

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, October 27, 2020

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director
Lee Franzen, Operations Manager
LuAnn DeBruin-Ziebell, Finance Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Waterworth called the regular meeting to order at 3:00 p.m.

2.) WCHA Meeting Minutes of September 29, 2020

Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on September 29, 2020. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Coates, to approve the minutes of the September 29, 2020 meeting as presented. Motion carried 5-0 on a voice vote.

3.) Public Comment period (Limit 5 Minutes per Speaker)

There were no Public Comments.

4.) Finance

a.) Accounts Payable Reports from September 2020

Chairperson Waterworth inquired if there were any questions pertaining to the September 2020 accounts payable report. There were no questions or comments.

b.) 3rd Quarter Financials

Ms. DeBruin-Ziebell stated there were no issues to report regarding any of the quarterly financials. There were no questions.

Ms. van Houwelingen summarized the engagement letter to the commissioners from SVA regarding the December 31, 2020 year-end audit for River Cities Redevelopment, LLC.

c.) 2021 Budget Review

Ms. van Houwelingen and Ms. DeBruin-Ziebell summarized the budgets for 2021 and responded to questions. The budgets include a 3% payroll increase for staff including the Executive Director. There were no increases two years ago and staff has been working very hard during the stressful COVID situation. Capital Fund money will be used to support some of the programs. There will be no Merit Pay given out this year. The OHA commissioners requested to go into closed session at the November meeting to discuss the wage for the Executive Director for next year. A closed session will also be on the agenda for the WCHA November meeting.

b.) List of Repayment Agreements as of September 30, 2020

Ms. van Houwelingen reviewed the status of the Repayment Agreements and stated she is working with staff on a weekly basis in an effort to bring the balances down. The repayment balances have been decreased by \$5,051 from October 1st to the present.

5.) Report of the Executive Director**a.) Monthly Vacancy Report From HMS & Quarterly Occupancy Report**

Ms. van Houwelingen reviewed the monthly vacancy report for October 2020 and responded to questions. As of the time of the report, there were three vacant units in the WCHA Scattered Site Family Units Program. Two of the three units have recently come back online from having rehab work done.

Mr. Franzen reviewed the 3rd Quarter Occupancy Report. The report showed the overall occupancy rate for the Winnebago County Housing Authority (WCHA) based on months was 90%.

b.) Public Housing Family Unit

Ms. van Houwelingen stated there have been no known COVID cases in the family units. The new maintenance person is doing a very good job getting the Neenah/Menasha units in order.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated there is nothing new to report for Fox View & Riverside. There have been no recent COVID cases at either of the buildings.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 386 regular vouchers, 23 Project Based Vouchers, 5 VASH Vouchers, 3 port-out vouchers and 19 port-in vouchers under contract. Nineteen Mainstream vouchers have been issued one of which recently ported out to another jurisdiction. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 23 participants with \$52,115 in escrow. There were no payouts or graduations in October.

e.) Home Buyer Program Update

Ms. van Houwelingen stated that due to the length of this month's agenda, Mr. Mitchell's presentation is being rescheduled to the November board meeting which will be a virtual Zoom meeting. A closing is scheduled for this coming Friday for a Habitat Home.

f.) Group Home Update

Ms. van Houwelingen stated a new roof will be put on the Silvercrest Group Home in spring 2021. Costs have gone up substantially during the COVID Pandemic. The original bid for the roof was \$28,875 and it is now \$47,375. At Summit House, with our approval, COTS has put up a fence at their expense. The Housing Authority will continue to do the snow plowing at the request of COTS staff.

g.) Agency Matters

- **Waiting List Purge Process**

Ms. Lynch reported that the Authority sent out 2,111 Letter of Interest notices to applicants that had been on the waiting list for more than 60 days to conduct a purge of the waiting list which is done every two years. Of the letters that were sent out, 365 responses were returned by the deadline and 54 responses were received after the deadline. There were 354 letters that were returned as undeliverable with no forwarding address on file and 1,257 letters were not responded to resulting in removal from the Waiting List.

- **Easement of Menasha Office Property to TDS**

Mr. Franzen reported that TDS wanted to put a service box in the back yard of the Menasha office. TDS has since found a different location and no longer needs the easement.

- **Personnel Matters**

Ms. van Houwelingen stated that the Executive Director position has been posted with NAHRO, PHADA and WAHA, all housing industry organizations. The staff has also been notified of the position.

- **COVID-19 Update**

Ms. van Houwelingen stated there was one COVID case recently at Court Tower. The Housing Authority has had a total of five or six COVID cases. The online FAQ's on COVID-19 issues from HUD and the Department of Justice were updated since the new CDC Moratorium was issued. Guidelines state that Housing Authorities should make tenants aware of the Declaration form. If a tenant(s) believes that any of the listed statements apply to them, all adult household members need to fill out the form, sign and give to their landlord. This does not preclude a tenant for being evicted for other lease violations.

6.) Resolution 710-20: Approve Utility Allowance Schedule Update

Ms. Lynch reviewed the resolution and new utility allowance schedules. This process is done annually. There being no questions, Mr. Norton moved, seconded by Mr. Coates, to approve Resolution 710-20. Motion carried 5-0 on a voice vote.

7.) Resolution 711-20: Adopt Revised Flat Rent Schedule Effective January 1, 2021

Mr. Franzen reviewed the resolution and attached documentation. Flat rents cannot be lower than 80% of FMR and will not change for next year. There being no questions, Mr. Norton moved, seconded by Ms. Hackett, to approve Resolution 711-20. Motion carried 5-0 on a voice vote.

8.) Resolution 712-20: Approve HUD Form 52574 – Budget Revisions 2020 & Budget 2021

Ms. van Houwelingen reviewed the resolution and stated the budgets were discussed earlier in the meeting. There being no further discussion, Mr. Norton moved, seconded by Ms. Hackett, to approve Resolution 712-20. Motion carried 5-0 on a voice vote.

9.) Resolution 713-20: Adopt Revised Passbook Rate for Determining Income From Assets

Mr. Franzen reviewed the resolution and stated that the Passbook Rate will be going down from .84% to .80%. There being no further discussion, Ms. Hackett moved, seconded by Mr. Norton, to approve Resolution 713-20. Motion carried 5-0 on a voice vote.

10.) Resolution 714-20: Approve Alternate Eligibility Requirements for Refugee Families

Mr. Franzen reviewed the resolution. This topic has been discussed in the past and deals with the issues regarding positive rental history requirements for refugee families. There being no further discussion, Mr. Norton moved, seconded by Ms. Hackett, to approve Resolution 714-20. Motion carried 5-0 on a voice vote.

11.) Discussion

• **November Board Meeting – November 24, 2020**

Commissioners were reminded of the date of the November 2020 board meeting. The meeting will be a virtual Zoom webinar meeting with a closed session.

Ms. van Houwelingen responded to a question regarding the general policy for renting to applicants with a police record. HUD's statutes prohibit those convicted of the manufacture or selling methamphetamines within public housing or those that have a lifetime registration under a State sex offender registration program to be admitted into housing programs.

12.) Adjournment

Having completed the agenda, Ms. Hackett moved, seconded by Mr. Norton, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:49 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED