

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, December 18, 2018

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson (arrived during A/P report discussion)
Mike Norton
Robert Keller

COMMISSIONERS ABSENT: None

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

Chairperson Hackett called the regular meeting to order at 3:08 p.m.

2.) WCHA Minutes of the Regular Meeting Held on November 27, 2018

Chairperson Hackett directed the Commissioners to review the minutes of the WCHA meeting held on November 27, 2018. There being no questions or discussion, Mr. Norton moved, seconded by Mr. Keller, to approve the minutes of the November 27, 2018 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 2018

Chairperson Hackett inquired if there were any questions pertaining to the November accounts payable report. Ms. van Houwelingen reviewed HUD's opinion regarding A/P controls.

b.) Letters From SVA to the Board of Commissioners

Ms. van Houwelingen reviewed and summarized the engagement letter from SVA, the Authority's accountants. The Board can elect to have the auditors come to review the audit when completed. There would be an additional fee to have the auditors come.

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

Ms. van Houwelingen reviewed the report print-out from PIC. As of the time of the report, there were four vacant units in the WCHA Scattered Site Family Units. The recently vacated unit on Rosalia was left with substantial clean up and will subsequently take longer to make ready. The vacant units on Lush and Custer are handicap accessible units and take longer to fill. Staff is going through all of the family units in preparation for the upcoming REAC inspections.

b.) Public Housing Family Unit Update**• REAC Inspections**

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

c.) River Cities Redevelopment Update**• Elevator Project Update**

Mr. Franzen stated that today the architects met with Otis Elevator and Schindler Elevator regarding questions on the project. Now that the questions have been answered, Otis and Schindler will complete and submit their respective bids. The estimated start time for the project is May or June. They will be done one building at a time.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 394 vouchers under contract; 389 regular vouchers, five port-outs and twenty-five port-ins.

The FSS Program currently has 22 participants with \$46,760 in escrow.

The housing authority has been awarded \$71,000 in mainstream vouchers. Mainstream vouchers must be used to assist non-elderly persons with disabilities and their families.

e.) 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. The renovations on the Bay Street house were just finished and the unit will probably go on the market after the holidays.

f.) Group Home Update – Revised Leases 2019

Ms. van Houwelingen stated the signed leases have not been returned yet.

g.) Agency Matters

Ms. van Houwelingen stated an offer was made to a candidate for the open Maintenance Mechanic 1 position, but it has yet to be accepted.

The issues with one of the Sawyer Street property's neighbors are still ongoing.

6.) Resolution 687-18: Approve Year End Write offs of Bad Debt

Ms. van Houwelingen reviewed the resolution and the accompanying spreadsheet. It was noted that the write offs were down substantially from last year. In 2019 the Authority will provide the board with a list of the repayment arrangements on a monthly basis. After all questions were addressed, Mr. Norton moved, seconded by Mr. Waterworth, to approve Resolution 687-18. Motion carried 4-0 on a voice vote.

7.) Discussion**• Tentative 2019 Board Meeting Schedule**

The 2019 Board Meeting Schedule was distributed.


A prospective Resident Commissioner has been identified. This person is a voucher program participant and will be living at Waite Rug Place. Ms. van Houwelingen will meet with the tenant to determine if they are interested in being appointed.

The first tenant is ready to be move in to Waite Rug Housing next week. 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.

8.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 3:57 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

APPROVED