

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, October 24, 2017

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Rodney Cross
Mike Norton
Robert Keller

COMMISSIONERS ABSENT: Scott Waterworth, Vice Chairperson – 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 3:04 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on September 26, 2017**
Chairperson Hackett directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on September 26, 2017. There being no corrections or discussion, Mr. Norton moved, seconded by Mr. Cross, to approve the minutes of the September 26, 2017 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**
Chairperson Hackett inquired if there were any questions pertaining to the September accounts payable report. The payment to Wisconsin Housing & Economic Development in the amount of \$7,026 is the tax credit extension fee for the Waite Rug project. The payment used Oshkosh Housing Authority (OHA) non-federal dollars. The payments to Wisconsin Housing & Economic Development in the amount of \$6,791 and \$7,409.50 are the loan commitment fees for the construction loan and gap loan for the \$6 million Waite Rug project. The payments to Seek Careers & Staffing are to pay for temporary staffing at Marian Manor until a General Laborer was hired.

b.) Quarterly Financials

Ms. DeBruin-Ziebell stated there were no issues on any of the third quarter financials and responded to questions. The WCHA Public Housing account is showing a \$41,140 income before depreciation year to date and assets greater than expenses. There are no mortgages on the public housing properties.

The WCHA Local Funds is the Authority's non-federal dollars. This account has \$650,136 in the bank. The Home Buyer Program had borrowed \$58,260 from the local funds which the program has now paid back.

Fox View is showing a \$66,539 income before depreciation year to date and \$61,337 in Restricted Reserves. There is currently \$55,300 set aside for garages at Fox View. Riverside is showing a \$67,623 income before depreciation year to date and \$63,840 in Restricted Reserves. Both properties have a mortgage debt that is paid out of income. Assets are greater than liabilities for both properties. The Authority is still waiting to receive the Social Service Coordinator (SSC) grant funds for this year which fund the SSC position at Fox View and Riverside. HUD has awarded the funds, but they are not yet available to draw.

The Voucher Program budget is very tight. The Administrative Fee Funds had a negative balance of \$20,801 due to proration of HUD Funding. Any shortfall for running the Voucher Program is usually covered by the WCHA Local Fund at year end. Last year HUD funded Admin dollars at \$177,000. This year Admin dollars were funded at \$153,000 due to proration. The HAP Fund has a negative balance of \$16,646 which will be covered by reserves held at HUD.

Financials for the Central Office Cost Center (COCC) are provided to the WCHA Board for informational purposes only as the COCC falls under the OHA. The COCC is doing well overall, but still shows an operating loss before depreciation because the Raulf Place Developer Fee earned was recorded when it was earned (2016), not when it was received (2017).

c.) 2018 Budget Review

Ms. DeBruin-Ziebell reviewed the budgets and the payroll analysis. It is difficult to predict budgets for the programs because the Operating Subsidy calculations have not yet been completed by HUD. The Menasha 40 Family Unit renovations are now done. So, rent revenue should increase as the units become leased.

The Authority hopes HUD will award more Admin money to the Voucher Program in 2018. The current budget shows the Voucher Program will likely sustain a loss again in 2018.

The \$800,000 in Developer Fees the COCC will receive in 2018 from the Cumberland Court deal will be used to help fund the Waite Rug tax credit deal. The Authority hopes to sell the Summit Group Home by the end of 2017. There is an interested buyer.

The budgets include a 2% COLA wage increase for staff in 2018. Today's resolution will approve the raise for all staff with the exception of the Executive Director. The board will vote on van Houwelingen's raise at a later date. Ms. van Houwelingen reviewed a listing of the benefit package currently offered to new hires. Ms. Lynch summarized the health

and dental insurance premium information. Ms. DeBruin-Ziebell referenced the engagement letters from SVA to the commissioners for their perusal.

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 for the Winnebago County Housing Authority (WCHA) based on months was 99%.

b.) Public Housing Family Unit Update – ROSS Grant Application

Ms. van Houwelingen stated HUD has come out with a Resident Opportunity for Self Sufficiency (ROSS) Grant for families. The Authority applied for a \$65,000 grant to fund a position to be shared by the OHA and WCHA family unit programs.

Notification was received from a law firm stating that the Authority will receive \$150,055 from the lawsuit against HUD. On behalf of several housing authorities, PHADA filed a class action suit against HUD regarding HUD's recapture of Operating reserves back in 2012.

c.) River Cities Redevelopment Update – Parking Lot Resurfacing – Fox View Manor

Mr. Franzen stated two bids were received for resurfacing the parking lot at Fox View in Omro. This will be a two part project starting this fall. The finishing layer will be applied in the spring.

d.) Housing Choice Voucher & FSS Program Update

• **Voucher & FSS Utilization Info**

Ms. van Houwelingen stated there are currently 409 vouchers under contract; 398 regular vouchers, eleven Port-Outs and sixteen Port-Ins. The Winnebago County Housing Authority (WCHA) is applying for some VASH Vouchers to help veterans. The Milwaukee VA Hospital is sending a letter of support. HUD will conduct a needs analysis to determine if the vouchers will be awarded to the WCHA. VASH Vouchers cannot be absorbed by another jurisdiction. The Appleton VA will refer clients to the HA. Ms. van Houwelingen responded to questions regarding the VASH Vouchers.

There are currently 25 active voucher participants enrolled in the Family Self Sufficiency (FSS) Program. The FSS Program has approximately \$40,202 in the escrow account.

• **Security Deposit Grant Qualification Policy**

The WCHA applied for and received a grant from the City of Oshkosh in the amount of \$4,500 to help with security deposit funds which will be used in the Voucher Program. This money can only be used for rentals in the City of Oshkosh. Ms. van Houwelingen reviewed the Security Deposit Assistance Program (SDAP) Policy and responded to questions.

e.) Home Buyer Program Update

Ms. van Houwelingen stated the Open House for the Elmwood property went well. The house must be sold to a low income home buyer. It is listed at \$129,900.

f.) Group Home Update

Ms. van Houwelingen stated the appraisal came in today for OHA's Toward Tomorrow II Group Home (TT2). The property was appraised at \$285,000 - \$325,000. The same non-profit agency interested in purchasing the TT2 Group Home is also interested in purchasing the Summit Group Home which is a WCHA property. The Authority would like to sell both group home properties by the end of 2017.

g.) Agency Matters**• New Staff at Marian Manor & Cumberland Court/COCC**

Ms. van Houwelingen stated the Authority has hired a General Laborer for Marian Manor which will be a 30 hour per week position. The Authority has also filled the 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. This administrative position is 37.5 hours per week.

• Work Comp Injury

Ms. van Houwelingen stated one of the maintenance staff sustained a bee sting injury while doing lawn work and required medical care.

• Utility Allowance Schedule Analysis for 2018

Ms. van Houwelingen stated the Utility Allowance Schedule for 2018 will not change from 2017 because none of the calculations changed by 10% or more.

6.) Resolution 671-17: Approve HUD Form 52574 – Budget Revisions 2017 & Budget 2018

Ms. van Houwelingen reviewed resolution 671-17 and HUD Form 52574. The budgets were discussed earlier in the meeting. The WCHA Board voiced their support for the 2% COLA included in the budgets. After all questions were addressed, Mr. Norton moved, seconded by Mr. Keller, to approve Resolution 671-17. Motion carried 4-0 on a voice vote.

7.) Resolution 672-17: Approve Acceptance of Security Deposit Grant & Qualification Policy

Ms. van Houwelingen reviewed resolution 672-17 and responded to additional questions. It was noted that there was an error in the resolution number listed on the agenda. The Resolution number is 672-17, not -18. This topic and the accompanying policy were discussed earlier in the meeting. Ms. van Houwelingen was asked to check with the cities of Neenah and Menasha to see if they have any funds they would be willing to give the Authority to use for a security deposit program in those cities as well. After all questions were addressed, Mr. Norton moved, seconded by Mr. Keller, to approve Resolution 672-17. Motion carried 4-0 on a voice vote.

8.) Discussion

Possible future housing options were discussed.

9.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:23 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED