

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, June 29, 2021

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Scott Waterworth, Chairperson

STAFF PRESENT: Stuart Kuzik, Incoming Executive Director
Lee Franzen, Operations Manager
LuAnn DeBruin-Ziebell, Finance Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: Kay Hinton, FSS Coordinator

1.) Call to Order: Roll Call

Vice Chairperson Keller called the regular meeting to order at 3:01 p.m.

2.) WCHA Regular Meeting Minutes of May 25, 2021

Vice Chairperson Keller directed the Commissioners to review the minutes of the WCHA Board Meeting held on May 25, 2021. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve the minutes of the May 25, 2021 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 Reports from May 2021

Vice Chairperson Keller inquired if there were any questions pertaining to the May 2021 accounts payable report. Ms. DeBruin-Ziebell responded to questions regarding internet and cable TV access provided to tenants.

b.) TRIP Update

Ms. Lynch reviewed the payments received year to date from the Tax Refund Intercept Program (TRIP) and responded to questions. If a tenant terminates from the Authority's programs and owes money to the Authority, their debt is certified with the WI Department of Revenue for state tax refund interception through TRIP. From January through June 28, 2020, \$29,094.74 has been collected through TRIP.

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

Mr. Kuzik stated that a new format will be used to track and report on the status of repayment agreements as well as vacancies. Ms. DeBruin-Ziebell will prepare a spreadsheet on the first Monday of each month to be sent to the Property Managers. The spreadsheet will include accounts receivable (A/R) 90 or more days old. Managers will be responsible for responding with an action plan for each of their entries by the second Monday of the month. The commissioners would like to try this new reporting format.

10.) Report of the Executive Director**a.) Monthly Vacancy Report From HMS**

Mr. Kuzik stated vacancies will be included on the new reporting format along with the repayment agreements and past due A/R. The spreadsheet will include units vacant for 60 or more days. The information will be compared from month to month to ensure progress is being made. Questions regarding vacancies and offline units were addressed.

b.) Public Housing Family Unit Update

Mr. Kuzik stated there was nothing new to report regarding the Public Housing Family Units.

c.) River Cities Redevelopment Update

Mr. Kuzik stated there was nothing new to report regarding Fox View and Riverside.

d.) Housing Choice Voucher, FSS Program Update**• FSS Outreach Specialist Limited Term Position**

Mr. Kuzik introduced Kay Hinton who provided information regarding a Limited Term Employment (LTE) position for the FSS Program. There is about \$65,000 of pre 2014 money that could be used to hire a temporary FSS assistant for fifty weeks at 30 hours per week to help with marketing and growing the FSS Program. Some of the funds will also be used for three marketing videos. If the available funding is not used, HUD will recoup the money. After all questions were addressed, Mr. Norton made a motion, seconded by Ms. Hackett, to proceed with the hiring of an LTE position to work in the FSS program for fifty weeks at 30 hours per week as well as create the marketing videos. Motion carried 4-0 on a voice vote.

e.) Home Buyer Program Update

Mr. Kuzik will be having a conference call later today with the Department of Administration regarding the Home Buyer Program.

f.) Group Home Update

Mr. Kuzik and Mr. Franzen will be meeting with the County next week regarding the Silvercrest Group Home lease renewal. Kuzik will reach out to COTS to assess their desire to purchase the Summit House property and discuss options to help them. Mr. Franzen responded to questions regarding the current rent and maintenance issues. The Silvercrest garage roof needs to be replaced. The most recent estimate for the roof replacement is about \$65,000.

g.) Agency Matters

- **Personnel Matters**

- **Eviction Prevention Specialist Position Update**

Mr. Kuzik stated Mr. Mitchell will be meeting with the New County Executive to discuss additional funding for the Eviction Prevention Specialist position. The City of Oshkosh and the Oshkosh Foundation have already approved grant awards for the position. Kuzik would like to see a more global approach to the scope of the position to include other social work type service that could be provided to participants in the Agency's family units. Mr. Kuzik responded to questions.

- **Treatment of LTE and/or Grant Funded Position(s)**

Mr. Kuzik stated the By-Laws specify that the Executive Director is in charge of the currently approved personnel positions. If any addition positions are needed, those positions must be approved by the Board of Commissioners. Currently approved positions need to be clarified. The Board would like a copy of the current organizational chart.

- **COVID-19 Update**

Mr. Kuzik stated that masks are no longer required to be worn in the buildings if a person is fully vaccinated. The Winnebago County Health Department participated in a ZOOM webinar with staff to provide information and respond to questions. The Marian Manor building is now open to the public. Adjustments are being made to staffing to ensure coverage at the main office reception window. Common areas at the buildings will be opened as they are ready.

- **Correction of Resolution Number 717-21 from May to Resolution Number 720-21**

Ms. Lynch informed the board of a correction to a resolution number from the May meeting. The number 717-21 was inadvertently used twice.

11.) Discussion

- **July Board Meeting – July 27, 2021**

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

Ms. Hackett stated that she will not be able to attend the July meeting.

12.) Adjournment

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

Respectfully Submitted,


STUART KUZIK
Executive Director
Winnebago County Housing Authority

APPROVED