

# WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, September 29, 2015

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson  
Rebecca Hackett, Vice Chairperson  
Scott Waterworth (Arrived during Finance report)  
Robert Keller

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: None

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- 1.) Chairperson Norton called the meeting to order at 3:08 p.m.
  - 2.) Chairperson Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority (WCHA) regular board meeting held on August 25, 2015. There being no questions or comments, Mr. Keller moved, seconded by Ms. Hackett, to approve the minutes of the August 25, 2015 meeting as presented. Motion carried 3-0.
  - 3.) **Public Comment Period**  
There were no public comments offered.
  - 4.) **Finance**
    - a.) **Accounts Payable Report from July**  
Chairman Norton inquired if there were any questions pertaining to the August accounts payable report. Ms. van Houwelingen responded to questions then proceeded to the Executive Director's Report.
  - 5.) **Report of the Executive Director**
    - a.) **Public Housing Family Unit Update – Renovation Update**  
Ms. van Houwelingen stated that the Menasha 40 family unit renovations will be completed by the end of the year.
    - b.) **Housing Choice Voucher Program – Financing, Utilization, FSS Report**  
Ms. van Houwelingen reported that currently 404 of the Authority's 413 vouchers are issued. There are 3 port-outs as of September 1<sup>st</sup> and 17 people have been issued vouchers and are out looking for an apartment. By the end of October the program will

also have 20 port-ins. Consideration is being given to absorbing some or all of the port-ins into the Authority's program.

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

Ms. van Houwelingen stated WHEDA will be coming to conduct a tax credit review on November 12, 2015.

**d.) HOME Buyer Program Update – Home Purchase & Rehab**

Ms. van Houwelingen stated that a second foreclosure home has been purchased through the Home Buyer Program. The FAST crew will be doing the rehab work on the two houses purchased. Questions regarding the process of purchasing and rehab of the foreclosure houses were addressed.

**e.) Group Home Refinance Update & Sale of Greenfield Update**

Ms. van Houwelingen stated that, per the title company's request, a resolution will be presented later in the meeting to proceed with the sale of the Greenfield Group Home. The Summit and Greenfield Group Homes were purchased with a Bond Issue. The closing for Greenfield will need to be delayed due to the 45 day notice requirement to the bond trustee. The Authority intends to keep Summit Group Home, refinance the mortgage on Summit and make any needed repairs. Options for the Toward Tomorrow Group Home which is owned by the Oshkosh Housing Authority were discussed.

**f.) Agency Matters**

- **Change Summer Office Hours to Year Round**

Ms. van Houwelingen reviewed that the summer hours included the Authority office being closed to the public at noon on Fridays. This has not seemed to negatively affect client access and has provided better quality time for staff to address paperwork responsibilities. Staff would still be expected to work the same 37.5 hours per week for admin staff and 40 hours per week for maintenance staff. Signs will be posted reflecting the new year round hours.

- **Staff Member Earns Lead Certification**

Ms. van Houwelingen stated the Authority's Construction Manager, Clint, went to training and received his Lead Safe Certification from the State. This will allow Clint to do lead abatement work on the houses the WCHA's Homebuyer Program purchases to rehab and sell.

- **Dragon Boat Race Success**

Ms. van Houwelingen announced that the Authority's Dragon Boat team took 1<sup>st</sup> place in Division C at the recent Dragon Boat Race and Festival benefitting the Strong Kids Campaign at the Oshkosh YMCA and scholarships to attend the University of Wisconsin Oshkosh.

- **Resident Granted Eternal Wish – Disney World**

Ms. van Houwelingen announced that the Court Tower Social Service Coordinator, Jane, was able to facilitate the granting of a wish to go to Disney World through the Eternal Wish Program for one on the Authority's residents. Eternal Wish is a program for adults similar to the Make a Wish Foundation for children.

**6.) Resolution 649-15: Approval of Executive Director to Proceed with Sale of Greenfield Group Home to Clarity Care, Inc.**

Ms. van Houwelingen presented resolution 649-15 approving the Executive Director to proceed with the sale of the Greenfield Group Home. After all questions were addressed, Ms. Hackett moved, seconded by Mr. Keller, to approve Resolution 649-15. Motion carried 4-0 on a voice vote.

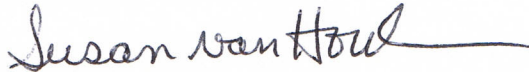
**7.) Discussion**

Ms. van Houwelingen stated that the budgets for 2016 will be presented and discussed at the October meeting. The October 27, 2015 meeting will be held at 3:30 p.m. instead of 3:00 p.m. A new Resident Commissioner is still being sought. Once an appropriate candidate is found, the Authority will send its recommendation to the County Board for approval and appointment.

**8.) Adjournment**

Having completed the agenda, Mr. Waterworth moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:09 p.m.

Respectfully Submitted,



Susan van Houwelingen

Executive Director

Winnebago County Housing Authority

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APPROVED