

**DRAFT**

## **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, October 29, 2019

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson  
Scott Waterworth, Vice Chairperson  
Jesse Coates

COMMISSIONERS ABSENT: Robert Keller  
Mike Norton

STAFF PRESENT: Susan van Houwelingen, Executive Director  
Lee Franzen, Operations Manager (arrived during Repayment Agreement discussion)  
LuAnn DeBruin-Ziebell, Finance Manager  
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

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**1.) Call to Order: Roll Call**

Chairperson Hackett called the regular meeting to order at 3:05 p.m.

**2.) WCHA Minutes of the Regular Meeting Held on September 24, 2019**

Chairperson Hackett directed the Commissioners to review the minutes of the WCHA regularly scheduled Board meeting held on September 24, 2019. There being no questions or discussion, Mr. Waterworth moved, seconded by Mr. Coates, to approve the minutes of the September 24, 2019 regular meeting as presented. Motion carried 3-0 on a voice vote.

**3.) Public Comment Period**

There were no public comments.

**4.) Finance**

**a.) Accounts Payable Report from September 2019**

Chairperson Hackett inquired if there were any questions pertaining to the September accounts payable report. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions.

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

Chairperson Hackett inquired if there were any questions pertaining to the 3<sup>rd</sup> Quarter Financial Statements. There were no questions.

**c.) List of Repayment Agreements**

Ms. van Houwelingen reviewed the list of Winnebago County Family Unit Repayment Agreements and responded to questions.

**d.) 2020 Budget Review**

Ms. van Houwelingen and Ms. DeBruin-Ziebell reviewed the budgets. The 2020 budgets include at 3% wage increase for staff. There was no wage increase in 2019. The Summit Group Home does not show any income because the County will be vacating the building in January 2020 and the building will likely be sold. There were no other questions on the budgets.

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

Ms. van Houwelingen reviewed the monthly vacancy report from PIC for October 2019 and responded to questions. As of the time of the report, there were two vacant units in the WCHA Scattered Site Family Units Program.

Mr. Franzen reviewed the 3<sup>rd</sup> Quarter Occupancy Report and responded to questions. The overall occupancy rate for the third quarter of 2019 for the Winnebago County Housing Authority (WCHA) based on months was 100%.

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

Ms. van Houwelingen stated the REAC Score for the Winnebago County Family Units (WCFU) was 93%.

- **PHAS Score**

Ms. van Houwelingen stated the Winnebago County Housing Authority (WCHA) Public Housing units received a PHAS Score of 81 and reviewed the report.

**c.) River Cities Redevelopment Update**

- **Elevator Project Update**

Ms. van Houwelingen stated the elevator replacement project is complete.

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

Ms. van Houwelingen reported there are currently 368 regular vouchers, twenty-six Project Based Vouchers, five VASH Vouchers, five port-out and eight port-in vouchers under contract. Nine Mainstream vouchers have now been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 26 participants with approximately \$48,600 in escrow.

- **Housing Choice Voucher VMS Audit**

Ms. van Houwelingen stated that the Agency's Voucher Program is currently having an audit through the Voucher Management System (VMS).

**e.) Home Buyer Program Update**

Ms. van Houwelingen stated the Home Buyer Program had to return about \$17,000 of unused rehab money to the Department of Administration. The Authority is reviewing the Homebuyer process related to rehab projects to speed up the bidding and completion of work. An audit of the Home Buyer program was recently completed. There were no findings. Fox Cities Habitat for Humanity will start conducting non-English home buyer classes in 2020.



**f.) Group Home**

Ms. van Houwelingen stated Summit House Group is being shown to a potential buyer on Thursday.

**g.) Agency Matters**

Ms. van Houwelingen stated management is working on an Employee IT Policy. When completed, it will be presented to the board for approval.

**6.) Resolution 698-19: Approve Utility Allowance Schedule Update**

Ms. van Houwelingen reviewed the resolution and new utility allowance schedules. This process is done annually. There being no questions, Mr. Waterworth moved, seconded by Mr. Coates, to approve Resolution 698-19. Motion carried 3-0 on a voice vote.

**7.) Resolution 699-19: Adopt Revised Flat Rent Schedule Effective January 1, 2020**

Mr. Franzen reviewed the resolution and attached documentation. This process is done annually. After questions were addressed, Mr. Waterworth moved, seconded by Mr. Coates, to approve Resolution 699-19. Motion carried 3-0 on a voice vote.

**8.) Resolution 700-19: Approve HUD Form 52574 – Budget Revisions 2019 & Budget 2020**

Ms. Houwelingen reviewed the resolution. The budgets were discussed earlier in the meetings. There being no additional questions, Mr. Waterworth moved, seconded by Mr. Coates, to approve Resolution 700-19. Motion carried 3-0 on a voice vote.

**9.) Discussion****• 2020 Goals**

Ms. van Houwelingen will be bringing goals for 2020 to the November board meeting and invited commissioners to bring any goals they would like to have added to the list.

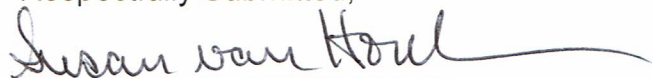
**• November Board Meeting – November 26, 2019**

Commissioners were reminded of the date of the November board meeting.

**10.) Adjournment**

Having completed the agenda, Mr. Waterworth moved, seconded by Mr. Coates, to adjourn the meeting. Motion carried 3-0 on a voice vote. The meeting was adjourned at 4:03 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

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APPROVED