

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, December 17, 2019

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson
Jesse Coates
Mike Norton (Arrived during discussion)

COMMISSIONERS ABSENT: Robert Keller

STAFF PRESENT: Susan van Houwelingen, 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 Hackett called the regular meeting to order at 3:02 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on November 26, 2019**
Chairperson Hackett directed the Commissioners to review the minutes of the WCHA regularly scheduled Board meeting held on November 26, 2019. There being no questions or discussion, Mr. Waterworth moved, seconded by Mr. Coates, to approve the minutes of the November 26, 2019 regular meeting as presented. Motion carried 3-0 on a voice vote.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from November 2019**
Chairperson Hackett inquired if there were any questions pertaining to the November 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.

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 six vacant units in the WCHA Scattered Site Family Units Program, three of which are being requested to go off line for Mod Rehab.

b.) Public Housing Family Unit Update

Ms. van Houwelingen stated the FAST Team will be working on renovating family units in Neenah and Menasha.

c.) River Cities Redevelopment Update

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

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 379 regular vouchers, twenty-seven 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 \$40,000 in escrow. There were two graduations from the program in December.

An invitation to a Habitat Home Dedication on January 10, 2020 was distributed.

e.) Home Buyer Program Update

Ms. van Houwelingen distributed and reviewed an update from Mr. Mitchell outlining the status of the Homebuyer Program funds.

f.) Group Home – Sale or Rent Options

Ms. van Houwelingen stated there is now an accepted offer to purchase the Toward Tomorrow II Group Home (TT2) which is an Oshkosh Housing Authority property. Winnebago County will need to vacate that building before March 1, 2020. The County is building a new building to house the participants of their program at TT2 and Summit House.

An agency that provides transitional shelter to individuals in Outagamie, Winnebago and Calumet counties will be renting the Summit House Group Home with the possibility of purchasing it in the future. Ms. van Houwelingen responded to questions regarding the group homes.

g.) Agency Matters

Staff had a holiday luncheon last Thursday before the monthly staff meeting.

6.) Resolution 703-19: Approve Year End Write Offs of Bad Debt

Ms. van Houwelingen reviewed the resolution and the accompanying spreadsheet. After questions were addressed, Mr. Waterworth moved, seconded by Mr. Coates, to approve Resolution 703-19 as presented. Motion carried 3-0 on a voice vote.

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

Ms. van Houwelingen reviewed the option of going into closed session. After a brief discussion, Mr. Waterworth made a motion, seconded by Mr. Coates, to forego the closed session and to award the Executive Director a 3% cost of living raise as previously budgeted for. Motion carried 3-0 on a voice vote.

8.) Discussion

• **2020 Goals**

Ms. van Houwelingen discussed her five main goals for 2020 which include: starting the process of transitioning some of the Public Housing Units to Tenant Protection Vouchers, refinancing Marian Manor, begin construction on the Child Development Center in the North Waite building, increase occupancy and reduce delinquencies and year end write offs.

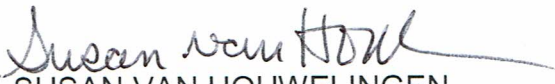
• **December Board Meeting – January 27, 2020**

Commissioners were reminded of the date of the January 2020 board meeting. The tentative schedule for the 2020 board meetings was distributed and reviewed.

9.) Adjournment

Having completed the agenda, Mr. Waterworth moved, seconded by Mr. Coates, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 3:38 p.m.

Respectfully Submitted,


SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED