

**DRAFT**

## **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, September 25, 2018

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson  
Scott Waterworth, Vice Chairperson  
Rodney Cross

COMMISSIONERS ABSENT: Mike Norton  
Robert Keller

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

OTHERS PRESENT: None

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- 1.) Chairperson Hackett called the regular meeting to order at 3:09 p.m.
  - 2.) **Joint OHA/WCHA Meeting Minutes of August 27, 2018**  
Chairperson Hackett directed the Commissioners to review the minutes of the joint OHA/WCHA meeting held on August 27, 2018. It was noted that Ms. Muhlbauer's first name was spelled incorrectly in the minutes. There being no further questions or discussion, Mr. Waterworth moved, seconded by Mr. Cross, to approve the minutes of the August 27, 2018 meeting as corrected. Motion carried 3-0 on a voice vote.
  - 3.) **Public Comment Period**  
There were no public comments.
  - 4.) **Finance**
    - a.) **Accounts Payable Report from August 2018**  
Chairperson Hackett inquired if there were any questions pertaining to the August accounts payable report. Ms. van Houwelingen & Ms. DeBruin-Ziebell responded to questions. The Home Buyer Program recently purchased a house on Bay Street for \$69,300.
  - 5.) **Report of the Executive Director**
    - a.) **Public Housing Family Unit Update**  
Ms. van Houwelingen stated that the Court Tower Property Manager, Bob Poeschl, will also manage the Waite Rug Apartments. The Housing Specialist who works out of the Menasha office has been promoted to the Neenah/Menasha Family Unit Property

Manager. Effective September 1, 2018, the Family Units that Mr. Poeschl managed will again be managed by Justin Mitchell.

Rain water was going into the basements through the windows of some of the Neenah family units. The Agency plans to consult an engineer for the best way to fix the issue.

**b.) River Cities Redevelopment Update**

- **Home Purchase and Land for Sale**

Ms. van Houwelingen stated the Housing Authority closed on the house behind Fox View on Adams Street as well as the vacant lot.

- **Elevator Project**

Ms. van Houwelingen reported the elevator project is moving forward with architect Matt Wiedenhoeft of Martin Riley. The cost to replace the elevators will be about \$100,000 per property.

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

Ms. van Houwelingen reported there are currently 404 vouchers under contract; 397 regular vouchers, seven Port-Outs and sixteen Port-Ins.

The FSS Program currently has 22 participants with \$40,802 in escrow.

- **Revised Voucher Administrative Plan**

Mr. Franzen distributed a copy of the proposed revised Administrative Plan and reviewed it with the commissioners. This Plan is for the Voucher Program only. Ads were published in the newspaper that the plan is out for a 30-day comment period. A Public Hearing will be held on the Plan at the October board meeting.

- **Mainstream Vouchers Awarded**

Ms. van Houwelingen stated the Winnebago County Housing Authority, WCHA, was awarded approximately \$42,000 in Mainstream Vouchers. The money should be enough to fund about ten or eleven vouchers which can only be used for disabled clients that are NOT elderly. The Agency has also applied for a Family Unification Program (FUP) grant. The FUP program aims to provide the resources to reunite families separated due to poor living conditions *and* to prevent homelessness among aging-out foster care youth. There has been no word yet if the WCHA will receive the grant.

**d.) Home Buyer Program Update**

Ms. van Houwelingen reported the renovations to the house on Fulton Ave are complete and the house has been listed for sale. A homebuyer recently purchased a home on Jefferson Street through the Home Buyer Program. The Property on 4<sup>th</sup> Street that the Home Buyer Program renovated and has on the market still hasn't sold. So, the price has been lowered and more open house events will be done. About 75% of the funds from the current grant have been allocated.

**e.) Group Home Update**

Ms. van Houwelingen stated there has been no new activity regarding the group homes.

**f.) Agency Matters****• Waiting List Purge Update**

Ms. Lynch updated the commissioners on the biennial purge of the waiting list. Originally 1255 Letter of Interest Notices were sent out to applicants that have been on the waiting list for more than 90 days. The letter gave the applicant ten days to respond if they wanted to remain on the waiting list and to update their information. At the end of the ten days, a second request mailing was sent out to the 940 applicants that had not responded to the first letter. The deadline to respond to the second notice is September 26, 2018. Those who do not respond, as well as the 225 applicants whose letter was returned undeliverable with no forwarding address, will be removed from the waiting list. So far, about 300 responses have been received.

**• Personnel Changes**

Ms. van Houwelingen stated the Housing Specialist who works out of the Menasha office has been promoted to the Neenah/Menasha Family Unit Property Manager. A past maintenance staff employee is being rehired for Court Tower. The current Court Tower maintenance person will be going over to the Raulf Place building to take over for that maintenance person who is retiring at the end of the year. This Maintenance person will also cover the new Waite Rug property. The Agency will still need to hire another maintenance person who will work half time with the FAST Team and half time covering the Scattered Site Family Units.

Ms. DeBruin-Ziebell, Mr. Franzen and Ms. Ruby from the Authority will be attending computer software training in 2 weeks. More training is still needed for for the newer property managers.

**6.) Resolution 683-18: Approve Utility Allowance Schedule Update**

Ms. van Houwelingen presented the resolution and accompanying documentation and responded to questions. After all questions were addressed, Mr. Waterworth moved, seconded by Mr. Cross to approve resolution 683-18. Motion carried 3-0 on a voice vote.

**7.) Resolution 684-18: Adopt Revised Flat Rent Schedule Effective January 1, 2019**

Mr. Franzen reviewed the resolution and accompanying documentation and asked if there were any further questions regarding the revised flat rent schedule or how it was calculated. There being no additional questions, Mr. Waterworth moved, seconded by Mr. Cross to approve resolution 684-18. Motion carried 3-0 on a voice vote.

**8.) Discussion****• Quarterly Financials and the 2019 Budgets Will be Discussed At the October Meeting**

Ms. van Houwelingen stated that the third quarterly financials and the 2019 budgets will be discussed at the October board meeting and advised commissioners to allow extra time for the meeting. The material will be mailed out with the October board meeting packets. The budgets will need to be sent to the investors by November 1, 2018. There will also be a public hearing on the proposed revised Administrative Plan at the October board meeting.

- **United Way Pacesetter Award**

Ms. van Houwelingen announced that the Oshkosh/Winnebago County Housing Authority was named a United Way 2018 Campaign Pacesetter. Pacesetter awards are given to organizations that run early and ambitious campaigns that jumpstart the United Way's annual campaign.

Ms. van Houwelingen gave a summary of the recent WAHA Fall Conference. There was very little offered in the way of commissioner training.

Ms. van Houwelingen stated an underground concrete vault was discovered while digging to lay utility lines on the Waite Rug property. The vault will need to be removed. The Authority is working with Waste Management and Sigma on how best to dispose of the vault and its contents. Previous soil borings in the area did not detect any contamination.

**9.) Adjournment**

Having completed the agenda, Mr. Waterworth moved, seconded by Mr. Cross, to adjourn the meeting. Motion carried 3-0 on a voice vote. The meeting was adjourned at 4:04 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

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APPROVED