

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, July 27, 2021

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Rebecca Hackett

STAFF PRESENT: Stuart Kuzik, Executive Director
Lee Franzen, Operations Manager
LuAnn DeBruin-Ziebell, Finance Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

1.) Call to Order: Roll Call

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

2.) WCHA Regular Meeting Minutes of June 29, 2021

Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on June 29, 2021. One correction was noted. The word "Incoming" was removed from Stuart Kuzik's title on the first page. There being no other corrections or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve the minutes of the June 29, 2021 meeting as amended. 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 2021

Chairperson Waterworth inquired if there were any questions pertaining to the June 2021 accounts payable report. Ms. DeBruin-Ziebell responded to questions. The check to the Housing Authority of Kansas City, MO was for the transfer of the escrow balance for a Family Self Sufficiency (FSS) participant that ported out of our jurisdiction. The FSS escrow process was summarized. There was also a payment made to an FSS participant who graduated from the program.

b.) Second Quarter Financial Reports

Ms. DeBruin-Ziebell reviewed the second quarter financial reports and responded to questions. There were no big changes. Cash flow has been relatively stable during the second quarter.

c.) 2020 WCHA Public Housing Audit

Ms. DeBruin-Ziebell reviewed the letter to the commissioners from SVA as well as the 2020 year-end Public Housing audit and responded to questions. There are no findings in the audit and only a few adjusting entries due to the pre 2014 FSS program funds. Assets exceeded liabilities by \$9,680,021 at the close of the 2020 fiscal year. There will be a resolution later in the meeting to approve the Public Housing audit.

5.) Report of the Executive Director**a.) Repayment Agreement Report, Monthly Vacancy Report & Quarterly Occupancy Report**

Mr. Kuzik reviewed the monthly Accounts Receivable report and the monthly vacancy report as of July 2, 2021. The spreadsheet showed accounts receivable 90+ days old along with an action plan from the property managers to resolve the outstanding debt. The monthly vacancy report showed all vacant units with action plans for units that have been vacant for 60 or more days. Starting next month, units will be separated out showing which ones are Oshkosh Housing Authority (OHA) units and which are Winnebago County Housing Authority (WCHA) units. The Authority has received three payments to date thru the Wisconsin Emergency Rental Assistance (WERA) program.

Mr. Franzen responded to questions regarding the termination process then went on to review the 2nd Quarter Occupancy Report. The overall occupancy rate for the second quarter of 2021 for the Winnebago County Housing Authority (WCHA) based on months was 100%. The occupancy rate based on days was 95.2%. HUD looks at the rate based on months. The rate based on days helps the agency gauge how long it is taking to make ready a unit after a move out has occurred. Mr. Franzen and Mr. Kuzik responded to questions regarding unit occupancy.

b.) Housing Choice Voucher, FSS Program Update

Currently 347 regular vouchers, 25 Project Based Vouchers, five VASH Vouchers and four port-out vouchers are under contract for a total of 381 out of the Agency's 418 vouchers. Eleven port-in vouchers and twenty-one Mainstream vouchers are currently under contract.

The FSS Program currently has 14 participants with \$26,804 in escrow. There was one graduation this month.

- **CHAIR Audit**

Mr. Kuzik stated that the WCHA's Housing Choice Voucher (HCV) program was flagged to have a Calculation of HAP and Adjusted Income Review (CHAIR) Audit. CHAIR is a HUD-wide initiative designed to reduce income and rent errors in the administration of federally assisted housing programs. The purpose of CHAIR is to assess whether Housing Authorities are accurately determining and clearly documenting family income, rent, and HAP payments in compliance with the rules and regulations governing the program.

- **Maricopa TPV's**

Mr. Kuzik stated the Authority has been approached about taking over eight Tenant Protection Vouchers (TPV's) for a property that has been run by Clarity Care. These vouchers are similar to the TPV's the Authority acquired from

Bletzinger House. The WCHA Voucher Program will be taking over the administration of the TPV's and eventually absorb them into the WCHA Voucher Program.

c.) Waite Rug Housing, LLC Update

Mr. Kuzik had a call recently with Mr. Landgraf from Dimension Development regarding the current status of the Waite Rug LLC/ North Waite redevelopment project. Costs related to the North Waite building renovations have gone up considerably from original estimates. The continued redevelopment of the North Waite building is heavily reliant on the refinancing of Marian Manor. These programs are OHA properties and information is being provided to keep commissioners informed in the event they need to respond to inquiries from the public.

d.) Marian Manor Update

Mr. Kuzik stated refinancing efforts remain ongoing due to staff turnover at WHEDA. There should not be a need to engage an outside party to assist with the refinancing of Marian Manor as Mr. Kuzik has extensive loan and refinancing experience.

e.) Home Buyer Program / HOME Funds Update

Mr. Kuzik reported that the Authority has lost some of the funding for the Home Buyer Program due to procedural concerns.

f.) Silvercrest Group Home Update

Mr. Kuzik and Mr. Franzen met with the County regarding the Silvercrest Group Home lease renewal. The County still wants to lease the Silvercrest building. The building is in need of some repairs. Kuzik is researching lease term options as well as refinancing opportunities for the building. The Silvercrest garage roof needs to be replaced. The most recent estimate for the roof replacement is about \$63,000. The kitchen also has remodeling needs estimated to cost \$25,000 - \$30,000.

g.) Agency Matters

- **Personnel Matters**

- **Eviction Prevention Specialist / Social Worker Position Update**

- Mr. Kuzik stated the Cumberland Court Apartments and the Scattered Site Family Units do not have a Social Services Coordinator assigned to them. Kuzik would like to see a more global approach to the scope of the position to include social work type service that could be provided to participants in the Agency's family units. The City of Oshkosh has committed to \$20,000 in CDBG funds and the Oshkosh Foundation is providing \$10,000 to support the position. Winnebago County is looking at providing \$25,000 to assist with funding the position. The OHA Board approved moving forward with using the capital received and hire an Eviction Prevention Specialist/Social Worker on a one year temporary basis for now with the goal of transitioning to a permanent position if ongoing funding becomes available.

- **General Update**

- Mr. Kuzik provided a brief overview of his activities since arriving. Kuzik has been meeting with staff individually and in small groups as well as meeting with community contacts. Kuzik responded to questions regarding the City of Oshkosh purchasing

land from the Authority. The land would potentially be given to a non-profit entity with a compatible use.

6.) Resolution 721-21: Approve WCHA PH Financial Audit for Year Ending 2020

Mr. Kuzik reviewed the resolution. It was noted that the resolution number needed to be corrected. There being no other questions or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve Resolution 721-21 as corrected. Motion carried 4-0 on a voice vote.

7.) Discussion

a.) Joint Board Meetings

Mr. Kuzik stated there appears to be an interest among some of the commissioners in having joint board meetings on an ongoing basis. Pros and cons of joint meetings were discussed. Some of the commissioners are not supportive of holding joint meetings on a regular basis, but would be willing to try occasional joint meetings such as quarterly.

b.) Next Board Meeting – August 24, 2021

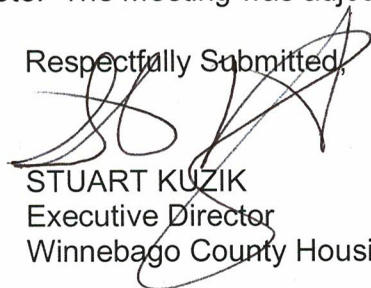
Commissioners were reminded of the date of the August 2021 board meeting.

Mr. Franzen informed the commissioners of the upcoming Wisconsin Association of Housing Authorities (WAHA) fall conference September 14 & 15, 2020 in Oshkosh. Commissioners are invited to attend the commissioner training sessions on September 15.

8.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by M. Keller, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:09 p.m.

Respectfully Submitted,



STUART KUZIK
Executive Director
Winnebago County Housing Authority

APPROVED