

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, June 27, 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

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- 1.) Chairperson Hackett called the regular meeting to order at 3:02 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on May 23, 2017**
Chairperson Hackett directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on May 23, 2017. There being no corrections or discussion, Mr. Norton moved, seconded by Mr. Waterworth, to approve the minutes of the May 23, 2017 meeting as presented. Motion carried 4-0 on a voice vote.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from May**
Chairperson Hackett inquired if there were any questions pertaining to the May accounts payable report. Regarding the payment to Winnebago County UWEX, the Authority purchases the books for the Rent Smart Program. The payment to Wisconsin Building Supply in the amount of \$13,500.90 is for the rehab of a Winnebago County Housing Authority (WCHA) unit on Columbian. The rehab on the unit has been completed and the unit is now rented.

b.) Winnebago County Housing Authority Public Housing Audit

Ms. van Houwelingen reviewed the 2016 year-end audit and responded to questions. There were no findings on the Housing Authority of the County of Winnebago Audit. A good overview can be found by reading the Notes to Financial Statement on page 13. River Cities Redevelopment is considered a component unit of the WCHA. The Authority is now considered a low-risk auditee, because there had been two or more years without any findings. Assets exceeded liabilities by \$9,634,228 at the close of the 2016 fiscal year. There will be a resolution later in the meeting to approve the audit.

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

Ms. van Houwelingen stated evictions on three households are in process. The Public Housing Assessment System (PHAS) score for the WCHA was 82. Because the Authority is considered a small HA (Housing Authority), the score is an advisory score only. The Agency's Capital Fund is being reduced by \$3,890 because there are currently only 84 units in PIC instead of the original 86 units. Once the two units that are still "on the shelf" are replaced, the Authority will get the Capital Fund money back again.

b.) River Cities Redevelopment Update

Ms. van Houwelingen stated that Stacy is currently managing both Fox View and Riverside. Mr. Franzen has been doing the inspections at the properties.

c.) Housing Choice Voucher & FSS Program Update**• Administrative Plan Rewrite**

Ms. van Houwelingen stated that the Administrative Plan is being rewritten to include a provision for Project Based Vouchers. An updated Administrative Plan template has been ordered from the Schiff Group. Once completed, the new Administrative Plan will need to go out for a 30-day comment period and Public Hearing.

• Voucher & FSS Utilization Info

Ms. van Houwelingen stated there are currently 412 vouchers under contract; 404 regular vouchers, eight Port-Outs and twelve Port-Ins.

There are currently 22 active participants enrolled in the Family Self Sufficiency (FSS) Program. The FSS Program has approximately \$37,869 in the escrow account.

d.) Home Buyer Program Update

Ms. van Houwelingen stated the Agency is purchasing another property on Fourth Ave. in Oshkosh. After any needed rehab is complete, the property will be sold to a low income homebuyer.

In addition to Home Program renovations, the FAST crew will be on the Waite Rug Rehab Team / Construction Crew for the North Waite Plaza building. The total Waite project must be completed and the south building rented by December 1, 2018. Waite will have a total of 56 units, 41 Public Housing Units and 15 Project Based Vouchers. McGann Construction is the general contractor for the South Building.

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

Ms. van Houwelingen stated the County has agreed to the 10% rent increase. The roof at the Toward Tomorrow II (TT2) Group Home was leaking during the recent heavy rain storms. The problem causing the leak is being investigated.

f.) Agency Matters**• Staff Changes**

Ms. van Houwelingen reported the Property Manager position at Raulf Place (RP) was filled as of 06/05/2017 by a new staff person that is coming from another housing authority. Karen H. will be retiring as of June 30, 2017. The position is not being replaced at this time. Job duties are being redistributed and volunteers are being utilized to cover the front desk during lunch breaks.

Cumberland Court Apartments held an Open House on June 22, 2017. The response was good. There will be a Grand Opening event sometime in September.

6.) Resolution 668-17: Approve WCHA PH Financial Audit for Year Ending 2016

Ms. van Houwelingen reviewed the resolution and asked if there were any further questions. There being no additional questions, Mr. Norton moved, seconded by Mr. Waterworth, to approve Resolution 668-17. Motion carried 4-0 on a voice vote.

7.) Discussion –**- Joint Board Meetings**

Ms. van Houwelingen stated that due to several new board members on the OHA Board, joint board meetings will be postponed for the time being.

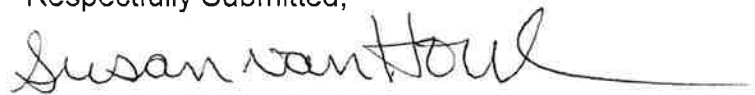
Due to scheduling conflicts, the WCHA Board of Commissioners agreed to hold the July board meeting on July 18, 2017, the third Tuesday of July. Mr. Norton asked to have the topic of the annual review of the Executive Director added to the July meeting agenda.

Information on the WAHA Fall Conference was distributed. If any commissioners wish to attend the conference, they need to notify Kim L. by July 13, 2017.

8.) Adjournment

Having completed the agenda, Mr. Waterworth moved, seconded by Mr. Norton, to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 3:48 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED