

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, July 26, 2016

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson
Scott Waterworth
Robert Keller

COMMISSIONERS ABSENT: Rebecca Hackett, Vice Chairperson, Excused

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 3:03 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on June 28, 2016**
Chairperson Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on June 28, 2016. There being no corrections or discussion, Mr. Waterworth moved, seconded by Mr. Keller, to approve the minutes of the June 28, 2016 meeting s presented. Motion carried 3-0.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from June**
Chairperson Norton inquired if there were any questions pertaining to the June accounts payable report. Ms. van Houwelingen responded to questions. The \$49,372.96 payment to Bay Title & Abstract was for a property the Authority purchased adjacent to Fox View in Omro.
 - b.) **2nd Quarter Financials**
Ms. van Houwelingen reviewed the second quarter financials and responded to questions. Fox View is showing a \$35,733 income before depreciation year to date. Riverside is showing a \$44,583 income before depreciation year to date. There is a mortgage debt that is paid out of this income. Assets are greater than liabilities. An OCAF, (Operating Cost Adjustment Factor) Rent Adjustment has been approved for both Fox View and Riverside.

The WCHA Public Housing account is showing a \$20,579 income before depreciation year to date and assets greater than expenses. There are no mortgages on the public housing properties. There is \$125,000 in the Authority's account from the sale of the South Park Group Home. The Authority will start looking for a property to replace the South Park units.

The WCHA Local Funds is the Authority's non-federal dollars. This account does not generate any income.

The Voucher Program Administrative Fee Fund had a positive \$6,834 balance as of June 30, 2016. The shortfall in HAP Fund money will be covered by the Authority's reserve money held by HUD.

The HOME & HCRI/CDBG accounts are pass through accounts for the Home Buyer Program.

Both Silvercrest Group Home and Summit Group Home have a modest positive income before depreciation as of June 30, 2016.

The Central Office Cost Center (COCC) income reflects money that came in from an FHLB Grant. Since June 30th the money was used to pay off other debt.

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

a.) **2nd Quarter Occupancy Report**

Mr. Franzen reviewed the Quarterly Occupancy Report and responded to questions. This report covers the second quarter of 2016, April through June. Currently, the WCHA Menasha 40 Family Units have four units off line for rehab. The overall occupancy rate for the second quarter for the Winnebago County Housing Authority based on months was 94.7%. The occupancy rate based on days was 90.5%. The occupancy rate for Fox View and Riverside is not used in calculating the HUD score because those properties are multi-family unit properties, not public housing properties.

b.) **2016 HUD Streamlining Policies**

Mr. Franzen reviewed the handout summarizing the proposed changes to the Admissions & Continued Occupancy Plan (ACOP) & responded to questions. Six of the fourteen changes are HUD mandated and not optional.

c.) **Public Housing Family Unit Update**

Ms. van Houwelingen stated the Menasha family unit renovations will likely be completed sooner than originally thought. Brueser Construction is working on concrete replacement.

d.) **Fox View Garage Update**

Ms. van Houwelingen stated the Authority has purchased the property on Huron Street in Omro. Demolition of the buildings on the property is being planned. The appraisal for the Adams Street property came in higher than expected. The garages at Fox View will not be built until sometime in 2017.

e.) 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 \$78,000 in the FSS Escrow account and 27 FSS participants. There were recently two graduations from the program.

f.) HOME Buyer Program Update

Ms. van Houwelingen stated the Monroe Street property sold and is closing on July 29, 2016. The New York Ave property renovations were also completed and that property has an accepted offer. Closing on the New York Street property is scheduled for early August. There will be an Open House at the New York Street property. Construction on the twindominium is scheduled to start in August. Ms. van Houwelingen responded to questions regarding the HOME Buyer program.

g.) Group Home Update

Ms. van Houwelingen stated the group home leases and rents are still being negotiated.

h.) Agency Matters – Menasha Office Renovation

Ms. van Houwelingen stated that the roof at the Menasha office needs to be replaced. Consideration is being given to adding a workshop onto the back of the building. Currently, the Neenah/Menasha maintenance person does not have anywhere to store supplies or work out of.

6.) Discussion – Online Application Update

Ms. van Houwelingen stated that from April 7, 2015 to July 5, 2015, the Authority received 235 housing applications. With the new online applications, from April 7, 2016 to July 5, 2016, the Authority received 705 applications.

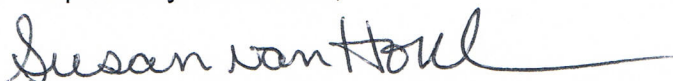
There will be a Back to School fundraiser at HuHot's on August 2, 2016 from 4:00 p.m. – 8:00 p.m.

There will be a Senior Expo in the fall at the Oshkosh Convention Center. The Housing Authority plans to have a booth at the event.

7.) Adjournment

Having completed the agenda, Mr. Keller moved, seconded by Mr. Waterworth to adjourn the meeting. Motion carried 3-0. The meeting was adjourned at 4:25 p.m.

Respectfully Submitted,



Susan van Houwelingen
Executive Director
Winnebago County Housing Authority

APPROVED