

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 22, 2018

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Rodney Cross

STAFF PRESENT: Susan van Houwelingen, Executive Director
Lee Franzen, Operations Manager
LuAnn DeBruin-Ziebell, Finance Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

1.) 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 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 nominations for Chairperson. Absent other nominations, Mr. Norton moved to close nominations and cast a unanimous vote for Rebecca Hackett for Chairperson. Motion carried 4-0 on a voice vote.

Chairperson Hackett called for nominations for Vice Chairperson and proceeded to nominate Mr. Waterworth for Vice Chairperson. Ms. Hackett called two more times for other nominations for Vice Chairperson. Absent other nominations, Mr. Norton moved to close nominations and cast a unanimous vote for Mr. Waterworth as Vice Chairperson. Motion carried 4-0 on a voice vote.

3.) **WCHA Minutes of the Regular Meeting Held on April 24, 2018**

Chairperson Hackett directed the Commissioners to review the minutes of the meeting held on April 24, 2018. There being no corrections or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve the minutes of the April 24, 2018 meeting as presented. Motion carried 4-0 on a voice vote.

4.) Public Comment Period

There were no public comments.

5.) Finance**a.) Accounts Payable Report from April 2018**

Chairperson Hackett inquired if there were any questions pertaining to the April accounts payable report. Ms. van Houwelingen & Ms. DeBruin-Ziebell responded to questions. The payment to Radtke Contractors Inc. in the amount of \$6,457.37 is for the removal of concrete and contaminated soil from the Waite property.

b.) TRIP Update

Ms. Lynch reviewed the payments received from the Tax Refund Intercept Program (TRIP) year to date. If a tenant terminates from the Authority's programs and owes money to the Authority, their debt is certified with the Department of Revenue for state tax refund interception through TRIP. So far in 2018, \$29,279.19 has been collected through TRIP.

6.) Report of the Executive Director**a.) Public Housing Family Unit Update**

Ms. van Houwelingen is working on loading all of the energy efficient changes made using Capital Fund money for both Housing Authorities into the EPIC system. EPIC (Energy and Performance Information Center) is a program designed to collect summary capital fund grant activity and energy efficiency measures (EEM) – planned and completed - being implemented with Public Housing Capital Fund money or RHF (Replacement Housing Funds) grants. All of the Authority's Capital Fund activity for the entire year must now be entered into this web based program. The WCHA information has been loaded, but the OHA information is still being worked on. HUD staff will be coming May 29 & 30 to conduct a review of the OHA Public Housing Properties which consist of Raulf Place, Court Tower and the Scattered Site 70 Family Units.

b.) River Cities Redevelopment Update

Ms. van Houwelingen reported Fox View received a score of 74 on the recent REAC inspection. An appeal will be filed that should result in getting a minimum of 10 points back for Fox View because the Authority is under contract to repair/replace the parking lot. There is also an issue regarding annual testing of the emergency pull cords.

- **Revised Tenant Selection Plan**

Ms. van Houwelingen stated all properties have local preferences. An AFHMP (Affirmative Fair Housing Marketing Plan) must be submitted to substantiate the preferences. The local preference for Fox View and Riverside is being removed because the waiting list is so short and it is difficult to fill vacancies. The removal of the local preference is reflected in the revised Tenant Selection Plan.

c.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 431 vouchers under contract; 424 regular vouchers, seven Port-Outs and twelve Port-Ins. There are currently 27 participants in the FSS Program with about \$49,900 in the FSS escrow account.

The area VA met with van Houwelingen last week regarding the VASH vouchers the Authority was awarded. The VA will control who gets to use the vouchers.

- **SEMAP Score**

Mr. Franzen reviewed the letter from HUD regarding the Section 8 Management Assessment Program (SEMAP) Certification that was submitted. The final SEMAP score for the WCHA for fiscal year end 12/31/2017 is 100. The program's overall performance rating is designated as HIGH. Unfortunately, the high score will not translate into more administrative dollars. The agency currently receives prorated administrative money at 76% to run the program.

d.) Home Buyer Program Update

The annual audit for the Home Buyer Program was conducted last week and went well. Ms. van Houwelingen received information on how and where to get more administrative money for the program. All available contract dollars have been committed.

e.) Group Home Update

Ms. van Houwelingen reported the non-profit agency that was considering purchasing the group homes is no longer interested in acquiring them.

An email was received from Bill Topel, Winnebago County Human Services Director, regarding rent increases for the group homes run by Winnebago County. The Authority had proposed a 10% increase for 2019. Ms. van Houwelingen stated that Mr. Topel has requested only a 5% annual increase. After some discussion, the board rejected the request for a 5% rent increase. Mr. Norton moved, seconded by Mr. Waterworth to keep the rent increase for 2019 at 10%. Motion carried 4-0.

f.) Agency Matters

- **Staff Changes**

Ms. van Houwelingen reported that the property manager for Raulf Place, Fox View and Riverside gave notice. Her last day will be June 8, 2018. Applicants for the position are currently being interviewed. Employment ads were on the Job Service of Wisconsin website and on the Housing Authority's website and Facebook page. Lora S. will process applications and will be the new property manager for Willo Apartments. A long time maintenance person will be retiring at the end of this year.

The Oshkosh Housing Authority Board approved a motion to hire a part time property manager and part time maintenance mechanic that will be assigned to the Waite Rug Apartments.

7.) Resolution 679-18: Approve Revisions to Tenant Selection Plan – FV & RS

Ms. van Houwelingen presented the resolution and stated this topic was also discussed earlier in the meeting. It was noted that references to the Oshkosh Housing Authority need to be changed to Winnebago County Housing Authority. Mr. Keller moved, seconded by Mr. Norton to approve resolution 679-18 with the referenced corrections to the Plan. Motion carried 4-0 on a voice vote.

8.) Discussion

Ms. van Houwelingen stated renovations at Waite Rug are moving along well. It was discovered that some of the beams in Section B were deteriorating and are being replaced.

9.) Adjournment

Having completed the agenda, Mr. Waterworth moved, seconded by Mr. Norton, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:08 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Susan van Houwelingen", with a long horizontal flourish extending to the right.

SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED