

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, November 27, 2018

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Rodney Cross

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

OTHERS PRESENT: None

-
- 1.) Chairperson Hackett called the regular meeting to order at 3:02 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on October 23, 2018**
Chairperson Hackett directed the Commissioners to review the minutes of the WCHA meeting held on October 23, 2018. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve the minutes of the October 23, 2018 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 2018**
Chairperson Hackett inquired if there were any questions pertaining to the October accounts payable report. Ms. van Houwelingen & Ms. DeBruin-Ziebell responded to questions. The invoice from Witzke Electric in the amount of \$18,485 is for the replacement of the exterior lights at Marian Manor. The lights were changed over to LED lights which provide better light around the building and are more cost effective.
 - b.) **Follow up discussion of 2019 Budgets**
Ms. DeBruin-Ziebell reviewed the Winnebago County Family Unit 2019 budget stating there were errors in Administrative expenses in the 2018 budget on the previous budget form.

5.) Report of the Executive Director**a.) Public Housing Family Unit Update**

Ms. van Houwelingen stated that HUD-Milwaukee wants the Authority to provide more detailed information on vacancies to the board. There is a report in PIC that gives more details regarding vacant units. The PIC report utilizes the Occupancy/Aging Report from PIC which is the HUD website that all of the public housing information is entered into monthly. The Authority will give a copy of the PIC report to the board on a monthly basis. The occupancy report showing percentages by month and day that the Authority was giving the board will continue to be provided quarterly.

- **REAC Inspections**

Ms. van Houwelingen stated REAC inspections never happened in 2018. HUD plans to send out RFP's in December for the inspection of the OHA units. RFP's for the WCHA units will be sent out in January of 2019.

b.) River Cities Redevelopment Update

Currently there is one vacancy at Fox View and no vacancies at Riverside.

- **Elevator Project Update**

There is nothing new to report regarding the elevator replacement project at Fox View and Riverside. Currently, proposals are being collected.

c.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 398 vouchers under contract; 392 regular vouchers, six port-outs and twenty-five port-ins.

The FSS Program currently has 23 participants with \$44,419 in escrow.

One PBV (Project Based Voucher) participant must be leased up at Waite Rug by December 31, 2018. Nine more PBV participants will be leased up by the end of January 2019. There will be no lease ups in February. The remainder of units will be leased in March. The City of Oshkosh building inspector will come to inspect Waite on December 17, 2018.

- **Agreement with Winnebago County re Elevated Blood Lead Levels in Rentals**

Ms. van Houwelingen stated the Authority will be working with Winnebago County regarding how to reduce instances of elevated lead levels in the blood of children in Winnebago County. The County will periodically send the Authority a list of addresses that have children with elevated blood lead levels. The Authority will compare those addresses to the list of Section 8 Voucher participants. If any of the addresses are a match with Voucher participants, the Authority will reach out to the landlord to provide resource information to help mitigate potential lead issues on the property.

d.) Home Buyer Program Update

Ms. van Houwelingen stated none of the rehabbed homes have sold yet. The house on Fulton is a 4-bedroom home and both the house on 4th Street and Bay Street are 3-bedroom homes. There were no closings in November.

e.) Group Home Update – Revised Leases 2019

Ms. van Houwelingen stated revised leases for all three group homes were sent to the County with a 10% increase in rents for 2019. The signed leases have not been returned yet.

f.) Agency Matters**• Staff and Board of Commissioner Training Update**

Ms. van Houwelingen stated three to four trainings are being planned for the commissioners in 2019. The Authority currently conducts training for commissioners, but not as frequently as HUD would like to see.

6.) Discussion**• Next Meeting December 18, 2018 Due to Holidays**

Commissioners were reminded that the December board meeting will be on the third Tuesday, December 18, 2018, instead of the fourth Tuesday due to the Christmas holidays. Ms. van Houwelingen stated that the Resident Commissioner is moving out of Winnebago County and a search for a replacement will commence as soon as we have the official resignation from the current Commissioner.

7.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Waterworth, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 3:37 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED