

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, November 26, 2019

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Rebecca Hackett, Chairperson

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

Vice Chairperson Waterworth called the regular meeting to order at 3:04 p.m.

2.) WCHA Minutes of the Regular Meeting Held on October 29, 2019

Vice Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA regularly scheduled Board meeting held on October 29, 2019. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Coates, to approve the minutes of the October 29, 2019 regular meeting as presented. Motion carried 4-0 on a voice vote.

3.) Public Comment Period

There were no public comments.

4.) Finance

a.) Accounts Payable Report from October 2019

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

b.) List of Repayment Agreements

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

c.) HUD Notice Regarding Financials

Ms. van Houwelingen reviewed a recent financial notice from HUD and responded to questions.

d.) SVA Audit Fees 2019

Ms. van Houwelingen distributed and reviewed a spreadsheet showing audit costs from 2018 & the proposed costs for 2019 and responded to questions. A Request for Proposals for the 2020 audits will be sent out early in 2020.

Mr. Franzen was excused from the meeting at this time due to another commitment.

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

Ms. van Houwelingen reviewed the monthly vacancy report from PIC for November 2019 and responded to questions. As of the time of the report, there were three vacant units in the WCHA Scattered Site Family Units Program. One of these units was leased as of 11/16/2019.

b.) Public Housing Family Unit Update

Ms. van Houwelingen distributed and reviewed the PHAS Score Report that was just received for the Fiscal Year End 12/31/2017 review.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated there was nothing new to report for Fox View and Riverside.

The house the Authority owns on Adams Street in Omro is now vacant. There is someone interested in renting the unit.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 368 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, four port-out and five 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 25 participants with approximately \$42,000 in escrow. There was recently a graduation from the program.

The recent VMS (Voucher Management System) audit went well.

e.) Home Buyer Program Update

Ms. van Houwelingen and Mr. Mitchell recently met with an attorney regarding handling bankruptcy and foreclosure issues for the Home Buyer Program. Requests for Proposals (RFP's) will be sent out in 2020 to hire an attorney for non-employee related issues.

f.) Group Home – Sale or Rent Options

Ms. van Houwelingen stated there is an agency that provides transitional shelter to individuals in Outagamie, Winnebago and Calumet counties that is interested in renting the Summit House Group Home with the possibility of purchasing it in the future. They will take care of the property while they are renting it. Ms. van Houwelingen responded to questions regarding the proposal.

g.) Agency Matters

- **New Maintenance Staff**

Ms. van Houwelingen stated the full-time maintenance person for the Neenah & Menasha Family Units resigned without notice. A new maintenance person has already been hired to fill the open position. A part-time maintenance person has also been hired to work at Waite Rug. The maintenance person that was helping out at Waite Rug also takes care of the Raulf Place building and was spread too thin. He is now at Raulf Place full time.

6.) Resolution 701-19: Resolution to Sell or Rent Summit House

Ms. van Houwelingen reviewed the resolution and responded to questions. It was noted that the title of the resolution needed to be amended to read "...Sell or Lease the Property". There being no further questions or comments, Mr. Norton moved, seconded by Mr. Keller, to approve Resolution 701-19 as amended. Motion carried 4-0 on a voice vote.

7.) Resolution 702-19: Resolution to Accept SVA 2019 Audit Fees

Ms. van Houwelingen reviewed the resolution and stated this topic was discussed earlier in the meeting. There being no additional questions, Mr. Norton moved, seconded by Mr. Coates, to approve Resolution 702-19. Motion carried 4-0 on a voice vote.

8.) Discussion

- **2020 Goals**

Ms. van Houwelingen listed some of her goals for 2020 and stated she will be preparing a list of additional goals as well as a list of accomplishments over the past year for the December board meeting.

- **December Board Meeting – December 17, 2019**

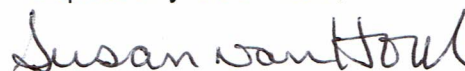
Commissioners were reminded of the date of the December board meeting.

Ms. van Houwelingen addressed questions from the board regarding options and types of housing in the Oshkosh area. Tenant Protection Vouchers (TPVs) were discussed.

9.) Adjournment

Having completed the agenda, Mr. Keller moved, seconded by Mr. Norton, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:25 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED