be issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 19 participants with approximately \$40,000 in escrow. There was one person released from the FSS Program. They had not completed the program within the allowed time frame.

e.) Home Buyer Program Update

Ms. van Houwelingen stated there were no findings on the recent HOME audit. There is an accepted offer on the Bay Street property. An application has been received from a family interested in buying the property at 229 Fulton Ave. The grant application for more HCRI and HOME funds has been approved. Justin will be collaborating with staff from Neenah and Menasha regarding their housing programs.

f.) Agency Matters**• Succession Planning**

Ms. van Houwelingen will meet with Ms. Spanbauer and Ms. Muhlbauer from the Oshkosh Board on June 14 to begin discussions on succession planning.

• Crime Insurance Review and Update

Ms. van Houwelingen stated that in reviewing the Agency's policies, it was noticed that the Authority has a policy covering employee theft up to \$100,000. However, there are several things that are not covered. Mr. Franzen reviewed options for better crime insurance coverage. Items such as forgery or alterations, computer or funds transfer fraud insurance could be added for an additional \$1,400 a year. Potential scenarios and coverage types were discussed. These coverages added to the employee theft policy already in place would cost about \$3,400 per year total.

• HUD Conference Call – Update to the Board

Ms. van Houwelingen reported that during a recent conference call with HUD-Milwaukee, some issues came up that HUD is advocating for that could affect the Oshkosh and the Winnebago County Housing Authority down the line. HUD wants small agencies to merge if possible. HUD is also encouraging the use of tenant protection vouchers in an effort to replace public housing. Ms. van Houwelingen responded to various housing questions.

7.) Resolution 693-19: Approve WCHA PH Financial Audit for Year Ending 2018

Ms. van Houwelingen presented the resolution and stated this topic was discussed earlier in the meeting. There being no additional questions, Mr. Norton moved, seconded by Mr. Waterworth to approve resolution 693-19. Motion carried 5-0 on a voice vote.

8.) Discussion – United Way Sustained Excellence Award for OHA/WCHA, PIH New Notices

Ms. van Houwelingen reported that the Housing Authority was presented the United Way Sustained Excellence award.

Ms. van Houwelingen summarized some recent PIH Notices regarding protecting applicant's and tenant's PII (Personally Identifiable Information).

The Housing Authority is hosting the Oshkosh Chamber event, A.M. Oshkosh, at Wait Rug on June 18, 2019.

Ms. van Houwelingen responded to various questions.

9.) 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 4:33 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED