

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Wednesday, June 26, 2012

Marian Manor

3:00 P.M.

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

STAFF PRESENT: Brad Masterson, Executive Director
Su van Houwelingen, Deputy Director
Lee Franzen, Operations Manager
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

- 1.) Chairman Norton called the meeting to order at 3:03 p.m.
- 2.) Chairman Norton announced that it was time for the annual election of officers for the Board of Commissioners of the Winnebago County Housing Authority. Before proceeding to the election of officers, Masterson stated that applications for the position of Resident Commissioner have been sent out. So far two people have responded. A card from Karen Keller's family was also sent around so the commissioners could read the note thanking the Board for the flowers and recognition sent to Karen during her illness. Ms. van Houwelingen informed the Board that Ms. Keller had since passed away. Masterson continued on with the agenda and called for nominations for Chairman. Mr. Waterworth nominated Mike Norton for the position of Chairman. Ms. Hackett seconded the nomination. Mr. Masterson called two more times for other nominations. Absent other nominations, Mr. Norton was elected Chairman by a vote of 3-0. Chairman Norton nominated Ms. Hackett for the position of Vice Chairman. Chairman Norton called two more times for other nominations. There being no other nominations, Ms. Hackett was elected Vice Chairman by a vote of 3-0. According to the By-laws, Mr. Masterson will remain as Secretary and Treasurer for the Board.
- 3.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on April 25, 2012. A correction was noted on page 2, last paragraph. The meeting on transportation issues was with the ADRC, not the ARC. There being no further questions or comments, Ms. Hackett moved, seconded by Mr. Waterworth, to approve the minutes of the April 25, 2012 meeting as amended. Motion carried 3-0.
- 4.) **Finance –**
 - a.) **Accounts Payable**

Chairman Norton inquired if there were any questions pertaining to the April and May accounts payable reports. Because there are only account numbers, not Program names on the pages, Ms. van Houwelingen reviewed page one of the report as the invoices paid by Marian Manor (MM), pages 2-4 reflected payments made from the main checking account and page five showed invoices paid on behalf of River Cities Redevelopment (RCR). Masterson & van Houwelingen responded to various questions regarding the accounts payable. Ms. van Houwelingen stated that the Winnebago County Health Department is paid once a month for the nurse's services and the bill is divided up between each of the buildings. Mr. Waterworth inquired about the possibility of getting a line item budget to date on a monthly basis so it is easier to tell if the Authority is under budget or over budget for the year. Ms. van Houwelingen will put something together for the commissioners.

b.) Quarterly Financial Report

Ms. van Houwelingen reviewed the Quarterly Financial Summary stating that the Balance Sheet is a “snapshot” of what the numbers were and what was in the bank as of 03/31/2012. The Foxview/Riverside first quarter summary for 03/31/2012 is comparable to the first quarter of 2011. Because of the change in the fiscal year from a June 30 year end to a December 31 year end, the other programs actually are comparing the first quarter of 2012 to the 3rd quarter of 2011. On the Balance Sheet for Home Ownership, the “Investments” row shows money that is in the bank. The “Investments” row for NSP is program income. The Accounts Receivable for the WC Local Funds has a lot to do with River Cities Redevelopment (RCR). Winnebago Local Funds has been paying for several expenses in connection with the River Cities Project. These expenses will be paid back when project closes which will increase the “Investments” balance. Ms. van Houwelingen responded to questions before moving on to the Quarterly Occupancy Report.

c.) Quarterly Occupancy Report

Masterson presented the Quarterly Occupancy Report in two different formats for the commissioners’ consideration. One is much more complicated to follow, but gives more information. Masterson reviewed each of the formats and responded to questions. The overall occupancy rate for the programs is 93.8% as of 03/31/2012.

Ms. Lynch provided a summary of the Waiting List purge that was done recently. A total of 1601 Letter of Interest Notices were sent out. Of those, 479 were returned by the deadline to reply. There were 55 letters returned that had forwarding address information on them and were resent. Of those, nine are still pending. There were 279 letters that were returned as undeliverable so those files were inactivated. The remaining 834 letters that were not returned by the deadline were also inactivated. Of the 1113 total files inactivated, 15 have already been reactivated with new applications. Lynch, Masterson and van Houwelingen responded to questions regarding the purge.

5.) Report of the Executive Director**a.) Assisted Housing****i. River Cities Redevelopment****▪ WHEDA Renovations Review**

Mr. Masterson stated that Mr. Jim Rodgers from WHEDA came to inspect Foxview and Riverside and approved the Land Use Restriction Agreement (LURA). The roof work at Foxview is being done. Kowalski Roofing is re-roofing the lower and upper roofs. The warranty claim refund from CertainTeed of just over \$5,900 was finally received in May 2012. The roof will be paid for with the warranty refund and the remainder out of the soft cost reserves. The balance of the \$160,500 in soft cost monies will also be used to build the garages at Riverside.

▪ Garages Processes & Bid Tabulation

Mr. Masterson reviewed the River Cities Winneconne Garages Bid Tabulation sheet. Even though there is now an approved “Privilege in the Street” document the bid work has not yet been awarded. The Authority wants to get additional prices from Thiel Masonry for paving that was not on the original bid.

▪ Near Elderly Waiver Granted

Mr. Masterson stated that the Near Elderly Waiver has been approved. The waiver allowing vacancies to be filled by applicants age 50 to 62 is only good for one year and must be requested annually.

- **Neighborhood Redevelopment**

Mr. Masterson stated he learned that the river front area in Winneconne is not considered an Indian burial site. If any shallow graves are encountered during excavation for the Riverside garages, interested parties will be contacted to determine the next steps. A tax credit property has also broken ground in Winneconne. It will present some competition for Riverside, but they will not be able to offer the deep rent subsidy provided at Riverside Apts.

b.) Public Housing

i. HUD REAC Inspections and Final PHAS Score

Mr. Masterson reviewed the REAC scoring summary for the WCHA. Minor points were deducted for a clogged toilet, one leaking water supply, one window that would not stay fully open and major deductions due to four electrical service panel faults as well as a tenant's cracked picture frame glass. The final score was 87 which will require the WCHA Public Housing Units to be inspected bi-annually. The cut off for a High – Performer is a score of 90.

Masterson went on to review the PHAS Score. There were 21 points lost under the Management Indicator resulting in a Substandard Management designation. The point loss is primarily due to the Rehab units not being offline in PIC. The Authority is still waiting for HUD approval to take the units offline.

ii. Scattered-site Renovations to Resume

Mr. Masterson stated the FAST Team will be going to Menasha to work on the Sixth Street, and Manitowoc Road units if vacancies present an opportunity there. Products for those units have been ordered. All six of the Sixth Street units could be done by the end of the summer. Masterson and van Houwelingen responded to questions about the family units.

c.) Housing Choice Voucher Program

i. SEMAP Score Released, NRA Recapture Issued & Administrative Fee Supplement

Mr. Masterson reported that SEMAP Scores have been released and the WCHA Voucher Program score was 103%. The overall performance rating is High Performer.

Masterson went on to explain that unfortunately, HUD is still going to take about \$200,000 away from the Authority in the Net Restricted Assets (NRA) recapture. This will be accomplished by adjusting how many dollars the Authority will receive in funding for the year. Underfunding the Authority by \$200,000 will force the program to use up the reserves.

The Authority was awarded an extra \$347 in administrative funds following a nationwide allocation of funds that had been reserved for special circumstances. Masterson & van Houwelingen responded to questions about the Voucher Program.

ii. On-hold Applicants Briefed and Searching

Mr. Masterson reported there are currently 380 participants in the Voucher Program. Because the Tower Redevelopment project is not moving along as quickly as was first anticipated, twelve of the “on hold” voucher applicants were called in and briefed. They are now searching for apartments.

d.) Regional CDBG Update

Mr. Masterson revisited the Small Cities Block Grant Program being transformed as a regional program. Brown County has agreed to act as the lead agency for the region the WCHA is in. The State prefers that money be spend on owner occupied rehab projects. Masterson disagrees with that focus and plans to push for distribution through the school districts to use for helping the homeless families they identify.

e.) Personnel Matters – HUD Executive Compensation Report & Lost Time Incidents

Masterson reported that two members of the FAST Team were injured on the job. One of the injuries is a pulled muscle. The other is a lost time injury that required surgery on a finger. That employee is on limited duty at this time. Masterson addressed the PHADA Advocate article opposing HUD's Tiered Executive Director Salary Caps and an accompanying Table of Agencies who have 250 – 1,249 HUD units. The WCHA is in Region 5 on the Table. Masterson reviewed the serious flaws in HUD's policy.

6.) Approve Donations – PHADA Lawsuit, Help At Home, Metropolitan Milwaukee Fair Housing Council, Day By Day Warming Shelter, National Low Income Housing Coalition, Center for Budget Program & Policy.

Mr. Masterson presented Resolution 606-12 which would approve donations from the Winnebago County Housing Authority for the PHADA Operating Reserves Lawsuit, Day by Day Warming Shelter, Help at Home, Omro Police Department K-9 Fund, The Salvation Army of Oshkosh, Oshkosh Area Community Pantry and the Advocap Senior Nutrition Program. Masterson reviewed each of the proposed donations and the letter from PHADA and NAHRO regarding the Litigation on Operating Reserve Offset. After a brief discussion, Mr. Watterworth moved, seconded by Ms. Hackett to approve Resolution 606-12. Motion carried 3-0.

7.) Discussion**a.) District #3 HUD Training Review and Annual Contributions Contract**

Masterson and van Houwelingen requested input from the commissioners regarding the recent District #3 Commissioner Training. Chairman Norton found the morning financial sessions very confusing and somewhat unorganized. The commissioners were glad that Masterson spoke up on issues even when his view was contrary to the presenter's. The Annual Contributions Contract (ACC) mentioned at the training will be reviewed at a future meeting or if the commissioners prefer, a copy of the ACC can be given to the commissioners for them to review at their leisure. The document lays out the Authority's obligations to HUD. How often the commissioners wanted to see full financials and in what format they wanted the financials presented was discussed. Masterson and van Houwelingen responded to questions regarding the material covered in the HUD training.

b.) Admission and Continued Occupancy Policy (PH/MF) & Admin Plan for Voucher Clients

Mr. Masterson stated that a copy of the Admission and Continued Occupancy Plan (ACOP) and the Admin Plan for Voucher Clients can be given to the commissioners if they want it. Each of the documents is 100 or more pages. Unless the meaning of some of the policy information is explained and some background provided, it would be difficult to put the documents in the proper context. All of the policies will start being updated in the near future. The commissioners will be kept apprised of the updating process.

c.) Agency, Financial, and Employee Controls

Mr. Masterson stated that the House Appropriations Committee approved the HUD budget that will go to the full House on Thursday. Based on recent recommendations, it looks like Section 8 Administration expenses will be covered at 80%.

8.) **Adjournment:**

There being no further business, Chairman Norton called for a motion to adjourn. Ms. Hackett moved, seconded by Mr. Watterworth to adjourn the meeting. Motion carried 3-0. The meeting was adjourned at 4:43 p.m.

Respectfully submitted,

BRAD J. MASTERSON
Executive Director
Winnebago County Housing Authority

APPROVED