

**DRAFT**

## **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, August 24, 2021

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: Stuart Kuzik, Executive Director  
Lee Franzen, Operations Manager  
Kim Lynch, Executive Assistant

OTHERS PRESENT: Larry Lautenschlager, Winnebago Co. 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 Regular Meeting Minutes of July 27, 2021**

Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on July 27, 2021. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve the minutes of the July 27, 2021 meeting as presented. Motion carried 5-0 on a voice vote.

**3.) Public Comment Period**

There were no public comments.

**4.) Finance**

**a.) Accounts Payable Report from July 2021**

Chairperson Waterworth inquired if there were any questions pertaining to the July 2021 accounts payable report. There were no questions pertaining to the report.

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

**a.) Repayment Agreement Report, Accounts Receivable Report & Monthly Vacancy Report**

Mr. Kuzik reviewed the monthly Accounts Receivable (A/R) report and the monthly vacancy report for August 2021 and explained the color key on the reports. The A/R spreadsheet showed accounts receivable 90+ days old along with the current balances due and an action plan from most of the property managers to resolve the outstanding debt. Outstanding balances have been reduced from last month by \$3,743.74.

The monthly vacancy report showed all vacant units with action plans for the units. A column indicating which units are Oshkosh Housing Authority (OHA) units and which are Winnebago County Housing Authority (WCHA) units, was added to both the A/R Report and the Vacancy Report. Mr. Kuzik explained the applications software the Agency is currently using and the issues with the software.

**b.) Housing Choice Voucher Program**

Currently 357 regular vouchers, 24 Project Based Vouchers, five VASH Vouchers and four port-out vouchers are under contract for a total of 390 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 19 participants with \$27,301 in escrow. Two participants exited the program and rescinded escrow money in the amount of \$720. One of the participants ported out to a Housing Authority that does not have an FSS program and the other participant was terminated from the voucher program. Mr. Kuzik responded to questions about the voucher program.

- **CHAIR Audit**

Mr. Kuzik stated that the Housing Choice Voucher Program CHAIR Audit is still in progress. The auditor has interpreted the voucher program rules differently than the Housing Authority does and has asked for a resolution from the WCHA Board retroactively approving the Section 8 payment standards for the last three years. The audit will not continue until the resolution is received.

**c.) Silvercrest Group Home Update**

Mr. Kuzik stated that he recently toured the group home with staff. The building is in need of some repairs. Kuzik is continuing to research refinancing opportunities for the building.

**d.) Waite North (OHA)**

Mr. Kuzik stated that based on recent information, the cost to renovate the North Waite building have gone up considerably from original estimates and continue to rise. Mr. Kuzik is working to set up another meeting with Tom Landgraf of Dimension Development to discuss other options and uses for the site. Approximately \$1.25 million in costs have accrued to date on the property. Mr. Kuzik responded to questions regarding North Waite.

**e.) Agency Matters**

- **Tiny Homes**

Mr. Kuzik met with Advocap and Oshkosh Kid's Foundation who are looking to move forward with the Tiny Homes project. They will be closing very soon on a property near Jackson Street and Packer Avenue. The property will then be transferred to the Housing Authority's 501(c)3. Advocap and the Kid's Foundation have been asked to complete any required environmental work prior to the transfer of the assets. The intension is to initially build ten or eleven of the thirty-four units to get the project started. The Housing Authority is asking for an Admissions and Continued Occupancy Plan be developed so all parties are in agreement as to

how the program is to be managed. Mr. Kuzik responded to questions regarding the project.

- **Day By Day Warming Shelter**

Mr. Kuzik stated the Day by Day Warming shelter has received approval of the necessary zoning change for the property next to Court Tower. The Housing Authority has granted the shelter a temporary easement to perform civil work for the site. Mr. Kuzik responded to questions regarding the project.

- **COVID-19 Update**

Mr. Kuzik is monitoring the COVID numbers regularly and is in frequent contact with the Authority's nurses. At this time there is no change to the Agency's COVID response efforts.

- **Personnel Matters**

Mr. Kuzik stated the FSS Outreach Specialist position has received a pool of candidates that are being reviewed. Applications for a Maintenance Mechanic are also being collected. There was a termination of a maintenance person last Friday. Mr. Kuzik is working diligently on a strategic plan which he will present to the board at the September board meeting.

**6.) Resolution 722-21: Approve Payment Standards for the HCV Program for 2019-2021**

Mr. Franzen reviewed the resolution and attachments. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve Resolution 722-21 as presented. Motion carried 5-0 on a voice vote.

**7.) Discussion**

**a.) Joint Board Meetings**

Mr. Kuzik would like to hold a joint board meeting in September to present the Agency's strategic plan to both boards at the same time.

**b.) Discuss September Board Meeting**

The OHA Commissioners have agreed to attend a joint meeting on Tuesday, September 28, 2021 at 3:00 p.m. which is the date and time of the WCHA Board's regularly scheduled September meeting. After some discussion, the WCHA commissioners agreed to the proposed date and time.

Mr. Franzen reminded 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. Mr. Franzen will email the training schedule and information to the commissioners.

**8.) Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:57 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'STUART KUZIK', is written over the typed name and title.

STUART KUZIK  
Executive Director  
Winnebago County Housing Authority

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APPROVED