

**DRAFT**

## **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, August 25, 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: None

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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 July 28, 2020**

Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on July 28, 2020. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve the minutes of the July 28, 2020 meeting as presented. Motion carried 5-0 on a voice vote.

**3.) Public Comment period (Limit 5 Minutes per Speaker)**

There were no Public Comments.

**4.) Finance**

**a.) Accounts Payable Reports from July 2020**

Chairperson Waterworth inquired if there were any questions pertaining to the July 2020 accounts payable report. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to a question regarding pay phones.

**b.) List of Repayment Agreements as of July 31, 2020**

Ms. van Houwelingen reviewed the status of the Repayment Agreements and responded to questions.

**c.) 2<sup>nd</sup> Quarter Financials**

Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions regarding the 2<sup>nd</sup> Quarter Financials. There are no areas of concern to note.

**5.) Report of the Executive Director****a.) Monthly Vacancy Report From HMS**

Ms. van Houwelingen reviewed the monthly vacancy report for August 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, two of which are offline for Mod Rehab. Three of the units have move-ins scheduled during August.

**b.) Public Housing Family Unit**

Ms. van Houwelingen reported that the OHA had been awarded \$266,000 in Cares Act funding because those programs had less than three months of operating expenses in reserves. The WCHA did not get any Cares Act funding money because it has more than three months of operating expenses in reserves. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions. The Authority's tenants do not qualify for the WRAP (W Rental Assistance Program) funding through the Cares Act because their rent is already subsidized.

**c.) River Cities Redevelopment Update**

Ms. van Houwelingen stated things are going well at Fox View & Riverside.

**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, four port-out vouchers and fifteen port-in vouchers under contract. Eleven Mainstream vouchers have been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 24 participants with \$49,000 in escrow. There were two payouts, one of which was a graduation in August. The graduating participant had \$3,600 in their escrow account.

- **CARES Act Funding – HCV**

Ms. van Houwelingen stated the Voucher Program received \$57,000 in Administrative dollars through the Cares Act Funding. The Authority is also applying for additional HAP (Housing Assistance Payment) money as well.

**e.) Home Buyer Program Update**

Ms. van Houwelingen stated there is not much new to report for the Home Buyer Program. Mr. Mitchell is currently working with a family on getting bids to rehab their house.

**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 families to transition to self-sufficiency and independent living. COTS has remodeled the building and had an Open House last week. Mr. Franzen attended the Open House and stated the building looks very nice. COTS has received several donations of furniture, etc. The Housing Authority has helped with some of the updating of the building.

**g.) Agency Matters**

- **Employee Facemask Policy**

Ms. van Houwelingen reviewed the Authority's facemask policy. All employees are now required to wear a mask or cloth face covering that covers his or her mouth and nose at all times while in the workplace unless the employee qualifies for a medical exemption, the employee is working by themselves in their own office or vacant unit, or if the employee is eating or drinking.

- **Personnel Matters**

Ms. van Houwelingen stated that most of the maintenance staff has resumed working on non-emergency work orders. A new maintenance person started two weeks ago. He will be working at the Neenah/Menasha Family units. The maintenance person that was working in the Neenah/Menasha area is now working at the Oshkosh Scattered Site Units.

Ms. van Houwelingen responded to questions regarding a complaint brought to the Board's attention at last month's meeting involving a household in the Neenah/Menasha Family Units. Ms. van Houwelingen spoke with Mr. Mitchell as well as the property manager regarding the situation. They were both aware of the issue and are working to resolve it.

**6.) Resolution 709-20: Authority for Kay Hinton to Sign FSS Funding Applications**

Ms. van Houwelingen reviewed the resolution. This resolution backs up Kay's authority to sign the applications. There being no questions, Mr. Norton moved, seconded by Ms. Hackett, to approve Resolution 709-20. Motion carried 5-0 on a voice vote.

**7.) Discussion**

- **September Board Meeting – September 29, 2020**

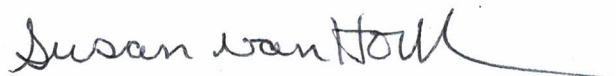
Commissioners were reminded of the date of the August 2020 board meeting. The meeting will likely be an in-person meeting held in the first floor TV Lounge at Marian Manor.

Ms. van Houwelingen responded to questions regarding local fair housing issues and resources for disabled housing.

**8.) Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:40 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

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APPROVED