

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 24, 2016

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director
Kim Lynch, Executive Assistant
LuAnn DeBruin-Ziebell, Accountant

OTHERS PRESENT: None

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- 1.) Chairperson Norton called the meeting to order at 3:00 p.m.
 - 2.) **Joint OHA/WCHA Open Session Minutes of April 25, 2016**
Chairperson Norton directed the Commissioners to review the minutes of the regularly scheduled Joint Open Board Meeting held on April 25, 2016. After grammatical corrections were noted on page 3, sections 6(f), 7, 8 and 9, Mr. Keller moved, seconded by Mr. Waterworth, to approve the joint minutes of the April 25, 2016 open meeting as corrected. Motion carried 5-0.
 - 3.) **Joint OHA/WCHA Closed Session Minutes of April 25, 2016**
Ms. Lynch read the Closed Session minutes from the regularly scheduled Board Meeting held on April 25, 2016. There being no questions or comments, Mr. Waterworth moved, seconded by Mr. Keller, to approve the closed session minutes of the April 25, 2016 joint meeting as presented. Motion carried 5-0.
 - 4.) **Election of Officers**
Chairperson Norton proceeded to 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 and explained that as provided by state law and the by-laws, she 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. The board's interpretation of the new By-Laws which states that "In no event shall any one individual serve more than three (3)

consecutive years as a Chairperson or more than three (3) consecutive years as a Vice-Chairperson” is that the three consecutive years starts when the new By-Laws were passed. Mr. Keller nominated Mike Norton for Chairperson. Ms. van Houwelingen called two more times for other nominations for Chairperson. Absent other nominations, van Houwelingen closed the nominations and called for a vote. Motion carried 4-0 with one commissioner abstaining to elect Mr. Norton as Chairperson. Chairperson Norton called for nominations for Vice Chairperson. Mr. Waterworth nominated Ms. Hackett for Vice Chairperson. Mr. Norton called two more times for other nominations for Vice Chairperson. Absent other nominations, Mr. Keller moved, seconded by Mr. Waterworth to close the nominations and cast a unanimous ballot for Ms. Hackett as Vice Chairperson. Motion carried 5-0.

5.) Public Comment Period

There were no public comments.

6.) Finance

a.) Accounts Payable Report from April

Chairperson Norton inquired if there were any questions pertaining to the April accounts payable report. Ms. van Houwelingen responded to questions. A new vehicle was purchased for the Section 8 Voucher Program Inspector with funds from the WCHA Local Funds. The old van was sold to A+ Automotive. They will fix up the old vehicle and try to find a low income family to sell it to at a reduced rate.

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 2016, \$30,284.08 has been collected through TRIP.

c.) Year End Financials

Ms. van Houwelingen reviewed the first quarter financials. The financials are compiled by HABCO out of La Crosse. Fox View, Riverside and the WCHA Public Housing Units are showing a positive income before Depreciation year to date. There are currently three vacancies at Fox View and two at Riverside.

At the end of March, the Voucher program had a positive balance of \$2,867.62 in the HAP Fund account and a positive balance of \$14,618.69 in the Admin Fee account.

Much of the debt on the Central Office Cost Center (COCC) due to the Raulf Place renovations has been paid off and the financials are looking better.

d.) Audit Questions

Ms. van Houwelingen inquired if there were any further questions regarding the audits that were reviewed at last month's meeting. There were no findings in any of the WCHA LLC Audits. A good overview can be found by reading the Notes to Financial Statement page near the beginning of the audit. The Public Housing audits have still not come back from the auditors.

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

Ms. van Houwelingen stated there is a problem with a tenant in one of the units in Neenah. The Authority has hired Attorney Kelly Schwab to handle the issue.

b.) Fox View Garage – Update Purchase of Home

Ms. van Houwelingen stated the Authority is purchasing a property in Omro for \$50,000. The building on the property will be torn down to make way for garages at Fox View. The Authority will need to buy a second property to make the garage plan work. An appraisal for the second property will be needed to start the offer process.

c.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen stated there is currently \$82,000 in the FSS Escrow account.

d.) HOME Buyer Program Update

Ms. van Houwelingen thanked those commissioners who attended the ground breaking ceremony for the twindominium project. The rehab on the Monroe Street property has been completed. The house sold for \$110,900 resulting in a profit of \$4,900 for the Home Buyer Program. The renovations on the New York Ave property are still in process.

e.) Agency Matters**• Maintenance Mechanic Position Update**

The open Maintenance Mechanic 1 position has been filled. The new staff person has experience with REAC inspections and will start on June 6, 2016.

• 2016 Executive Director Goals

Ms. van Houwelingen reviewed a draft of the proposed 2016 goals for the Executive Director which include the Waite Rug project, Cumberland Court closing and construction, build garages in Omro for Fox View, renovate the Oshkosh 40 Family units and the Doctor's Court project. Ms. van Houwelingen responded to questions and agreed to put this topic on the June agenda. Mr. Braxton Patterson's appointment to the Oshkosh Board has expired and he will not be seeking reappointment. The new commissioner appointed to the Oshkosh Board is Attorney Dave Keck.

• Summer Intern

Mr. Tom Landgraf from Dimension Development notified the Authority of an opportunity to acquire an intern for the summer that would be able to assist with grant writing, environmental studies and the Omro garage project. Ms. van Houwelingen stated the intern will work three days a week and the Authority will pay the intern a stipend.

• Doctor's Court Project

Ms. van Houwelingen stated that the Authority was offered a property to develop as a "campus" that would include transitional and permanent supportive housing. The "campus" could potentially provide space for the Day By Day Warming Shelter as well. It will cost about \$10,000 - \$15,000 to do a feasibility study on the Doctor's Court project. The Oshkosh Foundation has turned down the Authority's request

for a grant to do the study. Ms. Hackett moved, seconded by Ms. Bird, to use up to \$20,000 out of the WCHA Local Funds to conduct a feasibility study on the Doctor's Court Project. Motion carried 5-0 on a voice vote.

6.) Discussion

Ms. van Houwelingen stated the Senate Appropriations Committee approved the T-HUD Spending bill. The bill represents a huge win for housing and community development programs. Some of the provisions of the bill are an increase in the Public Housing Operating Fund and Capital Fund, an increase in both the Section 8 HAP funds and Administrative dollars and level funding for the HOME Program.

Chairperson Norton inquired about an increase in the group home rents. Ms. van Houwelingen stated that an increase will be requested. The new flooring has been installed at the Toward Tomorrow 2 (TT2) Group Home.


Regarding the new online application process, applicants can come to the Housing Authority office and use a computer station in the reception area to submit an online application. A receptionist will be available to provide assistance. Paper applications will be allowed only as an ADA accommodation.

Ms. van Houwelingen responded to questions regarding felony convictions and a workshop being conducted by the City of Oshkosh on rental property ordinances. She will explore the possibility of having a tour of some of the properties at the June meeting.

7.) Adjournment

Having completed the agenda, Mr. Keller moved, seconded by Ms. Bird to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 4:37 p.m.

Respectfully Submitted,


Susan van Houwelingen
Executive Director
Winnebago County Housing Authority

APPROVED