

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 23, 2017

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
Mike Norton
Rodney Cross

COMMISSIONERS ABSENT: Robert Keller, Excused

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 Norton called the regular meeting to order at 3:10 p.m.
 - 2.) Chairperson Norton 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. Norton nominated Ms. Hackett for Chairperson. Ms. van Houwelingen called again for nominations for Chairperson. Ms. Hackett nominated Mr. Waterworth for Chairperson. Mr. Waterworth declined the nomination. Ms. van Houwelingen called one more time for other nominations for Chairperson. Absent other nominations, Mr. Norton moved, seconded by Mr. Waterworth, to 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, Ms. Hackett closed the nominations and called for a vote to elect Mr. Waterworth as Vice Chairperson. Motion carried 4-0 on a voice vote.

3.) WCHA Minutes of the Regular Meeting Held on April 25, 2017

Chairperson Hackett directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on April 25, 2017. There being no corrections or discussion, Mr. Waterworth moved, seconded by Mr. Cross, to approve the minutes of the April 25, 2017 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 February**

Chairperson Hackett inquired if there were any questions pertaining to the April accounts payable report. Regarding the payments for key blanks, the Authority uses locks on the buildings & family units that require keys cut on special security blanks that cannot be purchased by the general public. This prevents unauthorized copying of keys. The payment to Servpro in the amount of \$10,454.30 is for water damage cleanup at Fox View due to the window left open in the winter causing a water pipe to burst.

b.) Quarterly Financial Report

Ms. van Houwelingen reviewed the first quarter financials and responded to questions. The WCHA Public Housing account is showing a \$35,687 income before depreciation year to date and assets greater than expenses. There are no mortgages on the public housing properties.

The WCHA Local Funds is the Authority's non-federal dollars. This account has \$579,969 in the bank.

Fox View is showing a \$19,963 income before depreciation year to date. There is currently \$55,162 set aside for garages at Fox View. Riverside is showing a \$22,041 income before depreciation year to date. There is a mortgage debt that is paid out of this income. Assets are greater than liabilities for both properties. The Authority is still waiting for HUD to award the Social Service Coordinator (SSC) grant funds for this year which fund the SSC position at Fox View and Riverside.

The Voucher Program Administrative Fee Fund had a positive \$1,751 balance as of March 31, 2017. The HAP Fund has a balance of \$9,225.

The COCC's financials are quite complicated due to all of the tax credit projects in process. The COCC had a \$2,942 income before depreciation at the end of the first quarter.

c.) 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 2017, \$32,216.30 has been collected through TRIP.

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

Ms. van Houwelingen stated the rehab on a unit on Columbian in Neenah is finished and the unit is being leased as of June 1. Efforts are ongoing to collect outstanding debt amounts owed by tenants.

Regarding the Waite project, van Houwelingen stated closing will hopefully take place in July. The project needs to be completed by 12/01/2018.

b.) River Cities Redevelopment Update

Ms. van Houwelingen stated the blacktop driveway & parking lot at Fox View is in bad shape and needs to be resurfaced. The Authority will likely request funds out of the Repair and Replacement account from the investors to complete the work.

c.) Housing Choice Voucher & FSS Program Update – Project Basing 15 Vouchers

Ms. van Houwelingen stated there are currently 409 vouchers under contract; 401 regular vouchers, eight Port-Outs and thirteen Port-Ins.

There are currently 16 active participants enrolled in the Family Self Sufficiency (FSS) Program. The FSS Program has approximately \$34,684 in the escrow account. There were two graduations last month.

The 5-Year Plan that was approved by the board, allowed for fifteen vouchers to be project based and used for the Waite project. Waite Apartments will enter into a contract with the Winnebago County Housing Authority (WCHA) for the fifteen Project Based Vouchers. Waite will be general occupancy with a local preference for elderly and disabled applicants. Waite will utilize 41 of the 60 public housing units that were not used in previous building renovations and are “on the shelf” to be used.

d.) Home Buyer Program Update

Ms. van Houwelingen stated the Elmwood property is under rehab. When done, it will be sold to a low income homebuyer. A proposal was sent to the City of Menasha for the WCHA to manage Menasha’s Home Program. The Village of Winneconne has also approached the Authority requesting help with their Home funds.

e.) Group Home Update – County Requesting reduction to 5% Rent Increase

Ms. van Houwelingen stated Mr. Topel, Winnebago County Human Services Director, requested that the Authority reduce the rent increase for the group homes from 10% down to 5%. After some discussion by the board, Mr. Norton made a motion, seconded by Mr. Waterworth, to deny the request and keep the rent increase at 10% for all of the group homes. Motion carried 4-0 on a voice vote.

f.) Agency Matters**• Staff Changes**

Ms. van Houwelingen reported that the Property Manager position at Raulf Place (RP) opened up on May 1, 2017. The position will be filled as of 06/05/2017 by a new staff person that is coming from another housing authority.

7.) **Resolution 667-17: Approve Amendment of the By-Laws to Allow for Electronic Meetings Such as Telephone Conference Call or Video Conferencing When Necessary**

Ms. van Houwelingen reviewed the resolution and the amended By-Laws. After a brief discussion and questions were addressed, Mr. Norton moved, seconded by Mr. Waterworth, to approve Resolution 667-17. Motion carried 4-0 on a voice vote.

8.) **Discussion –**

- **Joint Board Meetings**

Ms. van Houwelingen stated that due to several new board members on the OHA Board, starting joint board meetings should be postponed until at least July.

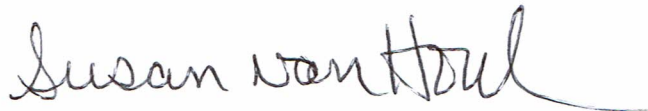
Ms. van Houwelingen briefly reviewed a News Alert from PHADA (Public Housing Authorities Directors Association) on congressional underfunding of Public Housing Programs.

The WCHA Public Housing Audit was distributed to the commissioners for their review prior to next month's meeting.

9.) **Adjournment**

Having completed the agenda, Mr. Waterworth moved, seconded by Mr. Cross, to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:28 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED