

**DRAFT**

## **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, July 28, 2020

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: Paul Eisner, Winnebago County Board of Supervisors

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- 1.) **Call to Order: Roll Call**  
Chairperson Waterworth called the regular meeting to order at 3:00 p.m.
- 2.) **WCHA Meeting Minutes of June 23, 2020**  
Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on June 23, 2020. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve the minutes of the June 23, 2020 meeting as presented. Motion carried 5-0 on a voice vote.
- 3.) **WCHA Closed Session Minutes of June 23, 2020**  
The commissioners reviewed the Closed Session minutes from the regularly scheduled WCHA Board Meeting held on June 23, 2020. There being no questions or comments, Mr. Norton moved, seconded by Mr. Coates, to approve the Closed Session minutes of the June 23, 2020 meeting as presented. Motion carried 5-0 on a voice vote.
- 4.) **Public Comment period (Limit 5 Minutes per Speaker)**  
Mr. Eisner spoke on behalf of one of his constituents who lives next to a Housing Authority property. Mr. Eisner reviewed the neighbor's concerns. Ms. van Houwelingen will look into the situation and work to resolve the issues.
- 5.) **Finance**
  - a.) **Accounts Payable Reports from June 2020**  
Chairperson Waterworth inquired if there were any questions pertaining to the June 2020 accounts payable report. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions.

**b.) List of Repayment Agreements as of June 30, 2020**

Ms. van Houwelingen reviewed the status of the Repayment Agreements and responded to questions. There were no evictions during June or July for non-payment of rent due to the eviction moratorium.

**c.) Report on Solicitation for Annual Independent Audits**

Ms. van Houwelingen reviewed the proposal information and responded to questions. Requests for Proposals were sent out to five agencies to prepare the audits and tax returns for 2020-2021 for all programs. Two of the agencies did not respond. After some discussion, it was decided to accept the proposal from SVA. There will be a resolution to accept the SVA bid later in the meeting.

**6.) Report of the Executive Director****a.) Monthly Vacancy Report From HMS & Quarterly Occupancy Report**

Ms. van Houwelingen reviewed the monthly vacancy report for July 2020 and responded to questions. As of the time of the report, there were nine vacant units in the WCHA Scattered Site Family Units Program. One of the units is still offline for Mod Rehab and another unit has just completed renovations and is now available for lease. One of the units has an accepted offer for move in on August 14, 2020. Lease ups have been slow due to the COVID-19 issue and being short staffed in the program.

Ms. van Houwelingen reviewed the 2nd Quarter Occupancy Report which shows the overall occupancy rate for the Winnebago County Housing Authority (WCHA) based on months was 97%.

**b.) Public Housing Family Unit**

Mr. Franzen and Mr. Mitchell are currently interviewing applicants for the open Maintenance Mechanic 1 position. One of the applicants is being considered for a temporary part-time position to help the Scattered Site Units get caught up with some outside work.

**c.) River Cities Redevelopment Update**

Ms. van Houwelingen stated things are going well at Fox View & Riverside. There have been a few face covering/mask complaints.

**d.) Housing Choice Voucher & FSS Program Update**

Ms. van Houwelingen reported there are currently 398 regular vouchers, twenty-four Project Based Vouchers, five VASH Vouchers, five port-out vouchers and fourteen port-in vouchers under contract. Twelve Mainstream vouchers have now been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 24 participants with \$49,000 in escrow. There was one graduation in July. The participant had \$3,643 in her escrow account.

**e.) Home Buyer Program Update**

Ms. van Houwelingen stated there is nothing new to report for the Home Buyer Program.

**f.) Group Home Update**

Ms. van Houwelingen stated COTS is now renting the Summit House building and is running a transitional shelter that helps individuals experiencing homelessness in the Fox Cities. Their goal is to end homelessness by helping individuals to transition to self-sufficiency and independent living. COTS has been remodeling the Summit House building.

**g.) Agency Matters**

- **Agency COVID-19 Updated Employee Policy**

Ms. van Houwelingen reviewed the revision to the COVID-19 Pandemic Leave Policy regarding Travel Out of the Area and responded to questions.

**7.) Resolution 708-20: Award Annual Independent Audit Contract for 2020-2021**

Ms. van Houwelingen reviewed the resolution awarding the Annual Independent Audit Contract for 2020-2021 to SVA Certified Public Accountants. This item was discussed earlier in the meeting. Once all questions were addressed, Mr. Norton moved, seconded by Ms. Hackett, to approve Resolution 708-20. Motion carried 5-0 on a voice vote.

**8.) Discussion**

- **August Board Meeting – August 25, 2020**

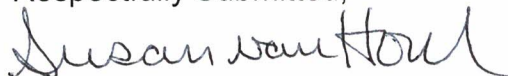
Commissioners were reminded of the date of the August 2020 board meeting. The meeting will likely be an in-person meeting held in the first floor TV Lounge at Marian Manor.

Ms. van Houwelingen responded to questions regarding the policy for handling complaints about other tenants.

**9.) Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Mr. Coates, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:51 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

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APPROVED