

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 25, 2021

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director
Stuart Kuzik, Incoming Executive Director
Lee Franzen, Operations Manager
LuAnn DeBruin-Ziebell, Finance Manager
Kim Lynch, Executive Assistant
Justin Mitchell, Public Housing Asset & Homebuyer Manager

OTHERS PRESENT: None

1.) Call to Order: Roll Call

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

2.) Introduction of New Executive Director

The newly hired Executive Director, Stuart Kuzik, was introduced to the Board. Mr. Kuzik gave a brief summary of his background.

3.) 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. Ms. van Houwelingen 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. Ms. van Houwelingen proceeded to call for nominations for Chairperson. Ms. Keller nominated Mr. Waterworth for Chairperson. Ms. van Houwelingen called two more times for other nominations for Chairperson. Absent other nominations, van Houwelingen closed the nominations. Mr. Norton moved, seconded by Ms. Hackett, to cast a unanimous vote for Scott Waterworth for Chairperson. Motion carried 5-0 on a voice vote.

Chairperson Waterworth called for nominations for Vice Chairperson. Mr. Norton nominated Mr. Keller for Vice Chairperson. Chairperson Waterworth called two more times for other nominations for Vice Chairperson. Absent other nominations, Chairperson

Watterworth closed the nominations. Mr. Norton moved, seconded by Ms. Hackett, to cast a unanimous vote for Robert Keller for Vice Chairperson. Motion carried 5-0 on a voice vote.

- 4.) **WCHA Regular Meeting Minutes of April 27, 2021**
Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on April 27, 2021. There being no questions or discussion, Mr. Norton moved, seconded by Ms. Hackett, to approve the minutes of the April 27, 2021 meeting as presented. Motion carried 5-0 on a voice vote.
- 5.) **WCHA Closed Session Minutes From the Meeting Held on April 27, 2021**
The commissioners reviewed the Closed Session minutes from the regularly scheduled Board Meeting held on April 27, 2021. There being no questions or comments, Ms. Hackett moved, seconded by Mr. Norton, to approve the Closed Session minutes from the April 27, 2021 meeting as presented. Motion carried 5-0 on a voice vote.
- 6.) **OHAWCHA Minutes of the Special Joint Board Meeting Held on May 14, 2021**
Chairperson Watterworth directed the Commissioners to review the minutes of the OHAWCHA Special Joint Board Meeting held on May 14, 2021. There being no corrections or discussion, Ms. Hackett moved, seconded by Mr. Norton, to approve the minutes of the May 14, 2021 Special Joint Board Meeting as presented. Motion carried 5-0 on a voice vote.
- 7.) **OHAWCHA Closed Session Minutes From the Special Joint Board Meeting Held on May 14, 2021**
The commissioners reviewed the Closed Session minutes of the OHAWCHA Special Joint Board Meeting held on May 14, 2021. There being no questions or comments, Mr. Norton moved, seconded by Ms. Hackett, to approve the Closed Session minutes from the May 14, 2021 Special Joint Board Meeting as presented. Motion carried 5-0 on a voice vote.
- 8.) **Public Comment Period**
There were no public comments.
- 9.) **Finance**
 - a.) **Accounts Payable Reports from April 2021**
Chairperson Waterworth inquired if there were any questions pertaining to the April 2021 accounts payable report. Mr. Franzen responded to questions regarding the payment to Otis Elevator for elevator air purifiers.
 - b.) **First Quarter Financials**
Ms. DeBruin-Ziebell reviewed the first quarter financials. Invoices for nursing service were not received from the County until May. So, those expenses are not reflected on the first quarter financials. They will be included in the second quarter expenses. Ms. DeBruin-Ziebell responded to questions.
 - c.) **Operating Subsidy Comparison**
Ms. DeBruin-Ziebell reviewed the Operating Subsidy and Capital Fund Comparisons. The Operating Subsidy award for 2021 for WCHA went down a little bit from last year's award

and the Capital Fund award went up a little. After HUD's proration of the awards, the WCHA expects to receive \$114,836 in Operating Subsidy and \$193,959 in Capital Funds.

d.) List of Repayment Agreements as of April 30, 2021

Mr. Mitchell summarized the status of the Tenant Accounts Receivable Repayment Agreements. One of the balances is being paid in full with Wisconsin Emergency Rental Assistance (WERA) grant money. Three households are moving out and three households have termination in process. Another household is working with a Social Service Coordinator from the Authority and is current on their repayments. Four other households are currently making payments.

10.) Report of the Executive Director

a.) Monthly Vacancy Report From HMS

Mr. Mitchell reviewed the monthly vacancy report as of May 25, 2021. Four of the vacant units should be leased as of June 1, 2021. A unit on Harrison Street in Oshkosh will be going offline for rehab as soon as it becomes vacant. Applications are being processed for the other vacancy.

b.) Public Housing Family Unit Update

Ms. van Houwelingen stated there is nothing else to report at this time regarding the Family Units.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated there is nothing to report at this time.

d.) Housing Choice Voucher, FSS Program Update, Bletzing House TPV's

Ms. van Houwelingen stated that HUD approached the WCHA about Bletzing House, a thirteen unit building whose Project Based Voucher (PBV) contract terminated last fall. Seven of the tenants are entitled to Tenant Protection Vouchers (TPV's). The current TPV's expire on June 23, 2021. The WCHA Voucher Program will be taking over the administration of those TPV's.

Currently 360 regular vouchers, 26 Project Based Vouchers, five VASH Vouchers, four port-out vouchers and 23 port-in vouchers are under contract. Eighteen port-ins were absorbed to boost the agency's numbers. Twenty Mainstream vouchers are currently issued and one Mainstream voucher ported out.

The FSS Program currently has 21 participants with \$28,040 in escrow. There was one graduation and the participant received \$9,992 in escrow money.

e.) Home Buyer Program Update

Mr. Mitchell stated the WCHA and the consortium were each awarded \$50,000 in HCRI money. The money cannot be used for rehab funds, but could be used to facilitate Habitat for Humanity deals. The consortium has encountered a road block with HUD regarding what entities are included as members of the consortium. The formation of the consortium has been put on hold until next year to allow time to properly organize it.

f.) Group Home Update

Ms. van Houwelingen stated there is nothing new to report regarding the Summit building currently being rented by COTS.

g.) Agency Matters**• Personnel Matters**

Ms. van Houwelingen stated a recent intern has been hired as a Housing Specialist for the family units. This person has a Human Services degree which will help when working with the families. The Housing Specialist that was working with the family units will now be assisting with the Raulf Place, Fox View and Riverside units. The Housing Specialist that was assisting with the Court Tower units as well as managing the applications and waiting list has been promoted to Property Manager for Court Tower and Waite Rug. The Authority is currently interviewing candidates for the vacant full time maintenance position that will be shared by the Scattered Site Units and FAST Team. The grant for \$20,000 from the City of Oshkosh for an Eviction Prevention Specialist has been approved. Ms. van Houwelingen responded to questions regarding housing opportunities and funding available from the County.

• COVID-19 Update

Ms. van Houwelingen stated that after discussions with the nurses, the Agency is still requiring masks to be worn in common areas in the buildings at this time. Fully vaccinated employees are no longer required to wear masks in the administrative office areas, but still need to wear them in other building common areas.

11.) Resolution 717-21: Approve Stuart Kuzik, Hired Executive Director, Document Signing Authorization

Ms. van Houwelingen reviewed the resolution. There being no questions or discussion, Mr. Norton moved, seconded by Ms. Hackett, to approve Resolution 717-21. Motion carried 5-0 on a voice vote.

12.) Resolution 718-21: Approve New COVID-19 New Statutory and Regulatory Waivers for Public Housing and Housing Choice Vouchers

Mr. Franzen reviewed the resolution and the new waivers. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve Resolution 718-21. Motion carried 5-0 on a voice vote.

13.) Resolution 719-21: Approve Resident Owned Playground Equipment Policy

Mr. Franzen reviewed the resolution and responded to questions. There being no further questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve Resolution 719-21. Motion carried 5-0 on a voice vote.

14.) Discussion**• June Board Meeting – June 29, 2021**

Commissioners were reminded of the date of the June 2021 board meeting.

Mr. Mitchell responded to question regarding fair housing topics.

Ms. van Houwelingen thanked the board for the wonderful opportunity to serve as Executive Director for the past seven years.

15.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Coates, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:17 p.m.

Respectfully Submitted,

STUART KUZIK
Executive Director
Winnebago County Housing Authority

APPROVED