

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, November 23, 2021

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: 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.) **WCHA Minutes of the Regular Meeting Held on October 26, 2021**
Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on October 26, 2021. There being no corrections or discussion, Mr. Norton moved, seconded by Ms. Hackett, to approve the meeting minutes of the October 26, 2021 meeting as presented. Motion carried 5-0 on a voice vote.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from October 2021**
Chairperson Waterworth inquired if there were any questions pertaining to the October 2021 accounts payable report. Ms. DeBruin-Ziebell and Mr. Kuzik responded to questions.
 - 5.) **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 November 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 \$19,102.

The Authority has become more proactive regarding completing the paperwork necessary to process payment requests thru the Wisconsin Emergency Rental Assistance (WERA) Program. Payments have already been received through WERA and a lot more is expected in the next few weeks.

The monthly vacancy report showed all units vacant for 60+ days. Four units have been leased. There are still a large number of vacant units at the Cumberland Court Apartments. More help in the maintenance area at Cumberland Court may be needed.

b.) Housing Choice Voucher Program

Ms. Lynch reported there are currently 363 regular vouchers, twenty-four Project Based Vouchers, five VASH Vouchers, three port-out and eleven port-in vouchers under contract. Twenty-four Mainstream and thirteen Tenant Protection Vouchers (TPV's) are in use.

The FSS Program currently has 17 participants with approximately \$20,081 in escrow. There are two enrollments pending and one new enrollment.

- **CHAIR Audit**

Mr. Kuzik stated that the Housing Authority sent the required response to HUD regarding the listed deficiencies. Ms. Hofacker, Voucher Program Manager, re-evaluated all fourteen of the original files that were used in the audit after which another phone call took place with the auditors, Mr. Kuzik and Ms. Hofacker. Each file was reviewed during the call. After all questions were addressed and the suspected misunderstandings resolved, the HUD auditors agreed that many of the items that had been deemed calculation errors were actually not calculation errors and the information was calculated correct. Authority staff will be trained on some voucher topics and will adjust how some things are documented. However, the audit results were not nearly as bad as was originally presented and a new audit determination should be forthcoming. Our staff did a great job on the call and was well prepared.

c.) Summit Group Home Building

Mr. Kuzik stated COTS has requested a three month rent concession while they reorganize their programs. COTS had been using the Summit building for a transitional shelter that helps individuals experiencing homelessness.

d.) Agency Matters

- **Day By Day Warming Shelter**

Mr. Kuzik stated the Redevelopment Authority (RDA) of the City of Oshkosh did not approve the purchase of the Housing Authority's land at Broad Street and Ceape Avenue for the Day By Day Warming Shelter. Mr. Kuzik is working with all parties to ensure the community's needs are addressed.

- **Personnel Matters**

Mr. Kuzik stated there has been a little movement regarding the Agency's reorganization plan. There have been three promotions. Ms. Fromm has accepted the position of Director of Property Management. Ms. Southworth has accepted the position of Director of Compliance. Ms. Boncher has accepted the open position of 70 Family Unit Property Manager. Mr. Kuzik gave a summary of their qualifications. The open positions of Housing Specialist and Property Manager have been posted. One of the Authority's Maintenance Mechanics will be retiring at the end of the year and that position is also posted.

7.) Discussion

a.) December Joint Board Meetings

The OHA and WCHA Boards will meet jointly in December. After some discussion, the meeting will be held on Monday, December 20, 2021 at 3:30 p.m. at Marian Manor. The boards will meet jointly on a quarterly basis in 2022.

Mr. Kuzik responded to questions from Board members.

8.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Coates, 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