

**DRAFT**

## **OSHKOSH HOUSING AUTHORITY MINUTES**

Monday, December 16, 2019

Marian Manor

3:30 P.M.

COMMISSIONERS PRESENT: Nicholas Hahn, Chairperson  
Julie Spanbauer, Vice Chairperson  
Lori Palmeri  
Rob Paterson

COMMISSIONERS ABSENT: Sara Muhlbauer

STAFF PRESENT: Susan van Houwelingen, Executive Director  
Lee Franzen, Operations Manager  
LuAnn DeBruin-Ziebell, Finance Manager  
Kim Lynch, Executive Assistant

OTHERS PRESENT: Matt Johnson, adjunct member from Leadership Oshkosh

**1.) Call to Order: Roll Call**

Chairperson Hahn called the regularly scheduled meeting to order at 3:31 p.m.

**2.) OHA Minutes of the Regular Meeting Held on November 25, 2019**

Chairperson Hahn directed the Commissioners to review the minutes of the OHA regularly scheduled Board Meeting held on November 25, 2019. There being no corrections or questions, Mr. Paterson moved, seconded by Ms. Spanbauer to approve the minutes of the November 25, 2019 regular meeting as presented. Motion carried 4-0 on a voice vote.

**3.) Public Comment Period**

There were no public comments.

**4.) Finance**

**a.) Accounts Payable Report From November 2019**

Chairperson Hahn inquired if there were any questions pertaining to the November 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. There were no questions.

**5.) Report of the Executive Director**

**a.) Monthly Vacancy Report From PIC**

Ms. van Houwelingen reviewed the monthly vacancy report for December 2019 and responded to questions. Raulf Place has no vacancies. Court Tower 1 & 2 showed a total of three vacancies as of today. Waite Rug has two vacancies. The Scattered Sites have two

units that are off line HUD Approved for Rehab. One of the remaining three vacancies will be leased as of 01/01/2020. Tenants will be moving into the other two vacant units from properties that are scheduled to undergo modernization rehab.

**b.) Public Housing Programs and Properties**

- **70 Fam – Scattered Site Update**

Ms. van Houwelingen stated Mr. Franzen has been tasked with starting the process of converting the 30 Scattered Family Units from Public Housing to Tenant Protection Vouchers (TPVs). Tenants will still only pay 30% of their income toward housing.

- **Waite Rug Housing, LLC Update**

Ms. van Houwelingen stated the Waite Rug Housing, LLC project finally closed last Friday. There were two slip and fall incidents at Waite Rug last week.

- **North Waite Plaza, LLC Update**

Ms. van Houwelingen stated there is nothing new to report regarding the North Waite project.

- **Court Tower Update – REAC Score**

Ms. van Houwelingen stated Court Tower scored a 91C on the recent REAC re-inspection. This score is improved from the previous inspection score of 52C.

- **Raulf Place Update – REAC Score**

Ms. van Houwelingen stated Raulf Place scored a 69B on the recent REAC re-inspection which is improved from the previous inspection score of 48C.

**c.) Multi-Family Housing**

- **Marian Manor Refinance Update**

Ms. van Houwelingen stated Wi-Fi has been installed at Marian Manor and is up and running. The Wi-Fi amenity will help with the market study being done for HUD in connection with refinancing.

- **Cumberland Court Update**

Ms. van Houwelingen stated there is nothing new to report regarding Cumberland Court.

**d.) Group Home Offer to Purchase Update**

Ms. van Houwelingen stated there is now an accepted offer to purchase the Toward Tomorrow II Group Home (TT2). Winnebago County will need to vacate the building before March 1, 2020. The County is building a new building to house the participants of their program at TT2 and Summit House.

There is an agency that provides transitional shelter to individuals in Outagamie, Winnebago and Calumet counties that is interested in renting the Summit House Group Home, which is a Winnebago County Housing Authority property, with the possibility of purchasing it in the future.



**e.) Agency Matters**

There was a holiday luncheon for staff prior to the staff meeting last Thursday.

**6.) Resolution 1066-19: Approve Year End Write Offs of Bad Debt**

Ms. van Houwelingen reviewed the resolution and the accompanying spreadsheet. After all questions were addressed, Ms. Spanbauer moved, seconded by Mr. Paterson, to approve Resolution 1066-19. Motion carried 4-0 on a voice vote.

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

Mr. Paterson moved that the OHA open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Ms. Palmeri. Motion carried 4-0 on a roll call vote as follows:

Nicholas Hahn: aye  
Julie Spanbauer: aye  
Lori Palmeri: aye  
Rob Paterson: aye

Sara Muhlbauer: Absent

The open meeting was moved into closed session at 4:02 p.m.

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

Mr. Paterson moved that the OHA meeting reconvene in Open Session. The motion was seconded by Ms. Palmeri. Motion was carried 4-0 on a voice vote and the meeting moved back into open session at 4:15 p.m.

Ms. Spanbauer made a motion, seconded by Mr. Paterson, to approve a 3% wage increase for the Executive Director of the Housing Authority starting January 1, 2020. Motion carried 4-0 on a voice vote.

**9.) Discussion****• 2020 Goals**

Ms. van Houwelingen discussed her five main goals for 2020 which include: starting the process of transitioning some of the Public Housing Units to Tenant Protection Vouchers, refinancing Marian Manor, begin construction on the Child Development Center in the North Waite building, increase occupancy and reduce delinquencies and year end write offs.

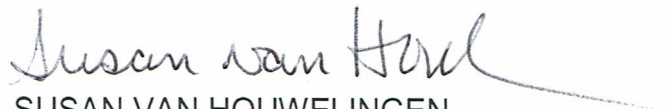
**• January Board Meeting – January 27, 2020**

Commissioners were reminded of the date of the January 2020 board meeting. The tentative schedule for the 2020 board meetings was distributed and reviewed.

**10.) Adjournment**

Having completed the Agenda, Ms. Spanbauer moved, seconded by Mr. Paterson, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting adjourned at 4:21 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan van Houwelingen". The signature is written in black ink and extends to the right with a long, thin horizontal stroke.

SUSAN VAN HOUWELINGEN  
Executive Director  
Oshkosh Housing Authority

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APPROVED