

DRAFT

## WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, October 25, 2016

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Rodney Cross, 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 3:06 p.m.
  - 2.) **WCHA Minutes of the Regular Meeting Held on September 27, 2016**  
Chairperson Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on September 27, 2016. There being no corrections or discussion, Mr. Keller moved, seconded by Mr. Waterworth, to approve the minutes of the September 27, 2016 meeting as presented. Motion carried 4-0.
  - 3.) **Public Comment Period**  
There were no public comments.
  - 4.) **Finance**
    - a.) **Accounts Payable Report from September**  
Chairperson Norton inquired if there were any questions pertaining to the September accounts payable report. Ms. van Houwelingen responded to questions regarding payments and reviewed abbreviations used on the report. The payment in the amount of \$16,416.49 to Joe Bruesewitz is for concrete repair/replacement at the Winnebago County Housing Authority (WCHA) Family Unit sites. The additional payments to WPS for units on Cumberland Trail are due to the construction. Ms. van Houwelingen stated the units on Cumberland Trail are an Oshkosh Housing Authority (OHA) property and invited the WCHA commissioners to drive by the units to see the progress. Color samples and floor plans were displayed.

**b.) 2017 Budget Review**

Ms. van Houwelingen and Ms. DeBruin-Ziebell reviewed the 2017 budgets and the payroll analysis. The budgets include a 2% COLA wage increase across the board. Payroll changes for the individual programs are due to the addition of a new administrative position that will work 70% of the time in the Winnebago County Family Unit Program and 30% of the time in the Voucher Program. Ms. van Houwelingen responded to questions regarding the budgets.

**c.) 3<sup>rd</sup> Quarter Financials**

Ms. van Houwelingen reviewed the third quarter financials and responded to questions. Fox View is showing a \$47,425 income before depreciation year to date. Riverside is showing a \$63,691 income before depreciation year to date. There is a mortgage debt that is paid out of this income. Assets are greater than liabilities.

The WCHA Public Housing account is showing a \$20,879 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 does not generate any income.

The Voucher Program Administrative Fee Fund had a positive \$11,076 balance as of September 30, 2016. The HAP Fund has a balance of \$5,011.

The COCC's financials are quite complicated due to all of the tax credit projects in process. Much of the debt on the COCC is due to the upcoming Waite Rug project.

**5.) Report of the Executive Director****a.) 3<sup>rd</sup> Quarter Occupancy Report**

Mr. Franzen reviewed the Quarterly Occupancy Report and responded to questions. This report covers the third quarter of 2016, July through September. The WCHA Neenah Scattered Sites had one unit off line for rehab. The overall occupancy rate for the third quarter for the WCHA based on months was 99.35%. The occupancy rate based on days was 95.52%. HUD looks at Occupancy Based on Months. The Agency looks at the Occupancy Based on days to determine how long it is taking to turn units over when they become vacant.

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

Ms. van Houwelingen stated there are currently two WCHA units under rehab. The cleats on the steel roofs that were put on the family units last year fell off. The FAST Team is working on putting them back on.

**c.) River Cities Redevelopment Update**

Ms. van Houwelingen stated the proposal for the asbestos abatement work needed before demolishing the Huron Street property in Omro came in at \$3,700. Once the abatement is done the house will be demolished.



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

Ms. van Houwelingen stated there are currently 20 Port-Ins in the program. The Agency will be absorbing ten of the Port-Ins to bring program numbers up before year end. There was a recent graduation from the FSS program. The graduate received about \$1,400. There are currently 19 voucher participants and one Public Housing tenant in the FSS Program.

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

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

Ms. van Houwelingen stated the Authority is still working with the City to resolve this issue and hopefully get an exemption for Housing Authority owned units. The City has set a new fee schedule which could be a large burden on the Agency. Additional documentation has been sent to the City to support the Authority's stance. None of the Authority's properties are in the first round of properties the City will be inspecting.

- **Proposal to Add Shared New Employee for WCHA Scattered Sites & HCV Program**

Ms. van Houwelingen stated that approval of the 2017 budgets presented earlier in the meeting would also approve the addition of the full-time Clerk 1 administrative position that would be shared by the Winnebago County Scattered Site Family Units and the Housing Choice Voucher Program. This staff position would work out of the Menasha Office.

**6.) Resolution 663-16: Approve HUD Form 52574 – Budget Revisions 2016 & Budget 2017**

Ms. van Houwelingen reviewed resolution 663-16. The budgets were discussed earlier in the meeting. There being no further questions, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 663-16. Motion carried 4-0 on a voice vote.

**7.) Resolution 664-16: Approve Utility Allowance Schedule Update**

Ms. van Houwelingen reviewed resolution 664-16 and responded to questions. HUD's rules require the utility allowance schedule be updated annually. After all questions were addressed, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 664-16. Motion carried 4-0 on a voice vote.

**8.) Discussion**

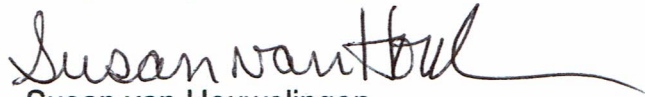
Ms. van Houwelingen stated there will be one, possibly two retirements coming up within the next six months. Also, the Voucher waiting list has been closed due to the large amount of applicants currently on the waiting list.

The Housing Spotlight newsletter from the National Low Income Housing Coalition was distributed to the commissioners for their review.

**9.) Adjournment**

Having completed the agenda, Mr. Keller moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:43 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Susan van Houwelingen". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Susan van Houwelingen  
Executive Director  
Winnebago County Housing Authority

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APPROVED