

Public Hearing: Revised Admissions & Continued Occupancy Plan (ACOP) and Administrative Plan

Chairperson Norton opened the Public Hearing at 3:01 p.m. and invited public comments and questions. Chairperson Norton called twice more for public input without a response. Chairperson Norton declared the Public Hearing closed at 3:02 PM.

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, August 23, 2016

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson
Rebecca Hackett, Vice Chairperson
Robert Keller

COMMISSIONERS ABSENT: Scott Waterworth, 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 regular meeting to order at 3:02 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on July 26, 2016**
Chairperson Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on July 26, 2016. There being no corrections or discussion, Ms. Hackett moved, seconded by Mr. Norton, to approve the minutes of the July 26, 2016 meeting as presented. Motion carried 2-0 with Mr. Keller abstaining.
 - 3.) **Public Comment Period**
There were no public comments.

4.) Finance

a.) Accounts Payable Report from July

Chairperson Norton inquired if there were any questions pertaining to the July accounts payable report. Ms. van Houwelingen & Franzen responded to questions explaining what is done during a sprinkler inspection and the process for eradicating bed bugs.

5.) Report of the Executive Director

a.) Public Housing Family Unit Update

Ms. van Houwelingen stated the Authority has incurred approximately \$14,000 in expenses for a Neenah unit where the tenant was evicted. The case was taken to small claims court and then through mediation. The terminated tenant is on a payment plan. The last two units on Manitowoc Road in Menasha have been renovated, inspected and are ready to rent out. There is one unit left on Sixth Street in Menasha that is being renovated. The estimated completion date is October 1, 2016. Central air conditioning will be installed in units as they are renovated. The snow cleats on the metal roofs are being repaired.

b.) River Cities Redevelopment Update

Ms. van Houwelingen distributed and reviewed the REAC inspection reports for Fox View and Riverside. There were deductions for fire hoses not being in the fire hose boxes. These boxes are no longer used per the Fire Department's request and the Authority is appealing to HUD this REAC deduction.

c.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen stated the Authority currently has 402 vouchers issued and three Port-Outs, and 19 Port-Ins. There was a recent graduation from the FSS program. The graduate received just over \$19,000 which was used to purchase a house.

d.) HOME Buyer Program Update

Ms. van Houwelingen distributed and reviewed the financial spreadsheets for the Monroe Street and New York Ave. properties the Authority purchased and then sold to low income homebuyers. The Monroe Street property has a slight loss of about \$399 while the New York Ave property had a profit of \$1450 which will go into program income.

Construction on the twindominium on Grove Street has not started yet. When Habitat for Humanity is done with their current project, they will start construction of Grove.

e.) Group Home Update

Ms. van Houwelingen decided to offer a one-year lease with a 10% rent increase effective January 1, 2017 instead of trying to negotiate a five-year lease. The Toward Tomorrow II (TT2) group home roof may need to be replaced. After recent repairs there is still a leak issue. Estimates for the roof repairs have been received. The total replacement of the south roof would be a minimum of \$20,000.

f.) Agency Matters – Personnel Changes

Ms. van Houwelingen stated Polly, who filled the part-time General Laborer position at Marian Manor is retiring at the end of August. The Authority has placed an ad through Job Center of Wisconsin. The Maintenance Mechanic at Marian Manor, Bob Boushele,

celebrated 25 years with the Housing Authority. Ms. van Houwelingen is still looking for a fifth commissioner for the WCHA Board as well as one for the OHA Board. If any of the current commissioners know of a person who may be interested in filling either position, contact van Houwelingen with their information.

6.) Resolution 661-16: Approve Revised Admissions & Continued Occupancy Policy (ACOP) and Revised Administrative Plan per HUD Streamlining Guidelines

Ms. van Houwelingen reviewed the resolution stating the streamlining policy items were previously discussed at the July board meeting. There being no additional questions, Ms. Hackett moved, seconded by Mr. Keller, to approve Resolution 661-16. Motion carried 3-0 on a voice vote.

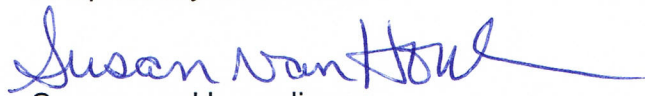
7.) Discussion – 2016 NAHRO Conference

Ms. van Houwelingen discussed the NAHRO Conference material that was sent in the commissioners' packets and responded to questions. Ms. van Houwelingen will forward the HUD commissioner training information to the board members.

8.) Adjournment

Having completed the agenda, Mr. Keller moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 3-0. The meeting was adjourned at 3:57 p.m.

Respectfully Submitted,



Susan van Houwelingen
Executive Director

Winnebago County Housing Authority

APPROVED