

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, December 19, 2017

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Scott Waterworth, Vice Chairperson (Arrived during
discussion of Closed Meeting Minutes)
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

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- 1.) Chairperson Hackett called the regular meeting to order at 3:03 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on November 28, 2017**
Chairperson Hackett directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on November 28, 2017. There being no corrections or discussion, Mr. Keller moved, seconded by Mr. Norton, to approve the minutes of the November 28, 2017 meeting as presented. Motion carried 3-0 on a voice vote.
 - 3.) **WCHA Closed Session Minutes From the Meeting Held on November 28, 2017**
The commissioners reviewed the Closed Session minutes from the regularly scheduled Board Meeting held on November 28, 2017. Ms. van Houwelingen will receive half of the agreed upon one-time payment of 2% of the total Developer Fee earned for the Cumberland Court Project now and the other half in 2018. There being no other questions or comments, Mr. Norton moved, seconded by Mr. Keller, to approve the Closed Session minutes from the November 28, 2017 meeting as presented. Motion carried 4-0 on a voice vote. Mr. Waterworth arrived during the review of the closed session minutes.
 - 4.) **Public Comment Period**
There were no public comments.

5.) Finance**a.) Accounts Payable Report from November**

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.

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

Ms. van Houwelingen stated renovations on the Columbian Ave units are almost complete. Occupancy for the Winnebago County Family Units (WCFU) is good.

b.) River Cities Redevelopment Update

Ms. van Houwelingen stated the Riverside Holiday Party was earlier today. Security cameras may be installed by the entrances and parking areas at both buildings.

c.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen stated there are currently 426 vouchers under contract; 415 regular vouchers, eleven Port-Outs and nine Port-Ins. There is currently about \$38,000 in the FSS escrow account

- **Administrative Plan**

Ms. van Houwelingen stated there has not been much progress on the updated Administrative Plan since the last meeting. The revised Administrative Plan will go out for a 30 day comment period soon.

d.) Home Buyer Program Update

Ms. van Houwelingen stated rehab on the 4th Street property is done and the house will go on the market soon. The Elmwood property sold and closing is set for the end of December.

e.) Group Home Update

Ms. van Houwelingen stated the party interested in purchasing the Summit Group Home would like to wait until after January 1, 2018 to discuss purchasing the property.

f.) Agency Matters

- **County Contract – Nursing Position**

Ms. van Houwelingen stated the nursing contract with the County increased to \$99,819 for 2018. Ms. van Houwelingen is concerned with the rising cost of this contract and would like to explore other possible options for subsequent years. In the meantime, van Houwelingen asked the Board for their approval to enter into the 2018 contract. Mr. Norton made a motion to approve the 2018 nursing contract with the County, seconded by Mr. Waterworth. Motion carried 4-0 on a voice vote.

- **Staff Changes**

Ms. van Houwelingen stated that a year ago, a staff person was hired in an Occupancy Clerk 1 position working out of the Menasha Office assisting the Winnebago County Family Unit coordinator as well as helping with the Voucher

program. Over the past twelve months, this person has demonstrated the ability to complete tasks with skill and confidence while also being sensitive to resident needs and concerns. Due to their level of responsibility and ability to take on more difficult tasks, this person is being promoted to Occupancy Clerk II effective January 1, 2018.

The Homebuyer Coordinator, Justin, will be assisting the Village of Winneconne with their Homebuyer Program.

7.) Resolution 674-17: Approve Year End Write Offs of Bad Debt

Ms. van Houwelingen reviewed the resolution, historical numbers, write off policy and the debt determined uncollectable for 2017 and responded to questions. The board requested that van Houwelingen look into the details of specific units and report back to them at the January board meeting. After all questions were addressed, Mr. Norton moved, seconded by Mr. Keller, to approve Resolution 674-17. Motion carried 4-0 on a voice vote.

8.) Discussion

- **Commissioner Training**

Ms. van Houwelingen would like to conduct an annual commissioner training in January 2018. The training will be a joint meeting with the Oshkosh and the Winnebago County Housing Authority boards. After some discussion the board agreed to have the meeting/training on Monday, January 22, 2018 at 3:30 p.m. at Raulf Place in the 3rd floor Theater Room.


- **Tentative 2018 Board Meeting Schedule**

A tentative 2018 Board Meeting Schedule was given to the commissioners. As changes are made, a revised schedule will be distributed

9.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Mr. Waterworth, to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 3:48 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED