

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, September 29, 2020

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Scott Waterworth, Chairperson
Robert Keller, Vice Chairperson
Rebecca Hackett
Jesse Coates

COMMISSIONERS ABSENT: Mike Norton

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 Waterworth called the regular meeting to order at 3:00 p.m.

2.) WCHA Meeting Minutes of August 25, 2020

Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on August 25, 2020. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Coates, to approve the minutes of the August 25, 2020 meeting as presented. Motion carried 4-0 on a voice vote.

3.) Public Comment period (Limit 5 Minutes per Speaker)

There were no Public Comments.

4.) Finance

a.) Accounts Payable Reports from August 2020

Chairperson Waterworth inquired if there were any questions pertaining to the August 2020 accounts payable report. There were no questions or comments.

b.) List of Repayment Agreements as of July 31, 2020

Ms. van Houwelingen reviewed the status of the Repayment Agreements and responded to questions.

5.) Report of the Executive Director

a.) Monthly Vacancy Report From HMS

Ms. van Houwelingen reviewed the monthly vacancy report for September 2020 and responded to questions. As of the time of the report, there were seven vacant units in the

WCHA Scattered Site Family Units Program. Three of the units have move-ins scheduled during September and one scheduled for October.

b.) Public Housing Family Unit

Ms. van Houwelingen reported that the \$17,000 in covid money that was received for operating subsidy must be drawn down by the end of October. The money was used to fund a temporary maintenance person for the Scattered Site Units, some of the work that the FAST Team did and new carpeting at the Menasha Office. Part 58 Environmental Review approvals were sent to the cities of Neenah, Menasha and Oshkosh. Neenah has already signed off. The Authority is still waiting for a response from Menasha. The City of Oshkosh needs the Authority to verify that none of the Scattered Sited Units are in a FEMA designated flood plan or are historic. Ms. van Houwelingen and Ms. DeBruin-Ziebell responded to questions.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated there is nothing new to report for Fox View & Riverside. Riverside currently has two vacancies and Fox View has one vacancy.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 392 regular vouchers, 23 Project Based Vouchers, 5 VASH Vouchers, 3 port-out vouchers and 17 port-in vouchers under contract. Twenty-three Mainstream vouchers have been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 23 participants with \$53,700 in escrow. There were no payouts or graduation in September.

e.) Home Buyer Program Update

Ms. van Houwelingen stated that due to month end obligations, Mr. Mitchell's presentation is being rescheduled to the October board meeting. There are currently 51 applicants for the Home Buyer Program all in various stages of the process. Only about half of these will likely qualify. There are currently eight rehab projects in process. An average of about ten applicants per year go through the process and purchase a home.

f.) Group Home Update

Ms. van Houwelingen stated there is nothing new to report on the group homes.

g.) Agency Matters

• Waiting List Purge Process

Ms. van Houwelingen stated the Authority conducts a purge of the waiting list every two years to update the list. Staff sent out 2,111 Letter of Interest notices to applicants that had been on the waiting list for more than 60 days. Applicants that do not respond to the letter will be removed from the waiting list.

• Personal Property Disposition Policy

Ms. van Houwelingen reminded commissioner of the Property Disposal Policy resolution that was passed at the June Board Meeting. A copy of the completed, detailed policy that will go into the Employee Handbook was provided to the commissioners. Under municipal code, employees are not allowed to take or

purchase any items that are being disposed of by the Authority unless it is also offered to the general public.

6.) Discussion

- **October Board Meeting – October 27, 2020**

Commissioners were reminded of the date of the October 2020 board meeting. The meeting will likely be an in-person meeting held in the first floor TV Lounge at Marian Manor.

Ms. van Houwelingen discussed the CDC's Declaration that tenants are required to fill out and submit to their landlord if they cannot pay their rent on time and responded to questions. If tenants cannot pay their rent they are expected to use best efforts to obtain all available government assistance to pay their rent and make best efforts to make partial rent payments if they are unable to make payments in full for their rent.

Ms. van Houwelingen stated that the full time maintenance person, as well as the temporary part time maintenance person that were recently hired, are working out very well. Reports indicate that they are both doing a great job.

Ms. van Houwelingen updated the board regarding the status of the COVID situation as it relates to Agency staffing. The new Emergency Paid Sick Leave Request Form for COVID-19 Related Leave was reviewed.

7.) Adjournment

Having completed the agenda, Ms. Hackett moved, seconded by Mr. Coates, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 3:39 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED