

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, September 26, 2017

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
Rodney Cross
Mike Norton – Arrived during A/P Report

COMMISSIONERS ABSENT: Robert Keller – Excused

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 3:06 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on August 29, 2017**
Chairperson Hackett directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on August 29, 2017. There being no corrections or discussion, Mr. Waterworth moved, seconded by Mr. Cross, to approve the minutes of the August 29, 2017 meeting as presented. 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**
Chairperson Hackett inquired if there were any questions pertaining to the August accounts payable report. The August payables were lower than usual.
 - b.) **Budget Handouts for Review in October**
Copies of the proposed 2018 budgets were distributed for the commissioners to review prior to the October board meeting. Ms. DeBruin-Ziebell reviewed the budget format and responded to questions. Commissioners were asked to bring the budgets with them to the October meeting when they will be discussed and voted on.

Ms. DeBruin-Ziebell reviewed a spreadsheet comparing Capital Fund and Operating Subsidy funding over the past six years. Operating Subsidy funding has decreased over the past two years due to proration.

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

a.) Public Housing Family Unit Update

Ms. van Houwelingen stated the one pending eviction went through and the tenant is now out. The tenants had been in the unit since the 1980's. The unit will be renovated.

b.) River Cities Redevelopment Update

Ms. van Houwelingen stated the new property manager, Cassie, is starting to spend more time at both Fox View & Riverside. Cassie will be attending tax credit training in the near future.

c.) Housing Choice Voucher & FSS Program Update

• **Voucher & FSS Utilization Info**

Ms. van Houwelingen stated there are currently 409 vouchers under contract; 399 regular vouchers, ten Port-Outs and sixteen Port-Ins. Due to the more than 1000 applicants being on the Section 8 waiting list, the waiting list was closed as of 09/25/2017.

There are currently 26 active voucher participants enrolled in the Family Self Sufficiency (FSS) Program. There are not currently any Public Housing participants. The FSS Program has approximately \$38,791 in the escrow account.

Ms. van Houwelingen stated the plan for Waite has again changed. The current plan will require the use of 28 Project Based vouchers for the Waite Rug project. Ms. van Houwelingen reviewed the issues surrounding the Waite project and responded to questions. Waite Rug will be considered general population, not a disabled or elderly only site.

d.) Home Buyer Program Update

Ms. van Houwelingen stated the Grove Street twindominium project is almost done. The renovations on the Elmwood property are done and the house is up for sale. An Open House has been scheduled for Thursday, October 12th, from 4:00 p.m. - 6:00 p.m.

e.) Group Home Update

Ms. van Houwelingen stated that the Authority has been approached by a party interested in possibly purchasing the Toward Tomorrow II Group Home which is an OHA group home property. An appraisal has been ordered. The Authority would like to sell the property with the understanding that the County's program can continue to run out of the site at this time.

f.) Agency Matters

• **Housing Specialist Job Opening – Cumberland/Main Office**

Ms. van Houwelingen stated the agency is still in the process of interviewing candidates for a full-time position to work 1/2 – 3/4 time at the Cumberland Court site and 1/2 -1/4

time at the main office. Some of the applicants are in the housing program and would satisfy HUD's Section 3 mandate.

- 6.) **Resolution 669-17: Adopt Revised Flat Rent Schedule Effective January 1, 2018**
Mr. Franzen reviewed the resolution and flat rent documentation. After questions were addressed, Mr. Norton moved, seconded by Mr. Waterworth, to approve Resolution 669-17. Motion carried 4-0 on a voice vote.

- 7.) **Resolution 670-17: Approve the Designation of up to 28 Housing Choice Vouchers to Waite Rug Housing, LLC as Project Based Vouchers**
This topic was discussed earlier in the meeting. Ms. van Houwelingen reviewed the resolution and responded to additional questions. After all questions were addressed, Mr. Norton moved, seconded by Mr. Cross, to approve Resolution 670-17. Motion carried 4-0 on a voice vote.

- 8.) **Discussion – WAHA**
Ms. van Houwelingen stated that the recent WAHA Conference was not the best for commissioner training, but it was ok. Mr. Franzen and van Houwelingen attended an environmental training at the conference.

In response to a commissioner inquiry, van Houwelingen stated that there is a preference at Cumberland Court for homeless applicants that are staying at the Christine Anne Domestic Abuse Center because they are a participating agency.

Ms. van Houwelingen stated it is not likely that the Authority will purchase the apartment complex in Neenah. The owner wants more money down than the Authority is comfortable with at this time.

- 9.) **Adjournment**
Having completed the agenda, Mr. Norton moved, seconded by Mr. Waterworth, to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:06 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED