

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, November 24, 2020

Virtual Zoom Meeting

3:00 p.m.

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

COMMISSIONERS ABSENT: Mike Norton

STAFF PRESENT: Susan van Houwelingen, Executive Director
Lee Franzen, Operations Manager
LuAnn DeBruin-Ziebell, Finance Manager
Kim Lynch, Executive Assistant
Justin Mitchell, Public Housing Asset & Homebuyer Manager

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**
Chairperson Waterworth called the regular meeting to order at 3:00 p.m.
 - 2.) **WCHA Meeting Minutes of October 27, 2020**
Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on October 27, 2020. There being no questions or discussion, Mr. Coates moved, seconded by Mr. Keller, to approve the minutes of the October 27, 2020 meeting as presented. Motion carried 4-0 on a voice vote.
 - 3.) **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 questions or comments submitted through the ZOOM Webinar or by phone.
 - 4.) **Finance**
 - a.) **Accounts Payable Reports from October 2020**
Chairperson Waterworth inquired if there were any questions pertaining to the October 2020 accounts payable report. There were no questions or comments.
 - b.) **List of Repayment Agreements as of October 31, 2020**
Ms. van Houwelingen and Mr. Mitchell reviewed the status of the Repayment Agreements. Many of the past due balances stem from communication/language barriers.

Ms. van Houwelingen summarized the engagement letter to the commissioners from SVA regarding the December 31, 2020 year-end audit for the Winnebago County Housing Authority.

5.) **Report of the Executive Director**

a.) Monthly Vacancy Report From HMS

Ms. van Houwelingen and Mr. Mitchell reviewed the monthly vacancy report for November 2020. As of the time of the report, there were three vacant units in the WCHA Scattered Site Family Units Program. One of the units will be ready to lease next week. One unit will have a tenant transferring into it on December 1, 2020. The third unit may also have a current tenant from a smaller unit transferring into the unit because they need a larger unit.

b.) Public Housing Family Unit

Ms. van Houwelingen stated there is nothing new to report for the Public Housing Family Units.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated things are going well at Fox View & Riverside. The community rooms are currently not allowed to be used for parties and gatherings due to the COVID pandemic.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 382 regular vouchers, 23 Project Based Vouchers, five VASH Vouchers, two port-out vouchers and 19 port-in vouchers under contract. Nineteen Mainstream vouchers have been issued. There are still about 400 applicants on the voucher waiting list now that the purge has been done. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 23 participants with \$52,126 in escrow. There were no payouts or graduations in November.

Ms. van Houwelingen stated there is a significant need for a part-time person to help with the Section 8 program. The Cares Act funding that was received as well as Local Funds money can help support this position. After some discussion, Mr. Coates moved, seconded by Ms. Hackett, to hire a part-time person for the Section 8 program. Motion carried 4-0 on a voice vote.

e.) Home Buyer Program Update

Mr. Mitchell shared some slides and gave an overview of the Home Buyer Program. Mitchell explained the Home Buyer process, program qualifications and challenges. Eight projects will be completed in 2020. The goal for 2021 is to complete 11-13 projects. There can be up to 34 steps a prospective homebuyer needs to complete when going through the entire process of buying a home. The State has reduced the amount of administrative funding for the program.

f.) Group Home Update

Ms. van Houwelingen stated there is one person moving from the COTS program into a Housing Authority unit.

g.) Agency Matters**• Personnel Matters**

Ms. van Houwelingen stated that the need for a part-time position was discussed earlier in the meeting.

• COVID-19 Update

Ms. van Houwelingen stated the Authority is allowed to terminate a participant's tenancy for refusal to wear a mask or face covering, when there are no underlying health conditions. Face shields are available to residents who are unable to wear a mask. There have been no known cases of COVID at Fox View or Riverside.

HUD now wants Housing Authorities to report COVID numbers to them on a regular basis. Testing was conducted at Raulf Place last week with the assistance of the National Guard.

• TDS Easement

Mr. Franzen reported that TDS came back to the Authority and now wants the easement to put a service box in the back yard of the Menasha office.

• Garage for Menasha Office

Ms. van Houwelingen stated there is very little storage at the Menasha office. The Authority is considering building a small building on site for maintenance to use. The current attached garage would then be converted into additional office space and storage.

6.) Convene in Closed Session Under Wis. Stat. § 19.85(1) (c) to Consider Promotion, Compensation, and/or Performance Evaluations. Roll Call

Ms. Hackett moved that the WCHA open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Mr. Coates. Motion carried 4-0 on a roll call vote as follows:

Jesse Coates: aye
Rebecca Hackett: aye
Robert Keller: aye
Mike Norton: absent
Scott Waterworth: aye

The open meeting was moved into closed session at 3:59 p.m.

7.) Reconvene in Open Session

Mr. Coates moved that the WCHA Closed Session be adjourned and to reconvene in Open Session. The motion was seconded by Mr. Keller. Motion carried 4-0 on a voice vote. The meeting moved back into open session at 4:03 p.m.

Once back in Open Session, Mr. Coates moved, seconded by Ms. Hackett, to approve a 3% wage increase for all staff, including Ms. van Houwelingen, effective January 1, 2021. Motion carried 4-0 on a voice vote.

8.) Discussion

• **December Board Meeting – December 22, 2020**


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

Ms. van Houwelingen will prepare an outline of 2020 accomplishments and goals for the first half of 2021 for the December meeting.

9.) Adjournment

Having completed the agenda, Mr. Coates moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:06 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED