

## DRAFT

### Public Hearing: WCHA Revised Housing Choice Voucher Administrative Plan

Chairperson Hackett opened the Public Hearing at 3:03 p.m. and invited public comments and questions. Chairperson Hackett called twice more for public input without a response. Chairperson Hackett declared the Public Hearing closed at 3:04 PM.

## WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, October 23, 2018

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson  
Scott Waterworth, Vice Chairperson  
Mike Norton  
Robert Keller

COMMISSIONERS ABSENT: Rodney Cross

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 3:04 p.m.
  - 2.) **WCHA Minutes of the Regular Meeting Held on September 25, 2018**  
Chairperson Hackett directed the Commissioners to review the minutes of the WCHA meeting held on September 25, 2018. There being no questions or discussion, Mr. Waterworth moved, seconded by Mr. Norton, to approve the minutes of the September 25, 2018 meeting as presented. Motion carried 4-0 on a voice vote.
  - 3.) **Public Comment Period**  
There were no public comments.
  - 4.) **Finance**
    - a.) **Accounts Payable Report from September 2018**  
Chairperson Hackett inquired if there were any questions pertaining to the September accounts payable report. Ms. van Houwelingen & Ms. DeBruin-Ziebell responded to questions. The invoices from the Grounds Guys are for a two month period. There was an issue with their billing department. The payment to BMO Harris Bank in the amount of

\$1,439.65 was a payment on the corporate credit card. The payment to Martin Riley in the amount of \$1,250 was for evaluating the parking lot at Raulf Place.

**b.) Quarterly Financials**

Ms. DeBruin-Ziebell reviewed the 3<sup>rd</sup> quarter financials. The financials are compiled by HABCO out of La Crosse. The WCHA Public Housing Units are doing well with an Operating Income before Depreciation of \$35,676.31 and assets greater than liabilities. The Operating Subsidy received year to date was a little less than what was budgeted. There are no mortgages on these properties.

Fox View and Riverside are both doing well with Operating Incomes before Depreciation at the end of the 3<sup>rd</sup> quarter and assets are greater than liabilities. Both properties have mortgage payments. Maintenance expenses for Fox View are a bit higher due to parking lot repairs done by the FAST Team.

The Voucher program is doing better this year than last year at this point in time for Admin dollars. No issues with HAP payments to landlords.

The WCHA Local Funds is the Authority's non-federal dollars. This account does not generate any income. There was \$571,122 in cash and investments at the end of the third quarter.

The Central Office Cost Center (COCC) is the property management company and has all of the Authority's non-federal dollars. The COCC has cash in the bank, but most of it is earmarked for the Waite Project.

**c.) 2019 Budget Review**

Ms. van Houwelingen and Ms. DeBruin-Ziebell reviewed the 2019 budgets and the 2018 budget revisions and responded to questions. If the WCFU budget gets too tight, Capital Fund Operation money can be used to cover a shortage if necessary. The voucher program will be getting more in HAP money, but less in Admin money than expected. Riverside had less income in 2018 than what was budgeted due to vacancies. There is no mortgage on Summit Group Home.

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

**a.) Quarterly Occupancy Report**

Mr. Franzen reviewed the third Quarter Occupancy Report and responded to questions. The overall occupancy rate for the third quarter of 2018 for the Winnebago County Housing Authority (WCHA) based on months was 97%. HUD looks at the rate based on Months.

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

Rain water was going into the basements through the windows of some of the Neenah family units. The Authority has engaged Matt Wiedenhoeft from Martin Riley to evaluate the properties and determine the best way to resolve the issue.

- **HUD Rescinds New ACC**

Ms. van Houwelingen stated that due to pressure from NAHRO, HUD rescinded the language in the new ACC Amendment that came out this year. HUD inserted



verbiage into the contract that states "Grant funding may also be terminated, recaptured, withheld, suspended, reduced or such other actions taken in accordance with HUD Requirements." This phrase would negate a Housing Authority's option to sue HUD to recover money wrongfully recaptured as it did a few years back. This language has now been rescinded.

**c.) River Cities Redevelopment Update**

- **Elevator Project**

There is nothing new to report regarding the elevator replacement project at Fox View and Riverside. Ms. van Houwelingen and Mr. Franzen will be meeting with architect Matt Wiedenhoeft of Martin Riley tomorrow. Replacement will likely start in late spring 2019 and will take about two months to complete. The elevator replacement for both buildings will be done simultaneously.

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

Ms. van Houwelingen reported there are currently 400 vouchers under contract; 394 regular vouchers, six port-outs and nineteen port-ins.

The FSS Program currently has 29 participants with \$42,772 in escrow.

- **Revised Voucher Administrative Plan**

Mr. Franzen reviewed the proposed changes to the Administrative Plan and responded to questions. This Plan is for the Voucher Program only.

- **Mainstream Vouchers Awarded**

Ms. van Houwelingen stated this item was discussed at September's meeting. These vouchers can only be used for disabled clients that are NOT elderly.

The Authority just received another \$4,500 grant to use for security deposit assistance.

**e.) Home Buyer Program Update**

Ms. van Houwelingen stated there is a closing tomorrow on a house in Menasha. There will be an open house on Friday November 2, 2018 at the house on Fulton Ave. Mr. Mitchell, the Home Buyer Program Manager, is working on soliciting bids for ten houses needing renovations.

**f.) Group Home Update**

Ms. van Houwelingen stated the status of the group homes was already discussed during budget discussions earlier in the meeting.

**g.) Agency Matters**

- **Waiting List Purge Update**

Ms. van Houwelingen updated the commissioners on the results of the biennial purge of the waiting list. Originally, 1273 Letters of Interest Notices were sent out to applicants that have been on the waiting list for more than 90 days. The letter gave applicants 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. The 910 applicants that did not respond are being removed from the waiting list. Responses were received from 363 applicants. The Authority will likely reopen the Section 8 Voucher Waiting List sometime in the near future.

- **Personnel Changes**

Ms. van Houwelingen stated there were no new personnel changes to report at this time.

**6.) Resolution 685-18: Approve Revised Housing Choice Voucher Program Administrative Plan**

Ms. van Houwelingen presented the resolution and inquired if there were any other questions. The proposed Administrative Plan was discussed earlier in the meeting. There being no additional questions, Mr. Norton moved, seconded by Mr. Keller to approve resolution 685-18. Motion carried 4-0 on a voice vote.

**7.) Resolution 686-18: Approve HUD Form 52574 – Budget Revisions 2018 & Budget 2019**

Ms. van Houwelingen reviewed the resolution and asked if there were any further questions regarding the 2019 budgets or the revisions to the 2018 budgets. After some discussion, Ms. van Houwelingen and Ms. DeBruin-Ziebell agreed they would research some inquiries further and bring the results to the November meeting. There being no additional questions or comments at this time, Mr. Norton moved, seconded by Mr. Waterworth to approve resolution 686-18. Motion carried 4-0 on a voice vote.

**8.) Discussion**

Ms. van Houwelingen discussed the differences between the OHA 70 Family units and the WCHA Family Units and options for renovating the 70 Family Units. HUD's staffing recommendations for the agency were also discussed. There will be no COLA wage increase for 2019. The merit program is also being re-evaluated.

**9.) Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:33 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

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APPROVED