

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, July 24, 2018

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Rebecca Hackett, Chairperson

STAFF PRESENT: Susan van Houwelingen, Executive Director
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

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- 1.) Vice Chairperson Waterworth called the regular meeting to order at 3:07 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on June 26, 2018**
Vice Chairperson Waterworth directed the Commissioners to review the minutes of the meeting held on June 26, 2018. There being no corrections or discussion, Mr. Keller moved, seconded by Mr. Norton, to approve the minutes of the June 26, 2018 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 2018**
Vice Chairperson Waterworth inquired if there were any questions pertaining to the June accounts payable report. Ms. van Houwelingen responded to questions. The \$100,000 check to WHEDA is the down payment for the loan for the Waite Rug Project. Annual payments on the loan will be taken out of Capital Fund money as recoverable advance. The payment to Bergstrom's of Neenah in the amount of \$42,602.73 is for the new van for the Winnebago County Family Unit maintenance staff person. The vehicle that the maintenance person was using was a 2007 van that was no longer in good condition. The payment to Mid-State Asphalt in the amount of \$26,300 was for the replacement of the parking lot at Fox View.
 - b.) **2017 Public Housing Audit**
Ms. van Houwelingen reviewed the letter to the commissioners from SVA as well as the 2017 year-end audit and responded to questions. There were no changes from the draft version of the audit and there were no findings on the Housing Authority of the County of

Winnebago Audit. The Promissory Notes and Mortgages for the Home Program will now appear on the Balance Sheet. This is the first year that they were incorporated into the audit. River Cities Redevelopment is considered a component unit of the WCHA. The Authority remains a low-risk auditee because there had been two or more years without any findings. Assets exceeded liabilities by \$11,448,158 at the close of the 2017 fiscal year. There will be a resolution later in the meeting to approve the audit

5.) **Report of the Executive Director**

a.) Quarterly Occupancy Report

Ms. van Houwelingen reviewed the Second Quarter Occupancy Report and responded to questions. There are currently five vacancies in the Winnebago County Family Unit program, two vacancies at Riverside and the vacancies at Fox View. Currently, tenants at Fox View and Riverside need to be 62 years of age or older to live in those buildings. If the Agency continues to have trouble filling vacancies at those building, van Houwelingen may request a waiver from HUD to be able to house tenants 55 years of age and older. The overall occupancy rate for the second quarter of 2018 for the Winnebago County Housing Authority (WCHA) based on months was 92.88%.

b.) Public Housing Family Unit Update

The Authority received a new ACC contract. HUD has changed the way ACC contacts are accepted. ACC contracts are no longer approved by the board. As soon as an agency goes into the new EPIC System and puts in their annual budget information, the contact automatically gets accepted. However, HUD inserted verbiage into the contract that states "Grant funding may also be terminated, recaptured, withheld, suspended, reduced or such other actions taken in accordance with HUD Requirements." This phrase would negate a Housing Authority's option to sue HUD to recover money wrongfully recaptured as it did a few years back. The Winnebago County Housing Authority joined in a class action suit that was won by the housing authorities. HUD had to pay back the money that they recaptured.

A Public Hearing on the Agency's Annual Plan will likely be scheduled sometime in the next month.

c.) River Cities Redevelopment Update

• **Home Purchase and Land for Sale**

Ms. van Houwelingen stated closing is scheduled for July 31, 2018 for the house behind Fox View on Adams Street. The Authority plans to eventually use the land for parking and other possible redevelopment.

• **Elevator Project**

Ms. van Houwelingen reported a decision regarding what architect to use for the project will be made soon.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 413 vouchers under contract; 407 regular vouchers, eight Port-Outs and thirteen Port-Ins.

The FSS Program Manager will be applying for a Family Unification Program (FUP) grant. The FUP program aims to provide the child welfare system with the resources necessary to prevent family separation due to homelessness *and* to prevent homelessness among aging-out foster care youth.

e.) Home Buyer Program Update

Ms. van Houwelingen reported the renovations to the house on Fulton Ave are complete and the house has been inspected. The Home Buyer program purchased a foreclosure property thru the Sherriff's auction. Both the Authority's Home Program and the City of Oshkosh were holding mortgage notes on the property. After the minimal needed work is complete, the house will be resold. The plan is to sell the home for enough to cover both the City's and the Home Buyer program's mortgage investments.

f.) Group Home Update – Possible Interested Buyer

Ms. van Houwelingen stated there has been no new activity regarding the group homes other than the County approving the building of a new group home.

g.) Agency Matters

• **Capitalization Policy**

Ms. van Houwelingen stated there will be a resolution coming up to approve a revision to the Authority's Capitalization policy. There is a HUD rule that states if the Agency purchases an item with federal dollars in excess of the Agency's capitalization threshold, the Agency needs HUD's permission to sell/dispose of the item. If the item is sold, a percent of the proceeds from the sale must be paid back to HUD. The Authority wants to increase the HA's capitalization threshold from the current \$1,000 to \$5,000.

6.) Resolution 681-18: Approve WCHA PH Financial Audit for Year Ending 2017

Ms. van Houwelingen presented the resolution and stated this topic was discussed earlier in the meeting. There being no additional questions, Mr. Norton moved, seconded by Mr. Cross to approve resolution 681-18. Motion carried 4-0 on a voice vote.

7.) Resolution 682-18: Approve Revisions to the Capitalization Policy

Ms. van Houwelingen presented the resolution and stated this topic was discussed earlier in the meeting. There being no additional questions, Mr. Norton moved, seconded by Mr. Keller to approve resolution 682-18. Motion carried 4-0 on a voice vote.

8.) Discussion

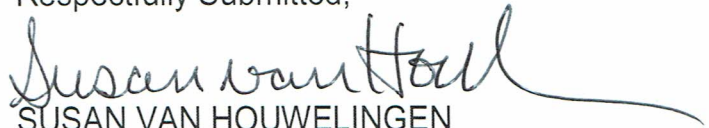
a.) August Joint Board Meeting and Tour of Properties

Ms. van Houwelingen stated that the August meeting will be a joint meeting with the Oshkosh Housing Authority Board on Monday, August 27, 2018 at 3:30 p.m. A bus will be booked and the commissioners and new staff will be taken on a tour of the OHA and WCHA properties.

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 3:44 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Susan van Houwelingen", with a long, sweeping horizontal line extending to the right.

SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED