

# WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, April 28, 2015

Marian Manor

3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman  
Rebecca Hackett, Vice Chairperson  
Scott Waterworth

COMMISSIONERS ABSENT: Tina Beahm

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

OTHERS PRESENT: Robert Keller

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- 1.) Chairman Norton called the meeting to order at 3:10 p.m.
  - 2.) Chairman Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority (WCHA) regular board meeting held on March 24, 2015. There being no questions or comments, Mr. Waterworth moved, seconded by Ms. Hackett, to approve the minutes of the March 24, 2015 meeting as presented. Motion carried 3-0.
  - 3.) **Finance –**
    - a.) **Accounts Payable Report from March**

Chairman Norton inquired if there were any questions pertaining to the March accounts payable report. Payment to the Winnebago County Treasurer in the amount of \$110,254.69 is the annual payment on the loan from the County for the River Cities Redevelopment project. This is a 25 year loan.
    - b.) **TRIP Update**

Ms. Lynch reviewed the payments received from the Tax Refund Intercept Program (TRIP) year to date. If a tenant terminates from the Authority's programs and owes money to the Authority, their debt is certified with the Department of Revenue for state tax refund interception through TRIP. So far in 2015, \$22,993.47 has been collected through TRIP.
  - 4.) **Report of the Executive Director**
    - a.) **Quarterly Occupancy Report**

Mr. Franzen reviewed the Quarterly Occupancy Report and responded to questions. This report covers the first quarter of 2015, January through March. Franzen stated that the Oshkosh – Project 005 only has four units in the project. If two of them are vacant, the occupancy rate will drop quite low for that project. The overall occupancy rate for the Winnebago County Housing Authority based on days is 90.6% and 93.75% based on months.

Ms. van Houwelingen explained that there are some high tenant account receivables for both housing authorities. These receivables are for tenants that are still living in housing authority units. HUD penalizes the Authority for high receivables on the books. A report showed that the majority of those tenants have a repay agreement in place. The Authority tries to work with tenants when they fall behind in their obligations. Ms. van Houwelingen is working with HUD staff to come up with alternatives for how to record these receivables. The processes for determining rent and addressing non-payment of rent were explained.

**b.) Public Housing Family Unit Update**

Ms. van Houwelingen stated the FAST Team continues to work on the last six units in Menasha as well as a unit on Walnut Street in Oshkosh. A printout was distributed showing the Authority still has \$299,687 in its portfolio at HUD for capital improvements. Some of this money will be used for resurfacing sidewalks and driveways at the family units. The Authority also has about \$600,000 in a savings account.

The Special Applications Center (SAC) in Chicago is working with van Houwelingen to resolve the demo/dispo issues with the South Park group home property that the City of Oshkosh took under eminent domain. Once the issues are resolved, van Houwelingen would like to replace the South Park units with two-bedroom units in Neenah. The Authority currently does not own any two-bedroom units in Neenah.

**c.) Housing Choice Voucher Program**

Ms. van Houwelingen reported there are currently 408 vouchers leased in the program and 13 Port-Ins for a total of 421 vouchers. There is 1 Port-Out. There is currently \$55,424 in net restricted assets at HUD which can be used toward HAP payments. The Authority will get \$113,268 per month from HUD for HAP payments for April through September. Rent paid to the landlords on Port-ins must be paid out of the Authority's administrative dollars and wait to be reimbursed from the originating agency. HAP is not funded at 100% at this time. The Authority will also be receiving an additional \$6,124.00 in Administrative money. The Porting process was reviewed.

**d.) Fox View & Riverside Update**

Ms. van Houwelingen stated there was nothing new to report on Fox View and Riverside. Everything is running smoothly at this time.

**e.) HOME Buyer Program Update**

Ms. van Houwelingen reported that a property originally purchased with Home Buyer money was recently sold for less than owed. To make the sale happen, the Authority reduced the required payback amount by \$1,000.00. Habitat also forgave a portion of their mortgage in the deal. WCHA still received \$14,000 in program income.

**f.) Group Home Refinance Update Appraisal Info**

Ms. van Houwelingen stated the appraisals on the Summit and Greenfield Group Homes were received. The appraised value of Greenfield Group Home came in higher than the appraised value of Summit Group Home. Ms. van Houwelingen would like to sell Greenfield and refinance Summit. Financing options for Summit are being explored.

**g.) Agency Matters**

- Draft of Revised By Laws – to be given out at meeting  
Ms. van Houwelingen distributed and reviewed copies of a first draft of the revised By Laws of the Housing Authority of the County of Winnebago Wisconsin. The By Laws for both of the agencies have not been revised since the split from the City of Oshkosh. At the recent WAHA Conference there was a session for Executive Directors. One of the items discussed was regarding rotation of the position of chairman for the board. The majority of the changes were taken from the WAHA Commissioner's Guide. Commissioners were asked to review the draft and bring their comments and suggestions to the May meeting.
- Procurement Policy  
Ms. van Houwelingen stated the Procurement Policy was provided for informational/refreshers purposes only. HUD has proposed some changes to the Procurement Policy. Some of the proposed changes include: large bids be increased to \$150,000 from \$100,000; micro purchase maximum be increased to \$2500 from \$2000. Bids under \$2,000 do not require a minimum of three bids and may be done via phone. Bids up to \$100,000 can be approved by Ms. van Houwelingen and Mr. Franzen. If a bid is over \$100,000.00, the bid request is published in an industry magazine and the Board must approve the bid. Franzen & van Houwelingen responded to questions regarding procurement issues.

Ms. van Houwelingen will be putting out a bid request for legal services. Bids for professional services do not require the award go to the lowest bidder so long as there is a specific reason, such as public housing experience, that offsets the low bid.

**5.) Discussion – Audits at annual meeting in May & WAHA Conference Update**

Ms. van Houwelingen stated the May meeting is also considered the Agency's annual meeting. The 2014 audits will be presented at the May meeting if the auditors have them ready. Election of Board officers will also take place in May.

Ms. van Houwelingen stated the recent WAHA Conference was one of the best ones she has attended. Housing Authorities from many states were represented. During one of the sessions it was mentioned that a "Public Comment" time should be listed on each month's agenda. Ms. van Houwelingen would like to start putting it on the agendas with a five minute limit per person wishing to speak.

Chairman Norton noted that Justin Mitchell from the Authority did a very nice job on a recent presentation he did on the Home Buyer Program. Other speaking opportunities were also discussed.

**6.) Adjournment**

Having completed the agenda, Mr. Waterworth moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 3-0. The meeting was adjourned at 4:28 p.m.

Respectfully Submitted,

Susan van Houwelingen  
Executive Director  
Winnebago County Housing Authority

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APPROVED