

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, November 28, 2017

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: None

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- 1.) Chairperson Hackett called the regular meeting to order at 3:00 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on October 24, 2017**
Chairperson Hackett directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on October 24, 2017. There being no corrections or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve the minutes of the October 24, 2017 meeting as presented. Motion carried 4-0 on a voice vote with one commissioner abstaining.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from October**
Chairperson Hackett inquired if there were any questions pertaining to the October accounts payable report. The payment to The Sigma Group, Inc. in the amount of \$15,449.05 is for environmental testing and monitoring wells at the Waite Rug property and the adjacent house on Grand Street.

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

Ms. van Houwelingen stated the Occupancy Clerk who works out of the Menasha office, Carri, has really helped with the workload for the Scattered Site Family Units. Carri was hired last December to work with both the Winnebago County Family Units and the Section 8 Voucher Program.

b.) River Cities Redevelopment Update

Ms. van Houwelingen stated the resurfacing of the parking lot at Fox View in Omro is at a standstill for now due to the colder weather. The project will be finished in the spring.

c.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen stated there are currently 410 vouchers under contract; 398 regular vouchers, twelve Port-Outs and eleven Port-Ins. The WCHA Voucher program is authorized for a total of 4,956 unit months annually. Based on the numbers, the program is estimated to be at 4,954 unit months at year end.

Due to underfunding by HUD, the agency will not have enough Administrative Dollars from HUD to administer the Voucher Program through the end of the year. HUD is currently only funding 75% of the administrative funds needed to run the program. As of the end of October, the program was about \$20,000 short in administrative funding. Mr. Waterworth made a motion, seconded by Mr. Cross, to use up to \$40,000 from the Winnebago County Local Funds to cover any shortage through the end of 2017. Motion carried 5-0 on a voice vote.

- **Administrative Plan**

Ms. van Houwelingen stated that the revised Administrative Plan is close to done. The commissioners will receive a copy of the revised Admin Plan when it is complete. The revised Administrative Plan will need to go out for a 30 day comment period. Approval of the Revised Administrative Plan will likely be on the January agenda. Among the revisions is the elimination of the lottery system for pulling files from the voucher waiting list. Also, twenty-eight vouchers will be project based and used for the Waite Rug Project.

d.) Home Buyer Program Update

Ms. van Houwelingen stated there will be an Open House at the twindominium on Parkway and Grove on Thursday from 4:00 – 5:30. All board members are invited. The twindominium is a collaborative effort between Habitat for Humanity, the City of Oshkosh and the Winnebago County Housing Authority. There will be a house dedication on Saturday at 1:30 p.m.

e.) Group Home Update

Ms. van Houwelingen stated there will be a resolution later in the meeting authorizing the Executive Director to proceed with negotiations to sell the Summit Group Home. The appraisal was completed and received for OHA's Toward Tomorrow II Group Home (TT2). The appraisal done in 2015 for Summit Group home valued the property at about \$270,000. The value is estimated to have gone up about 4% per year on the property.

f.) Agency Matters

Ms. van Houwelingen checked with the cities of Neenah and Menasha to see if they have any funds they would be willing to give the Authority to use for a security deposit program in those cities. The City of Neenah had not yet responded as of today's meeting. The City of Menasha does not have any funds available.

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

Mr. Norton 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. Waterworth. Motion carried 5-0 on a roll call vote as follows:

Rebecca Hackett: aye

Scott Waterworth: aye

Mike Norton: aye

Robert Keller: aye

Rodney Cross: aye

The open meeting was moved into closed session at 3:40 p.m.

7.) Reconvene in Open Session

Mr. Keller moved to adjourn the closed session meeting of the WCHA and reconvene in Open Session. The motion was seconded by Mr. Norton. Motion was carried 5-0 and the meeting moved back into open session at 4:02 p.m.

Mr. Norton moved, seconded by Mr. Keller, to confirm the motion passed by the OHA Board to approve a 1% pay increase for the Executive Director for 2017, retroactive to January 1, 2017. Motion carried 5-0 on a voice vote.

8.) Resolution 673-17: Authorize the Executive Director to Proceed with Sale of Summit House Group Home

Ms. van Houwelingen reviewed resolution 673-17 and responded to questions. There is already a party interested in purchasing the property. There is no mortgage owed on Summit. Ms. van Houwelingen would like to try to acquire a 2-bedroom duplex in Neenah with the proceeds from the sale. After all questions were addressed, Mr. Norton moved, seconded by Mr. Waterworth, to approve Resolution 673-17. Motion carried 5-0 on a voice vote.

9.) Discussion**• Commissioner Handbooks and Future Training**

Ms. van Houwelingen referred to the new Commissioner Handbooks that were distributed. At the recent staff training at the HUD-Milwaukee office, it was indicated that annual training should be conducted for commissioners. Ms. van Houwelingen would like to conduct an annual commissioner training in January 2018. The training will likely be a joint meeting with the Oshkosh and the Winnebago County Housing Authority boards. An e-mail will be sent to all commissioners to see what works best for them as well as topics they would like to discuss.

- **Next Meeting December 19 Due to Holidays**

Ms. van Houwelingen stated due to the Christmas holiday, the December board meeting will be held on Tuesday, December 19th at 3:00 p.m.

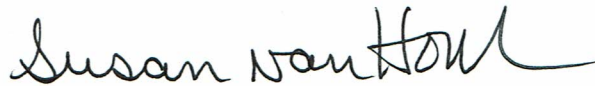
A schedule of the holiday parties at the buildings was distributed. If commissioners would like to attend any of the parties, they need to let Kim know by the deadline listed for each party.

Mr. Norton inquired about having a speaker from the Continuum of Care program come to do a presentation on ending homelessness in Wisconsin.

10.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Waterworth, to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 4:22 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED