

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, September 24, 2019

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Rebecca Hackett, Chairperson
Robert Keller
Jesse Coates
Mike Norton (Arrived During Resolution 696-19)

COMMISSIONERS ABSENT: Scott Waterworth, Vice Chairperson

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 3:02 p.m.
- 2.) **WCHA Minutes of the Regular Meeting Held on August 27, 2019**
Chairperson Hackett directed the Commissioners to review the minutes of the WCHA regularly scheduled Board meeting held on August 27, 2019. There being no questions or discussion, Mr. Keller moved, seconded by Mr. Coates, to approve the minutes of the August 27, 2019 regular meeting as presented. Motion carried 3-0 on a voice vote.
- 3.) **WCHA Closed Session Minutes From the Meeting Held on August 27, 2019**
The commissioners reviewed the Closed Session minutes from the regularly scheduled Board Meeting held on August 27, 2019. There being no questions or comments, Mr. Keller moved, seconded by Mr. Coates, to approve the Closed Session minutes of the August 27, 2019 meeting as presented. Motion carried 3-0 on a voice vote.
- 4.) **Public Comment Period**
There were no public comments.
- 5.) **Finance**
 - a.) **Accounts Payable Report from August 2019**
Chairperson Hackett inquired if there were any questions pertaining to the August 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.

6.) Report of the Executive Director**a.) Monthly Vacancy Report From PIC**

Ms. van Houwelingen reviewed the monthly occupancy report from PIC for September 2019. As of the time of the report, there were two vacant units in the WCHA Scattered Site Family Units Program.

b.) Public Housing Family Unit Update

Ms. van Houwelingen stated the WCFUs are scheduled to have a REAC inspection next week. HUD wants to eliminate as many Public Housing units as possible and is advocating the use of Tenant Protection Vouchers (TPVs) to transition units out of Public Housing. The Authority would know what the annual gross rent potential would be for each unit and cash flow would increase. An application for the TPVs will be submitted in January 2020.

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

Mr. Franzen stated the elevator replacement project is going well. Elevator replacement at Riverside is done and the work at Fox View has started.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 364 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, five port-out and nine port-in vouchers under contract. Eight Mainstream vouchers have now been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 26 participants with approximately \$43,401 in escrow.

• Open Waite Project Based Voucher Waiting List – 30 Day Notice

Ms. van Houwelingen stated the Waite Rug Project Based Voucher Waiting List is going to be reopened. There are currently only a few applicants on that Waiting list.

e.) Home Buyer Program Update

Ms. van Houwelingen stated there is nothing new to report on the Home Buyer Program.

f.) Group Home

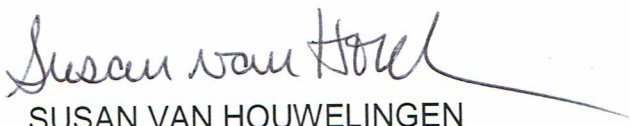
Ms. van Houwelingen stated both Silvercrest and Summit House Group Homes need a new roof. Requests for proposals have been sent out for new roofs. The Authority will likely try to sell these buildings.

g.) Agency Matters

Ms. van Houwelingen stated a new Administrative Clerk 1 started yesterday and the new General Laborer started two weeks ago at Raulf Place. The General Laborer that was at Raulf Place has transferred to Marian Manor. The WCHA Voucher Program participant that won this year's WAHA Scholarship has been hired for an internship position in the Housing Authority's Finance Department.

- 7.) **Resolution 696-19: Approve the WCHA 2020 PHA Five-Year Plan**
Ms. van Houwelingen reviewed the resolution, 5-Year Plan and Annual Plan and the supporting pages regarding Physical Needs Work. After questions were addressed, Mr. Keller moved, seconded by Mr. Coates, to approve Resolution 696-19. Motion carried 4-0 on a voice vote.
- 8.) **Resolution 697-19: Approve Changes to the Pet Policy Regarding Declawing & Distemper Vaccination Requirements**
Ms. van Houwelingen reviewed the resolution. This topic was discussed at previous Board meetings and put on hold. There being no additional questions, Mr. Norton moved, seconded by Mr. Coates, to approve Resolution 697-19. Motion carried 4-0 on a voice vote.
- 9.) **Discussion – Next Month Budgets**
Ms. van Houwelingen stated that the 2020 budgets will be discussed at the October Board meeting which will be on October 29, 2019. Chairperson Hackett stated that, in an effort to keep the meetings from being so long, all commissioners should be reviewing meeting information prior to the meetings and be prepared to ask any questions they may have. If there are no questions, the board will proceed to the next agenda item.
- 10.) **Adjournment**
Having completed the agenda, Mr. Keller moved, seconded by Mr. Norton, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 3:50 p.m.

Respectfully Submitted,


SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED