

## WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, June 28, 2016

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson  
Rebecca Hackett, Vice Chairperson  
Scott Waterworth  
Robert Keller (Arrived During Executive Director Report)

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: None

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- 1.) Chairperson Norton called the meeting to order at 3:08 p.m.
  - 2.) **WCHA Minutes of the Regular Meeting Held on May 24, 2016**  
Chairperson Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on May 24, 2016. There being no corrections or discussion, Mr. Waterworth moved, seconded by Ms. Hackett, to approve the minutes of the May 24, 2016 meeting. Motion carried 3-0.
  - 3.) **Public Comment Period**  
There were no public comments.
  - 4.) **Finance**
    - a.) **Accounts Payable Report from May**  
Chairperson Norton inquired if there were any questions pertaining to the May accounts payable report. Ms. van Houwelingen responded to questions. The \$32,831 tax credit reservation fee for the Waite Rug Project has been sent to WHEDA.  
  
The HUD Regional Administrator for Region V, Antonio Riley, may also be coming in July to tour some of our renovated properties as well as the Waite Rug and Cumberland Court renovation projects.
    - b.) **Winnebago County Housing Authority Audit**  
Ms. van Houwelingen reviewed the 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. The Authority's assets exceeded liabilities by \$9,931,035 at the close of the 2015 fiscal year.

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

Ms. van Houwelingen stated renovations are in process on the remaining three units in Menasha that need to be renovated. The tenant in one of the units in Neenah that required eviction by the Sherriff is now out.

**b.) Fox View Garage Update**

Ms. van Houwelingen stated the Authority will be closing Thursday on a property on Huron Street in Omro which is being purchased for \$50,000. The building on the property will be torn down to make way for garages at Fox View. The Authority received the appraisal for the second property that will need to be acquired to accommodate the garages. A third property may also be needed before garage construction starts.

**c.) Housing Choice Voucher & FSS Program Update**

Ms. van Houwelingen stated the Authority currently has 418 vouchers issued. Even though the Agency has authority for 413 vouchers, more can be issued to make up for months where not all 413 vouchers were issued as long as the Agency does not exceed the annual limit of 4956 unit months. There is currently about \$74,000 in the FSS Escrow account and 31 FSS participants.

**d.) HOME Buyer Program Update**

Ms. van Houwelingen stated the Monroe Street property sold for \$110,900. The New York Ave property renovations were also completed and that property has an accepted offer for \$117,000. The Authority has no other houses to renovate & sell at this time. Ms. van Houwelingen responded to questions regarding the HOME Buyer program.

**e.) Agency Matters**

- **PHAS Score for 2015**

Ms. van Houwelingen presented to the Board the Housing Authority's Public Housing Assessment System (PHAS) score for year-end 2015. The Authority's delinquent accounts were a bit higher than HUD's standard of less than 1%.

- **Commissioner Vacancy**

Ms. van Houwelingen informed the board that, due to personal reasons, Pat Bird has tendered her resignation from the Winnebago County Housing Authority Board. A replacement is being sought to fill the open seat.

**6.) Resolution 660-16: Approve WCHA PH Financial Audit for Year Ending 2015**

Ms. van Houwelingen reviewed the resolution and responded to questions. After additional questions were addressed, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 660-16. Motion carried 4-0 on a voice vote.

**7.) Discussion – Changing Policy for Over Income Residents**

Ms. van Houwelingen stated the Authority currently does not have a specific policy with regard to Over Income Residents. There are only a few tenants with higher incomes in the program. The higher rent those families pay helps to subsidize the lower paying

households. Ms. van Houwelingen would prefer to not make any policy changes at this time and continue to monitor the issue for now.

Cumberland Court made it past the first round in the running for a \$50,000 grant from "Kaboom!" for playground equipment through the Play Everywhere Challenge. The Authority is also applying for a grant through the Green Bay Packers for \$5,000.

Ms. van Houwelingen stated that the County has rejected the rent increase proposal that was submitted for the group home lease renewal. After some discussion and a review of the rent and lease history for the group homes, the Board determined the rent increase proposal to be reasonable. Mr. Waterworth moved, seconded by Ms. Hackett to support van Houwelingen in negotiating rent increases as close as possible to the 10% annual increase for each of the next five years as originally proposed. Motion carried 4-0 on a voice vote.

Chairman Norton commented on the book "Evicted" by Matthew Desmond. Franzen & van Houwelingen responded to questions.

Ms. van Houwelingen responded to questions regarding the City of Oshkosh's proposed inspection program. The Authority would not be subject to the proposed inspection program because Authority owned properties are subject to HUD REAC and WHEDA physical inspections.

**8.) Adjournment**

Having completed the agenda, Mr. Keller moved, seconded by Mr. Waterworth to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:38 p.m.

Respectfully Submitted,



Susan van Houwelingen  
Executive Director  
Winnebago County Housing Authority

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APPROVED