

**DRAFT**

## **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, July 26, 2022

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Scott Waterworth, Chairperson  
Robert Keller, Vice Chairperson  
Jesse Coates  
Betsy Ellenberger (Arrived after the consideration of the June 08, 2022 Closed Session Minutes)

COMMISSIONERS ABSENT: Rebecca Hackett

STAFF PRESENT: Wendy Fromm, Executive Director  
Kim Lynch, Executive Assistant  
Lora Southworth, Director of Compliance  
Wade Foley, Director of Maintenance

OTHERS PRESENT: None

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**1.) Call to Order: Roll Call**

Chairperson Waterworth called the regularly scheduled meeting to order at 3:00 p.m.

**2.) WCHA Closed Session Minutes of May 24, 2022**

Chairperson Waterworth directed the Commissioners to review the WCHA Closed Session Minutes from the meeting held on May 24, 2022. There being no corrections or discussion, Mr. Coates moved, seconded by Mr. Keller, to approve the closed session minutes of the May 24, 2022 meeting as presented. Motion carried 3-0 on a voice vote.

**3.) WCHA Special Meeting Closed Session Minutes of June 08, 2022**

Chairperson Waterworth directed the Commissioners to review the Closed Session minutes from the Special Meeting held on June 08, 2022. There being no corrections or discussion, Mr. Keller moved, seconded by Mr. Coates, to approve the Closed Session minutes of the Special Meeting held on June 08, 2022 as presented. Motion carried 3-0 on a voice vote.

The new commissioner for the WCHA Board, Betsy Ellenberger, arrived at the meeting. Ms. Ellenberger will abstain from voting on today's business as she has not had her orientation nor had the opportunity to sign her oath of office.

**4.) Joint OHA/WCHA Meeting Minutes of June 27, 2022**

Chairperson Waterworth directed the Commissioners to review the meeting minutes of the Joint OHA/WCHA Board Meeting held on June 27, 2022. There being no corrections or questions, Mr. Coates moved, seconded by Mr. Keller, to approve the joint meeting minutes of the June 27, 2022 meeting as presented. Motion carried 3-0 on a voice vote.

**5.) Public Comment Period**

There were no public comments.

**6.) Finance****a.) Accounts Payable Report from June 2022**

Ms. Fromm stated the fee accountants from Hawkins Ash are now working for the Authority again. The Accounts Payable (A/P) report format for June is similar to the report that was presented at last month's meeting. Nonprofit Bookkeeping is working on taking all of the invoices that were entered into their Quick Books software and entering them into the Authority's MRI software. Beginning in August, the goal is to resume using the A/P reports out of the HAB Software that were used prior to Nonprofit Bookkeeping coming onboard. By the end of July an ad will need to go out for a Director of Finance. Ms. Fromm responded to questions.

**b.) Audits – River Cities, LLC**

Ms. Fromm presented the Year-End December 31, 2021 audit for River Cities, LLC and responded to questions. There were no findings in the audit.

**c.) 2020 WCHA Public Housing Audit Update**

Ms. Fromm stated the 2020 WCHA Public Housing Audit has finally been submitted in REAC, but not approved yet. The Authority will not be getting a REAC score for 2020 because of HUD waivers due to COVID.

**d.) 2021 WCHA Public Housing Audit**

Ms. Fromm stated the unaudited 2021 WCHA Public Housing audit has been submitted in REAC and approved. The final WCHA Public Housing Audit was distributed to the commissioners. There were no findings in the audit. The 2021 Public Housing audit will be put on the agenda again in August to allow ample time for the commissioners to review the audit and have any questions addressed.

**e.) Solicitation for Annual Independent Audits Update**

The two-year contract with the current auditors, SVA, is up and a new Request for Proposal (RFP) will be sent out for the 2022 and 2023 audits. The selection of an auditor for the LLCs will also need to be approved by the investors of the LLCs.

**7.) Report of the Executive Director****a.) Monthly Tenant Accounts Receivable Report and Monthly Vacancy Report**

Ms. Fromm reviewed the monthly Tenant Accounts Receivable (A/R) report. Court evictions have resumed and WERA funding opportunities are ending. Ms. Fromm responded to questions.

The A/R spreadsheet showed accounts receivable 90+ days old is now \$3,541. Accounts receivable that is 61-90 days old is \$4,421.

The monthly vacancy report now shows there are a total of 24 vacancies for both agencies. Two units are being taken offline for rehab work and two units are Housing

Choice Voucher units at Waite Rug. Currently HUD shows the WCHA at 98.7% for A/R and occupancy.

**b.) Housing Choice Voucher Program Update (WCHA)**

Ms. Lynch reported there are currently 366 regular vouchers, twenty-five Project Based Vouchers, five VASH Vouchers, one port-out and seven port-in vouchers under contract. Twenty-three Mainstream and fourteen Tenant Protection Vouchers (TPV's) are in use.

The FSS Program currently has approximately \$25,213 in escrow. There is one participant in the process of graduating.

The FSS Program is updating the FSS Action Plan due to HUD's "significant" changes. A Public Hearing meeting will be held with a 45 day public comment period. Plan approval from both the OHA and WCHA boards will be needed. The new plan will need to be sent to HUD by September 28, 2022 for final approval. Ms. Lynch and Ms. Fromm responded to questions.

**c.) Update on Housing Authority Owned Property and/or Projects**

Ms. Fromm stated a new lease was just signed for Silvercrest Group Home in Neenah. Silvercrest, which is a WCHA property, needs a new kitchen and new flooring. The County would like to use outside staff to complete the work because the Authority is so short staffed. The County may want to purchase the building down the line. The Authority will work on getting the building appraised.

Mr. Foley and Ms. Fromm explained that Court Tower has an issue with the caulking between the exterior brick sections causing rain to leak into some of the units. The repair is estimated to be over \$200,000. The Authority will need to get at least three bids for the work. Ms. Fromm will be talking to the investors about using reserve money to cover the cost.

Ms. Fromm stated the recent storm took down a pine tree at Fox View. The tree fell on a car. The building was also without electricity for about twelve to thirteen hours.

A tree also went down and hit the house at one of the Oshkosh Family Units. Ms. Fromm stated that three of the Oshkosh units are going offline for modernization work.

**d.) Agency Matters**

**• Personnel Matters**

Ms. Fromm stated Cadre is being used to find a new Receptionist who will also be assisting as a Housing Specialist. A new Property Manager for the Winnebago County Family Units is starting on August 1, 2022 and a new General Laborer for Marian Manor and Raulf Place will be starting on August 10, 2022. The General Laborer at Raulf Place will be leaving effective August 2, 2022. An offer was also extended to another candidate to be the Property Manager at Raulf Place, Fox View and Riverside. They have not yet responded.

**• Bookkeeping/Finance Update**

As stated earlier in the meeting, the fee accountants from Hawkins Ash are now working for the Authority again. Katie from Nonprofit Bookkeeping is working on

site and doing a phenomenal job getting things cleaned up. By the end of July, the Authority will be looking for a new Director of Finance.

- **Contract for Consulting Services**

Ms. Fromm stated Ms. van Houwelingen has started her own consulting firm and has agreed to provide consulting services to the Authority on a short-term basis. Ms. van Houwelingen is working with the Authority's attorney to finalize a contract to provide those services to the Housing Authority. Ms. Fromm requested the board make a motion to approve the signing of the contract once it is received. After questions were addressed, Mr. Keller made a motion, seconded by Mr. Coates, to allow Ms. Fromm to sign a consulting contract with Ms. van Houwelingen for consulting services once the contact is received. Motion carried 3-0 on a voice vote.

**8.) Appointment of New Executive Director**

Mr. Waterworth stated an offer for the position of Executive Director was extended to Wendy Fromm last week after a Special Board meeting. Ms. Fromm has accepted the offer.

**9.) Resolution 734-22: Approve Wendy Fromm be Hired as Executive Director, Document Signing Authorization**

Chairperson Waterworth presented resolution 734-22 approving the hiring of Wendy Fromm as Executive Director with full signing authorization. There being no questions or discussion, Mr. Coates moved, seconded by Mr. Keller, to approve Resolution 734-22. Motion carried 3-0 on a voice vote.

**10.) Resolution 735-22: Approve WCHA PH Financial Audit for Year Ending 2021**

Ms. Fromm reviewed resolution 735-22. There being no questions or discussion, Mr. Keller moved, seconded by Mr. Coates, to approve Resolution 735-22. Motion carried 3-0 on a voice vote.

**11.) Discussion**

**a.) August WCHA Board Meeting**

Next month's WCHA Board meeting will be held on Tuesday, August 23, 2022 at 3:00 p.m. in the 1<sup>st</sup> floor lounge at Marian Manor.

**12.) Adjournment**

Having completed the agenda, Mr. Coates moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 3-0 on a voice vote. The meeting was adjourned at 3:54 p.m.

Respectfully Submitted,



Wendy Fromm  
Executive Director  
Winnebago County Housing Authority

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APPROVED