

DRAFT

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY
JOINT MEETING MINUTES

Monday, January 27, 2020

Marian Manor

3:30 P.M.

COMMISSIONERS PRESENT: Nicholas Hahn, Chairperson - OHA
Julie Spanbauer, Vice Chairperson – OHA
Sara Muhlbauer - OHA
Lori Palmeri - OHA
Rob Paterson – OHA

Rebecca Hackett, Chairperson – WCHA
Scott Waterworth, Vice Chairperson – WCHA
Mike Norton – WCHA
Robert Keller – WCHA
Jesse Coates - WCHA

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: Glenda Griggs
Linda Ballard

- 1.) **Call to Order: Roll Call**
Chairperson Hackett of the Winnebago County Housing Authority (WCHA) Board called the joint meeting to order at 3:30 p.m.
- 2.) **OHA Minutes of the Regular Meeting Held on December 16, 2019**
Chairperson Hahn directed the OHA Commissioners to review the minutes of the OHA regularly scheduled Board Meeting held on December 16, 2019. There being no corrections or questions, Ms. Palmeri moved, seconded by Ms. Spanbauer to approve the minutes of the December 16, 2019 regular meeting as presented. Motion carried 5-0 on a voice vote.
- 3.) **OHA Closed Session Minutes from the Meeting Held on December 16, 2019**
The OHA commissioners reviewed the Closed Session minutes from the regularly scheduled OHA Board Meeting held on December 16, 2019. There being no questions or comments, Ms. Palmeri moved, seconded by Ms. Spanbauer, to approve the Closed Session minutes from the December 16, 2019 meeting as presented. Motion carried 5-0 on a voice vote.

4.) WCHA Minutes of the Regular Meeting Held on December 17, 2019

Chairperson Hackett directed the WCHA Commissioners to review the minutes of the regularly scheduled WCHA Board Meeting held on December 17, 2019. There being no questions or comments, Mr. Norton moved, seconded by Mr. Waterworth, to approve the minutes of the December 17, 2019 meeting as presented. Motion carried 5-0 on a voice vote.

5.) Public Comment Period

There were two members of the public who appeared to comment on the flooring, lighting and snow removal concerns at Waite Rug. Ms. van Houwelingen thanked them for their input and will look into the issues.

6.) Finance**a.) Accounts Payable Report From December 2019**

Chairperson Hahn inquired if there were any questions pertaining to the December accounts payable report. Ms. van Houwelingen & Ms. DeBruin-Ziebell responded to various questions pertaining to the report.

b.) List of Repayment Agreements

Ms. van Houwelingen reviewed the status of the current repayment agreements for both agencies and responded to questions.

c.) Year End TRIP Report

Ms. Lynch reviewed the report showing payments received in 2019 through the Wisconsin Tax Refund Intercept Program (TRIP) and responded to questions. The Authority received \$31,674.25 in 2019 through the TRIP program on behalf of previous housing clients that owed money to the Authority due to unpaid rent or damages after they moved out of the housing program. The Annual TRIP Payment Comparison Log was reviewed showing the amounts collected annually from TRIP since 2009. A total of \$302,112.20 has been collected from 2009 thru 2019 from TRIP.

7.) Report of the Executive Director**a.) Monthly Vacancy Report From PIC & Quarterly Occupancy Report**

Ms. van Houwelingen reviewed the monthly vacancy report for January 2020 for both the Oshkosh & Winnebago County Housing Authorities. There were no questions.

Mr. Franzen reviewed the 4th Quarter Occupancy Report. The overall occupancy rate for the fourth quarter of 2019 for the Oshkosh Housing Authority (OHA)) based on months was 97%. The overall occupancy rate for the Winnebago County Housing Authority (WCHA) based on months was 98%.

b.) Public Housing Programs and Properties**• 70 Fam – Scattered Site Update**

Ms. van Houwelingen stated there was nothing new to report on the 70 Family Scattered Site Units and went on to respond to questions regarding trash bins.

- **Waite Rug Housing, LLC Update – Low Hot Water Temperature West End**

Ms. van Houwelingen stated it was discovered that two mixing valves were bad causing an issue with low hot water temperatures on the west end of the building at Waite Rug. Jim's Plumbing, BP Mechanical and McGann Construction reps are working to resolve the issue.

- **North Waite Plaza, LLC Update**

Ms. van Houwelingen stated quotes are being collected to develop parking and storage in the east building. Continued efforts are being made to work with WHEDA and a financial institution to fund the two-shift daycare.

- **Court Tower Update**

Ms. van Houwelingen stated there was nothing new to report for Court Tower.

- **Raulf Place Update**

Ms. van Houwelingen stated there was nothing new to report for Raulf Place.

- **WCHA Family Units Update**

Ms. van Houwelingen stated the agency is looking to replace the office furniture at the Menasha Office as well as renovate the attached garage into office space. A storage unit will be placed behind the building for use by the maintenance staff. The estimated cost of the renovations is about \$12,000.

c.) **Multi-Family Housing**

- **Marian Manor Refinance Update**

Ms. van Houwelingen stated the refinancing of Marian Manor is moving along. BMO Harris Bank needs to complete some paperwork. Marian Manor will be able to keep the money in the reserve account. The recent market study will support a request to HUD for a rent increase for Marian Manor. Tenants' rents will not be affected since they pay 30% of their income toward rent.

- **Cumberland Court Update**

Ms. van Houwelingen stated there have been several turn overs lately at Cumberland Court.

- **River Cities Redevelopment, LLC Update**

Ms. van Houwelingen stated there is nothing new to report for River Cities Redevelopment.

d.) **Housing Choice Voucher Program Update**

Ms. van Houwelingen reported there are currently 391 regular vouchers, twenty-six Project Based Vouchers, four VASH Vouchers, four port-out and five port-in vouchers under contract. Nine Mainstream vouchers have been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 25 participants with approximately \$45,490 in escrow. There was one graduation from the program in January 2020.

e.) Home Buyer Program Update

Ms. van Houwelingen stated there were two closings in January 2020. The Home Buyer Program audit is scheduled for February 5, 2020.

f.) Group Home Update

Ms. van Houwelingen stated Winnebago County will need to vacate the group home buildings before the end of February. The Toward Tomorrow II Group Home (TT2) has been sold and the closing is scheduled for March 2, 2020.

g.) Agency Matters**• Staff Changes**

Ms. van Houwelingen stated a maintenance man at one of the buildings will be retiring in the next 3 months. Two current maintenance people have indicated interest in the position.

• Reorganization of Processes

Ms. van Houwelingen stated the Administrative Compliance Manager resigned her position. The Compliance staff is being reorganized and assigned to specific Property Managers. The Compliance Manager position is being eliminated. For continuity, a full-time receptionist is being hired to cover the desk and phones so the compliance staff can focus on compliance processing issues.

8.) WCHA Resolutions**a.) Resolution 704-20: Approve Board Commitment to Fund HCV Admin Shortfalls**

Ms. van Houwelingen reviewed the resolution stating that the HUD Milwaukee Field Office is recommending the resolution. After all questions were addressed, Mr. Norton moved, seconded by Mr. Waterworth, to approve Resolution 704-20. Motion carried 5-0 on a voice vote by the WCHA Board of Commissioners.

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

Mr. Norton of the WCHA Board moved that the OHA/WCHA joint open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Ms. Muhlbauer of the OHA Board. Motion carried 10-0 on a roll call vote as follows:

Nicholas Hahn, OHA: aye
Julie Spanbauer, OHA: aye
Lori Palmeri, OHA: aye
Rob Paterson, OHA: aye
Sara Muhlbauer, OHA: aye

Rebecca Hackett, WCHA: aye
Scott Waterworth, WCHA: aye
Mike Norton, WCHA: aye
Robert Keller, WCHA: aye
Jesse Coates, WCHA: aye

The open meeting was moved into closed session at 4:46 p.m.

10.) Reconvene in Open Session Under Wis. Stat. § 19.85(2)

Ms. Palmeri of the OHA Board moved that the OHA/WCHA joint meeting reconvene in Open Session. The motion was seconded by Ms. Muhlbauer of the OHA Board. Motion was carried 10-0 on a voice vote and the meeting moved back into open session at 5:30 p.m.

11.) Discussion

a.) Commissioner Training in February

Ms. van Houwelingen stated that there will be a commissioner training after the February board meetings.

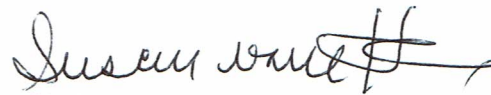
**b.) OHA February Board Meeting – February 24, 2020
WCHA February Board Meeting – February 25, 2020**

Commissioners were reminded of the dates of the February 2020 board meetings.

12.) Adjournment

Having completed the Agenda, Mr. Keller of the WCHA Board moved, seconded by Mr. Coates of the WCHA Board, to adjourn the meeting. Motion carried 10-0 on a voice vote. The meeting adjourned at 5:31 p.m.

Respectfully submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Oshkosh Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____