

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, July 23, 2019

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Rebecca Hackett, Chairperson

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

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Vice Chairperson Waterworth called the regular meeting to order at 3:03 p.m.

2.) WCHA Minutes of the Regular Meeting Held on June 25, 2019

Vice Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA meeting held on June 25, 2019. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve the minutes of the June 25, 2019 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 June 2019

Vice Chairperson Waterworth inquired if there were any questions pertaining to the June accounts payable report. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions.

b.) List of Repayment Agreements

Ms. van Houwelingen reviewed the list of Winnebago County Family Unit Repayment Agreements.

5.) Report of the Executive Director**a.) Monthly Vacancy Report From PIC & Quarterly Occupancy Report**

Ms. van Houwelingen reviewed the monthly occupancy report from PIC for July 2019 and responded to questions. As of the time of the report, there were three vacant units in the WCHA Scattered Site Family Units. One of the units has a move-in scheduled for August 1, 2019.

Mr. Franzen reviewed the 2nd Quarter Occupancy Report and responded to questions. The overall occupancy rate for the second quarter of 2019 for the Winnebago County Housing Authority (WCHA) based on months was 96%. There were two units at Fox View that were vacant the entire second quarter which lowered the quarterly occupancy rate. Both of those units have now been leased.

b.) Public Housing Family Unit Update

Ms. van Houwelingen stated there are no new issues to report regarding the family units.

- **5-Year PHA Plan & Process**

Ms. van Houwelingen reviewed the proposed 5-Year Plan to start January 1, 2020. Some of the many Goals and Objectives for the next five years are to Expand the supply of assisted housing through various conversion options, pursue counseling grants allowing for the addition of a Social Services Coordinator for the Family Unit Programs, pursue a collaboration with the non-profit Oshkosh Child Development Center to open a two-shift daycare center, pursue the sale of the Summit House Group Home building, increase security at all projects upgrading equipment and monitoring and full replacement of the 2 units of public housing that were lost due to demolition, pursue housing for non-violent offenders being released from prison.

There will be a meeting on August 1st at the Menasha Library for the tenants living in the Neenah/Menasha area. On August 8th there will be a meeting at the Cumberland Court Community Center for those families living in Oshkosh.

c.) River Cities Redevelopment Update

- **Elevator Project Update**

Mr. Franzen stated the HA is still waiting to receive a time schedule.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 367 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, five port-out and nine port-in vouchers under contract. Four Mainstream vouchers have now been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 20 participants with approximately \$43,108 in escrow.

e.) Home Buyer Program Update

Ms. van Houwelingen stated the Bay Street property sold on Friday. The Fulton Street property is still on the market. The 4th Street Property has been rented out.

f.) Agency Matters

- **Proposed Nursing Services Contract for 2020**

Ms. van Houwelingen reviewed the proposed 2020 Nursing Services Contract from the County. The services provided by the nurses help tenants to stay independent for a longer period of time.

- **Wait List Closings & Wait List Current Statistics**

Ms. van Houwelingen stated that the Housing Choice Voucher Program is being added to the list of Waiting Lists that will be closed as of August 1, 2019. It was previously announced that Raulf Place and Waite Rug Waiting Lists will be closed. The waiting lists are being closed at this time due to the high number of applicants on these waiting lists resulting in wait times of over a year. Analysis of the Waiting Lists shows there are 905 families from Winnebago County looking for housing and about 900 from other parts of Wisconsin or from out of state.

- **Personnel Changes**

Ms. van Houwelingen stated a General Laborer position is open. A Maintenance Mechanic will be retiring next year. Options to replace these positions are being considered. There are also two part-time clerical positions that will be open.

Ms. van Houwelingen responded to questions regarding Waite Rug.

6.) Resolution 694-19: Withdraw Resolution – Approve Pet Policy Change to Remove Pet Distemper and Declawing Requirements

Ms. van Houwelingen requested this resolution be withdrawn at this time. Mr. Norton moved, seconded by Mr. Coates to withdraw the resolution. Motion carried 4-0 on a voice vote.

7.) Resolution 695-19 REVISED: Revise Vehicle Liability Insurance Requirement

Ms. van Houwelingen stated that after additional discussions with staff, revised wording to the original resolution is being proposed. The revisions are in the third paragraph and are "... it will be a requirement that all residents **or any persons visiting for more than 5 days** who park on any Housing Authority ~~property parking lots or driveways~~ must carry and show ... vehicle liability insurance **and show valid driver's license at move in...**" After questions were addressed, Mr. Norton moved, seconded by Mr. Keller, to approve Revised Resolution 695-19. Motion carried 4-0 on a voice vote.

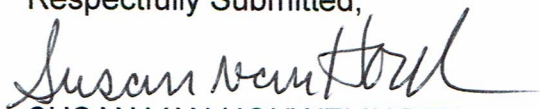
8.) Discussion

Ms. van Houwelingen responded to various questions regarding the City of Oshkosh's proposed tax for road work. The issue has yet to be resolved.

9.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:03 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Susan Van Houwelingen". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED