

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 24, 2022

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: None

STAFF PRESENT: Stuart Kuzik, Executive Director
Kim Lynch, Executive Assistant
Wendy Fromm, Director of Property Management
Lora Southworth, Director of Compliance

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Waterworth called the regularly scheduled meeting to order at 3:00 p.m.

2.) Election of Officers

Chairperson Waterworth proceeded with the annual election of officers for the Board of Commissioners of the Housing Authority of the County of Winnebago Wisconsin. Mr. Kuzik 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, the Executive Director will serve as Secretary/Treasurer for the Board. Mr. Kuzik proceeded to call for nominations for Chairperson. Mr. Keller nominated Mr. Waterworth for Chairperson. Ms. Hackett seconded the nomination. Mr. Kuzik called two more times for other nominations for Chairperson. Absent other nominations, Mr. Kuzik closed the nominations. There being only one candidate for Chairperson, a unanimous voice vote was cast for Mr. Waterworth for Chairperson. Motion carried 4-0.

Chairperson Waterworth called for nominations for Vice Chairperson. Ms. Hackett nominated Mr. Keller for Vice Chairperson. Mr. Coates seconded the nomination. Chairperson Waterworth called two more times for other nominations for Vice Chairperson. Absent other nominations, Chairperson Waterworth closed the nominations and called for a vote to elect Mr. Keller as Vice Chairperson. A unanimous voice vote was cast for Mr. Keller for Vice Chairperson. Motion carried 4-0.

3.) WCHA Meeting Minutes of April 26, 2022

Chairperson Waterworth directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on April 26, 2022. There being no corrections or

discussion, Mr. Keller moved, seconded by Ms. Hackett, to approve the meeting minutes of the April 26, 2022 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 March 2022

Mr. Kuzik stated there is no Accounts Payable (A/P) report this month due to the transition from the old accounting software to Corpay, the new bill pay software used by Nonprofit Bookkeeping (NPB). The Authority has been without an accountant for approximately two months. NPB started at the beginning of May as the Authority's new third party accounting team and is still working through the issues with the transition. Mr. Kuzik distributed an example of what the monthly A/P report may look like. What information should be included on the monthly report from the new software is being discussed with NPB. An NPB representative will be at a future board meeting to present an overview of the accounting processes and address any questions.

b.) Audits

Mr. Kuzik stated the draft audits for 2021 are starting to come in. The two year contract with the current auditors is up and a new Request for Proposal (RFP) will need to be sent out for the 2022 and 2023 audits.

c.) First Quarter Financial Reports Status

Hawkins Ash, the current fee accountants, just sent the 1st quarter financials yesterday. When asked, Hawkins Ash declined to take over all of the OHA's & WCHA's financial functions as they had indicated a lack of capacity to do so. As NPB gets up to speed, Hawkins Ash will be phased out and NPB will take over.

6.) Report of the Executive Director

a.) Monthly Tenant Accounts Receivable Report, Monthly Vacancy Report

Ms. Fromm, the Director of Property Management, reviewed the monthly Tenant Accounts Receivable (A/R) report and the monthly vacancy report for May 2022 and responded to questions.

The A/R spreadsheet showed accounts receivable 90+ days old is now \$3,782.68 which is down about \$10,600 from last month. Next month the A/R report will start showing balances 60+ days old.

The monthly vacancy report now shows all vacancies, not just units vacant for 60+ days. There is also a column indicating if the unit is currently being worked on by maintenance staff. Ms. Fromm meets with the managers, maintenance staff and intake staff the third week of every month to work on vacancies. Information in the HUD websites shows the Authorities are currently 92.77% occupied. It was noted that this HUD number is for a program and not representative of the Authority wide numbers.

b.) Housing Choice Voucher Program Update (WCHA)

Ms. Lynch reported there are currently 358 regular vouchers, twenty-four Project Based Vouchers, five VASH Vouchers, one port-out and nine port-in vouchers under contract. Twenty-three Mainstream and sixteen Tenant Protection Vouchers (TPV's) are in use.

The FSS Program currently has 22 participants with approximately \$29,468 in escrow. There were four new enrollments this month due to the invite letters that Ms. Hinton sent out last month.

Mr. Kuzik stated the HAP (Housing Assistance Payment) checks sent to landlords encountered an issue for the second month in a row. The payments in April went out a few days late, but all landlords were paid. The payments went out on time in May. However, the amounts were incorrect. The issues have since been corrected. There are no written policies and procedures for these tasks. The Agency will need to work on developing them.

c.) Update on Housing Authority Owned Property and/or Projects

Mr. Kuzik stated a tub at Court Tower has cracked. However, the tub surround is all one piece and is too big to fit through the apartment doorway. The tub surrounds were initially installed during the building renovation before all the walls were put up. The cost of a potential replacement tub surround was estimated at \$3,400. After exploring possible solutions, it was decided to tile the tub area to reduce the cost of replacement.

d.) Agency Matters

- **Managed IT Update**

Mr. Kuzik stated the updates continue. A remote help desk program has been installed on all work stations. It was discovered that none of the work sites that remote in are actually on the Authority's network. This is creating an issue because there are different Administrators for each work station who control access.

- **Personnel Matters**

Mr. Kuzik stated one Maintenance person and one Property Manager have terminated their employment with the Housing Authority. The Authority is now short two maintenance positions which have become increasingly more difficult to fill with qualified staff. The positions are being advertised.

- **Tiny Homes Update**

Mr. Kuzik reached out again two weeks ago regarding the list of concerns that need to be addressed and resolved before the Housing Authority would consider a formal commitment to participate in the program. Mr. Kuzik had heard from a 3rd party that another organization was being considered to run this project. He will follow up and report back.

- **Bookkeeping/Finance**

Mr. Kuzik stated the transition over to Nonprofit Bookkeeping is substantial and work is ongoing. Eventually they will take over doing all of the financials and the

fee accountants will be phased out. Jeremy from NPB has participated in several calls with the HUD-Milwaukee office.

7.) Convene in Closed Session Under Wis. Stat. § 19.85(1) (c) to Consider Employment, Promotion, Compensation, and/or Performance Evaluations. Roll Call

Ms. Hackett moved that the WCHA open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Mr. Coates. Motion carried 4-0 on a roll call vote as follows:

Jesse Coates, WCHA: aye
Rebecca Hackett, WCHA: aye
Robert Keller, WCHA: aye
Scott Waterworth, WCHA: aye

The open meeting was moved into closed session at 3:50 p.m.

8.) Reconvene in Open Session

After all closed session business was discussed, Mr. Coates moved, seconded by Ms. Hackett, to adjourn the closed session and reconvene in open session. Motion was carried 4-0 on a voice vote and the meeting moved back into open session at 4:26 p.m.

9.) Discussion

a.) Joint OHA/WCHA Board Meeting, June 27, 2022 at 3:30 p.m.

Next month's Joint OHA/WCHA Board meeting will be held on Monday, June 27, 2022 at 3:30 p.m. at the Court Tower building.

10.) Adjournment

Having completed the agenda, Mr. Keller moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:31 p.m.

Respectfully Submitted,


STUART KUZIK
Executive Director
Winnebago County Housing Authority

APPROVED