

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, October 26, 2021

Virtual Zoom Meeting

3:00 p.m.

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

COMMISSIONERS ABSENT: None

STAFF PRESENT: Stuart Kuzik, Executive Director
Lee Franzen, Operations Manager
LuAnn DeBruin-Ziebell, Finance Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**
Chairperson Waterworth called the regular meeting to order at 3:03 p.m.
 - 2.) **Joint OHA/WCHA Open Meeting Minutes of September 28, 2021**
Chairperson Waterworth directed the Commissioners to review the minutes of the Joint OHA/ WCHA Board Meeting held on September 28, 2021. Two corrections were noted. The first was on page 2, section 6b. The other was on page 3, section 7a. There being no other corrections or discussion, Mr. Keller moved, seconded by Mr. Coates, to approve the open meeting minutes of the September 28, 2021 meeting as corrected. Motion carried 5-0 on a voice vote.
 - 3.) **Joint OHA/WCHA Closed Session Minutes of September 28, 2021**
After attendees not present at the September Joint Closed Session meeting (save for Ms. Lynch) were removed from the meeting, Ms. Lynch read the minutes from the closed session held on September 28, 2021. There being no questions or discussion, Mr. Coates moved, seconded by Ms. Hackett, to approve the minutes of the Closed Session from the meeting held on September 28, 2021 as presented. Motion carried 4-0 on a voice vote with Mr. Norton abstaining.
 - 4.) **Due to the virtual meeting, public comment will be received via questions and answers within the Zoom Webinar. Those who connect via phone can call 920-424-1470 x113 and leave a message with their question. Questions are addressed throughout the meeting.**
There were no public comments.

5.) Finance**a.) Accounts Payable Report from September 2021**

Chairperson Waterworth inquired if there were any questions pertaining to the September 2021 accounts payable report. Ms. DeBruin-Ziebell responded to questions.

b.) 3rd Quarter Financials

Ms. DeBruin-Ziebell stated there were no issues to note and inquired if there were any questions regarding the 3rd quarter financials. There were no questions.

6.) Report of the Executive Director**a.) Monthly Tenant Accounts Receivable Report, Monthly Vacancy Report**

Mr. Kuzik reviewed the monthly Tenant Accounts Receivable (A/R) report and the monthly vacancy report for October 2021 and responded to questions. The A/R spreadsheet showed accounts receivable 90+ days old along with the current balances due and action plans to resolve the outstanding debt. Outstanding balances have been reduced from last month by about \$11,202.

The monthly vacancy report showed all units vacant for 60+ days. Five units have been leased. There has been a large turnover at the Cumberland Court Apartments recently. A new maintenance person was hired recently for the family units and is currently being trained.

b.) Housing Choice Voucher Program

Ms. Lynch reported there are currently 366 regular vouchers, twenty-four Project Based Vouchers, five VASH Vouchers, two port-out and eleven port-in vouchers under contract. Twenty-three Mainstream vouchers are in use.

The FSS Program currently has 17 participants with approximately \$21,623 in escrow. There is one enrollment pending.

- **CHAIR Audit**

Mr. Kuzik stated that the Housing Choice Voucher Program CHAIR Audit did not go well. The formal report has been received. A response to HUD will be required as to how deficiencies will be resolved. There are 384 participant files that need to be reviewed by Housing Authority staff. After meeting with the voucher staff and reviewing the report, the Authority believes there are some misunderstandings regarding the audit process as well as how file information is calculated. Also, the audit process was not conducted as was stated it should. Mr. Kuzik requested a ZOOM meeting with HUD to discuss these concerns. The meeting is scheduled for November 4, 2021.

c.) North Waite (OHA)

- **Concept**

Mr. Kuzik stated measurements have been taken of the current office areas to determine if there is enough space to move the offices to the Waite North building.

Mr. Kuzik stated that in the past, staff had been using space in the Waite North building to store vehicles, boats, etc. There has never been a fee charged for storing items and there is no written documentation regarding the storage. Mr. Kuzik discussed concerns about how this practice is currently being handled. Mr. Kuzik proposed that area storage rates be checked and anyone who wants to use space for storage on a short term basis could continue to do so for a nominal storage fee. Documentation of the storage and proof of insurance for the items stored would also be required.

Possible long term uses for the North Waite building include Authority offices and storage, a daycare facility, indoor mini storage and/or the development of housing units. Funding options continue to be explored.

d.) Agency Matters

- **Tiny Homes**

Mr. Kuzik stated plan details regarding how the project will be funded long term still needs to be clarified. Ongoing funding is supposed to be provided by Advocap. After the property near Jackson Street and Packer Avenue has been purchased, the property is supposed to be transferred to the Housing Authority's 501(c)(3). Mr. Kuzik has some concerns about the transfer of the property into the aforementioned 501(c)(3) because of its current assets and the ongoing source of funding. Mr. Kuzik responded to questions regarding the project.

- **Day By Day Warming Shelter**

Mr. Kuzik stated the Day by Day Warming shelter is conducting additional environmental work for the site. The next step will be for the Redevelopment Authority (RDA) of the City of Oshkosh to purchase the land from the Housing Authority and then transfer it to the Day By Day Warming Shelter. Mr. Kuzik responded to questions regarding the project.

- **Personnel Matters**

Mr. Kuzik stated a condensed version of a strategic plan and reorganization for the Authority was presented to the staff. Kuzik is close to filling the open property manager position.

- **ADVOCAP Lease**

Mr. Kuzik discussed the meal site lease between ADVOCAP and Marian Manor. Currently, Advocap uses Marian Manor as the hub for their meal site program. However, they do not pay anything for the use of Marian Manor, utilities or equipment used. The program is funded by Winnebago County and under this arrangement is further subsidized by the Housing Authority. Mr. Kuzik would like to have a conversation with Advocap regarding renegotiating the meal site lease.

- **Board Packet System**

Mr. Kuzik is looking into the possibility of using a system to organize and process board packets.

- **Employee Handbook**

Mr. Kuzik would like to develop a committee to assist with updating the employee handbook. Ultimately, an attorney will review the proposed revised handbook.

- **FSS Program**

Mr. Kuzik stated HUD decided to review the expenditures of the FSS program back to 2012. The preliminary review indicates nonconformities that may need to be paid back to HUD. Until this issue is resolved, the hiring of an FSS Outreach Specialist is on hold. Ms. DeBruin-Ziebell summarized some history regarding allowable expenses for the program. Mr. Kuzik responded to questions.

7.) **Resolution 727-21: Approve Revised Passbook Rate for Determining Income From Assets**

The resolution to approve the revised passbook rate was presented. The Passbook Rate will be going up from .80% to .81%. There being no questions or discussion, Mr. Coates moved, seconded by Mr. Norton, to approve Resolution 727-21 as presented. Motion carried 5-0 on a voice vote.

8.) **Discussion**

a.) **Joint Board Meetings**

Mr. Kuzik stated the OHA Board would like to continue to hold joint board meetings with the WCHA Board on an ongoing basis. After some discussion, the WCHA commissioners agreed to have joint meetings on a quarterly basis. It was determined that Monday's at 3:30 p.m. would be best for the majority of WCHA commissioners to hold joint quarterly meetings. The next joint meeting would be in December and will tentatively be December 20, 2021 at 3:30 p.m.

b.) **November Board Meeting**

The November WCHA board meeting will be held on Tuesday, November 23, 2021 at 3:00 p.m.

Mr. Kuzik responded to questions regarding the funding pledged by Winnebago County for the Eviction Prevention Specialist position and about housing vouchers for veterans.

9.) **Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:21 p.m.

Respectfully Submitted,


STUART KUZIK
Executive Director
Winnebago County Housing Authority

APPROVED