

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, July 18, 2017

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
Mike Norton
Rodney Cross
Robert Keller

COMMISSIONERS ABSENT: None

STAFF PRESENT: 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 3:00 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on June 27, 2017**
Chairperson Hackett directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on June 27, 2017. There being no corrections or discussion, Mr. Norton moved, seconded by Mr. Waterworth, to approve the minutes of the June 27, 2017 meeting as presented. Motion carried 5-0 on a voice vote.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from June**
Chairperson Hackett inquired if there were any questions pertaining to the June accounts payable report. All programs are individually invoiced for their audits and payments are sent out separately. All of the 2016 year-end audits are now done and the REAC submissions are being sent to HUD.

Willow is a 13 unit property on Tennessee Street owned by Covey. The Housing Authority has a contract with Willo Housing LLC to manage the property for them.

5.) Report of the Executive Director**a.) Quarterly Occupancy Report**

Mr. Franzen reviewed the Quarterly Occupancy Report and responded to questions. This report covers the second quarter of 2017, April through June. The overall occupancy rate for the second quarter for the Winnebago County Housing Authority (WCHA) based on months was 100%. Stacy is still managing Fox View (FV) and Riverside (RS). All programs have a waiting list. The Housing Choice Voucher waiting list has over 600 applicants.

b.) Public Housing Family Unit Update

Mr. Franzen stated Kowalski Roofing is reroofing the Menasha Office for about \$2800.

c.) River Cities Redevelopment Update

Mr. Franzen stated that Ms. van Houwelingen will be setting up a meeting with architect Matt Wiedenhoft regarding the garages at Fox View. The parking lot and driveway need to be repaired, but are on hold until a decision is made regarding garages.

d.) Housing Choice Voucher & FSS Program Update

- **Administrative Plan Rewrite**

Mr. Franzen and Ms. van Houwelingen will be working on the Administrative Plan over the next 2-3 weeks which will include a provision for Project Based Vouchers. Once completed, the new Administrative Plan will go out for a 30-day comment period and Public Hearing.

- **Voucher & FSS Utilization Info**

Mr. Franzen stated there are currently 403 vouchers under contract; 394 regular vouchers, nine Port-Outs and thirteen Port-Ins. There was just another group intake briefing. Hopefully, the number of vouchers issued will increase closer to the 413 vouchers the Authority is authorized for.

There are currently 23 active participants enrolled in the Family Self Sufficiency (FSS) Program. The FSS Program has approximately \$39,869 in the escrow account.

e.) Home Buyer Program Update

Mr. Franzen stated the twindominium project with Habitat for Humanity is still being built. Ms. DeBruin-Ziebell stated that the agency is purchasing another property on Fourth Ave. in Oshkosh. Closing is scheduled for Friday July 21, 2017.

f.) Group Home Update

Mr. Franzen stated there have been no new roof leaks at the Toward Tomorrow II (TT2) Group Home.

g.) Agency Matters

Mr. Franzen stated there were no new agency matters to report.

6.) Discussion –

Mr. Franzen summarized the PHADA News Alert article regarding the T-HUD Appropriations Subcommittee's draft version of a FY 2018 spending bill. As expected, the proposed bill provides grossly insufficient funding for public and assisted housing programs.

Ms. Lynch reminded the commissioners that the next meeting will be on Tuesday, August 29, 2017.

7.) Adjournment

Having completed the agenda, Mr. Keller moved, seconded by Mr. Norton, to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 3:17 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED