

DRAFT

## WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, September 27, 2016

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson  
Robert Keller  
Scott Waterworth

COMMISSIONERS ABSENT: Rebecca Hackett, 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 3:35 p.m.
  - 2.) **WCHA Minutes of the Regular Meeting Held on August 23, 2016**  
Chairperson Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on August 23, 2016. There being no corrections or discussion, M. Keller moved, seconded by Mr. Waterworth, to approve the minutes of the August 23, 2016 meeting as presented. Motion carried 3-0.
  - 3.) **Public Comment Period**  
There were no public comments.
  - 4.) **Finance**
    - a.) **Accounts Payable Report from August**  
Chairperson Norton inquired if there were any questions pertaining to the August accounts payable report. Ms. van Houwelingen responded to questions regarding payments.

Ms. van Houwelingen distributed and reviewed the 2017 budgets. The budgets will be discussed in more detail at the October board meeting after the commissioners have had a month to look them over. The budgets also include a 2% COLA wage increase across the board. The COCC is the "management company."

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

**a.) Public Housing Family Unit Update**

Ms. van Houwelingen stated there is only one unit left on Sixth Street in Menasha that is being renovated. The renovations on the unit are almost complete.

**b.) River Cities Redevelopment Update**

Ms. van Houwelingen announced that the Authority won the appeal to HUD in regard to the REAC scores at both Fox View and Riverside. There were ten point deductions for fire hoses not being in the fire hose boxes. These boxes are no longer used per the Fire Department's request. Riverside's REAC score was 87.46 and is now 97.46. Fox View's score was 75.65 and is now 85.65. Riverside's score is high enough that it will be inspected once every three years and Fox View will be inspected every other year.

The Authority has only received one proposal for the asbestos abatement work needed before demolishing the Huron Street property in Omro. Options are being considered as to how to proceed.

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

Ms. van Houwelingen stated the Authority currently has 403 vouchers issued. There are 20 Port-Ins. The Authority will be absorbing some of the Port-Ins to help our numbers before year end. There were two recent graduations from the FSS program. One graduate received just over \$20,462 which was used to purchase a house. The other graduate received about \$19,000. There was one participant who moved without a notice and lost the \$9,000 in their escrow account. This money will go back into the program.

**d.) HOME Buyer Program Update**

- **Overview by Justin Mitchell**

Justin Mitchell, the Homebuyer Coordinator, conducted a presentation on the Homebuyer Program. An overview of case management was given and well as the steps to qualify for the Homebuyer Program. Presentation topics included home inspections, down-payment assistance, homebuyer contributions and rehab assistance for existing homeowners. Redevelopment goals include two to four purchase/rehabs bi-annually. These redevelopment projects help to improve property values in the area. The presentation can be downloaded at <http://www.winnebagohomebuyer.org/presentation/> .

**e.) Group Home Update**

Ms. van Houwelingen stated the Toward Tomorrow II (TT2) group home roof may need to be replaced. After recent repairs there is still a leak issue. There will also be a road assessment coming in the amount of \$7,000. TT2 is an OHA group home.

The Cumberland Court Community Center Ground Breaking Ceremony was yesterday. A representative from the County attended.



**f.) Agency Matters – Personnel Changes**

- **City of Oshkosh Registration & Inspection Program to Include OHA & WCHA Properties**

Ms. van Houwelingen stated the Authority was originally told it would not be subject to the City’s Registration and Inspection Program due to all of the other inspections the Authority’s units are already subject to from entities such as HUD, WHEDA and tax credit investors. At a recent Council meeting, the City amended the inspection code to include Housing Authority owned units without any notification to the Authority. This decision was based on incorrect and false information. Ms. van Houwelingen contacted the City and met with their representatives this morning to discuss the issue. The City is willing to try to work with the Authorities. The Authorities are government agencies and have agreed to submit documents to the City to support our stance. Ms. van Houwelingen responded to questions regarding the inspection issue.

**6.) Resolution 662-16: Adopt Revised Flat Rent Schedule Effective January 1, 2017**

Mr. Franzen reviewed resolution 662-16 and responded to questions. HUD requires the Authority to analyze and adjust the Flat Rent Schedule every year. After all questions were addressed, Mr. Waterworth moved, seconded by Mr. Keller, to approve Resolution 662-16. Motion carried 3-0 on a voice vote.

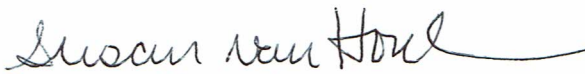
**7.) Discussion – WAHA**

Ms. van Houwelingen stated that two of the WCHA commissioners attended the commissioner training at the Fall WAHA Conference. Comments on the conference were offered by both commissioners and staff. Chairperson Norton commented on the issue of homelessness in Wisconsin.

**8.) Adjournment**

Having completed the agenda, Mr. Keller moved, seconded by Mr. Waterworth to adjourn the meeting. Motion carried 3-0. The meeting was adjourned at 4:57 p.m.

Respectfully Submitted,



Susan van Houwelingen  
Executive Director  
Winnebago County Housing Authority

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APPROVED