

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Monday, October 06, 2014

Marian Manor

3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Scott Waterworth
Rebecca Hackett
Frank Frassetto

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: None

- 1.) Chairman Norton called the meeting to order at 3:05 p.m.
- 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled joint Board Meeting held on August 25, 2014. There being no questions or comments, Mr. Frassetto moved, seconded by Mr. Waterworth, to approve the minutes of the August 25, 2014 meeting as presented on behalf of the Winnebago County Housing Authority board. Motion carried 4-0.

Ms. van Houwelingen reported that the Five-Year and Annual Plan public hearing for the Winnebago County Housing Authority was held on Tuesday, September 30, 2014. No one attended.

Due to a scheduling conflict, the presentation by the Social Service Coordinators will be rescheduled to the October meeting

3.) **Finance –**

a.) Accounts Payable Report From August

Chairman Norton inquired if there were any questions pertaining to the August accounts payable report. The report shows a partial payment in the amount of \$55,500 to Kowalske Roofing for roof replacement at Marian Manor, an OHA property. Ms. van Houwelingen explained that requests for bids went out for the work and the contract was awarded to Kowalske roofing. The cost of the entire roofing job was \$111,000. The roof was experiencing a substantial failure and was causing damage to the building. Replacement Reserve money was used to pay for the work and it was classified as a capital improvement.

b.) Winnebago County Housing Authority 2013 Audit

The audit was distributed in the July board packets for the commissioner's perusal. Ms. van Houwelingen reported that the Segregation of Duties deficiency on the audits will no

longer be an issue. The Authority's general ledger is with HAB in La Crosse and journal entries cannot be made by the Authority's staff here. This clarification was made with the auditor. For some reason the auditors were not fully aware of this fact previously. Ms. van Houwelingen summarized the audit. The Authority has nine months to submit the annual audit to HUD. After a brief discussion, Mr. Frassetto moved, seconded by Ms. Hackett, to approve the 2013 Year-End Audit for the Housing Authority of the County of Winnebago. Motion carried 4-0.

c.) Questions Regarding the Quarterly Financial Reports Presented at the August Meeting

Ms. van Houwelingen inquired if there were any further questions pertaining to the quarterly financial reports that were presented at the August meeting. There were none.

d.) REAC Financial Score

Ms. van Houwelingen stated that, unfortunately, the Oshkosh Housing Authority had several issues and low scores. The scoring sheets were reviewed. The Winnebago County Housing Authority's score was 77. However, the Capital Fund indicator was scored incorrectly and van Houwelingen will be appealing the scoring. An additional 5 points is expected to be awarded raising the score to 82. Five points were lost under the Tenant Accounts Receivable indicator due to high receivables. Ms. van Houwelingen spoke with Craig Kibbe at the HUD-Milwaukee office regarding the situation. HUD wants us to work with clients and prevent homelessness, but then they penalize the Authority because of resulting higher receivables while repay agreements are worked out instead of evicting tenants right away. Four points were lost in the Occupancy indicator. The unaudited financial Submission was used for scoring instead of the audited version of the submission. Due to ongoing renovations of the Menasha 40 Family units, there were errors in the unaudited version that overstated how many unit months were available to be leased which caused a loss of points. The information was corrected in the audited version of the submission. Some categories such as Neighborhood Environment are items that the Authority cannot do anything about. Mr. Frassetto inquired as to how the Authority compares to other authorities. Ms. van Houwelingen believes the score is on par with the majority of other authorities and will look into the scores of other agencies of comparable size.

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

a.) Scattered Sites – 40 Family Units

Ms. van Houwelingen stated that the Mainview renovations should be done in about 3 weeks at which time the FAST crew will concentrate on the remaining Menasha 40 unit renovations. One member of the FAST crew, Rick L., will be moved back to the Fox View and Riverside buildings. Fox View and Riverside is not a full time position. So, Rick will be helping out with other properties as needed. There will be three people left on the FAST crew.

b.) Housing Choice Voucher Program Update

- Voucher Utilization – See Report

Ms. van Houwelingen stated the lease up goal is 400 participants in the program. Participant numbers can fluctuate due to people dropping out of the program and how long it takes an applicant to lease a unit. There are currently about 21-22 port-ins from other agencies. HUD requires that HAP payments to landlords for Port-ins be paid out of administrative dollars which is reimbursed when the issuing housing authority pays

back the Winnebago County Housing Authority for the HAP payment. Ms. van Houwelingen explained the porting process and when and why the Authority would absorb a port-in voucher. Winnebago County Housing Authority currently has two Port-outs. The Authority receives administrative money based on the number of vouchers issued on the first of a month.

- **FSS Update**

Ms. van Houwelingen announced that a letter was received on September 29, 2014 stating that the Authority has received the grant for the Winnebago County Housing Authority Family Self Sufficiency (FSS) Program in the amount of \$68,424. The Winnebago County HA Public Housing tenants will now be able to enroll in the FSS Program as well. The new FSS coordinator, Kay Hinton, is in Beloit this week for Housing Choice Voucher (HCV) training. As of September 8, 2014 there were 36 participants enrolled, 20 of which are employed.

c.) Assisted Housing

- **Meetings with Residents**

Ms. van Houwelingen met with the residents of Fox View and Riverside to get input from them regarding the Five-Year Agency Plan. One of the issues brought up was regarding the garage roof vents at Riverside. The garages are not heated or cooled. There are vents in the soffits only. There was a complaint that the garages were getting too hot. Thermometers will be put in some garages next year and the situation monitored. Garages for Fox View are still in the planning stages. Residents' biggest complaint was that there are too many work orders and it is taking too long to get items fixed. As stated earlier in the meeting, Rick L. of the FAST crew will be going back to Fox View and Riverside as the regular maintenance person there which should resolve the work order issue.

d.) Home Buyer Program Update

Ms. van Houwelingen stated that a foreclosure notice was received today. Home buyer mortgages through the Authority are usually in second position to the primary mortgage. So, in the case of a foreclosure or bankruptcy, the Authority usually does not get payment.

e.) Agency Matters

- **Donated Cookbooks For a \$4/day Budget**

Ms. van Houwelingen reported that the Authority applied for and was chosen to receive 24 free cookbooks on eating healthy on a tight budget. The cookbooks will be available to the residents of the buildings. If they are well received, more cookbooks may be ordered for the family unit tenants and FSS participants. Chairman Norton suggested that someone from the UW-Extension look at the cookbooks.

- **HAI Group Recognition Plaque**

Ms. van Houwelingen showed the board a recognition plaque from the Housing Authority Insurance (HAI) Group recognizing the Housing Authority for more than ten years of partnership. Several of the Authority's properties are insured by the HAI Group. Franzen stated that HAIG was very helpful during the Court Tower project and reviewed the risk management program and the rigorous application process. HAIG is on HUD's list of approved vendors. If the Authority uses this company, bid requests are not necessary.

- **Dragon Boat Results**

Ms. van Houwelingen announced that the Oshkosh Housing Authority Dragon Boat team came in third place in Class B this year. The team also won the SCA Tissue - Community 2nd Place Finisher award because the team had the 2nd best time out of all the local teams. The award was a nicely engraved dragon boat paddle.

- **Meetings regarding Transitioning Some TBV to PBV**

The Christine Ann Center and the Day by Day Warming Shelter have approached van Houwelingen about the possibility of converting some on the Authority's Tenant Based Vouchers (TBV) to Project Based Vouchers (PBV) for exclusive use by their clients. Due to the type of programs they have and the staffing, it is more likely that something could be worked out with the Christine Ann Center. The clients would still have to go through the eligibility process, but they would just be moved to the head of the waiting list for processing. The vouchers would be "attached" to specific transitional housing units and would not follow the client when and if they moved out of the unit. The Authority may be willing to consider converting 8 – 10 TBV's to PBV's. Ms. van Houwelingen will look into the process and possibility of transitioning the vouchers as well as whether or not the Authority would still get administrative dollars for the PBV's. Project based vouchers are "attached" to a specific unit and anyone living in that unit that meets the eligibility criteria can use the voucher. If the tenant moves out of the unit, they cannot take that voucher anywhere else to use. A tenant based voucher is "attached" to an eligible tenant and can be used in any unit the tenant wishes to rent provided the unit passes the inspection and meets the program requirements. The tenant application process was reviewed.

Before proceeding to the Resolution, van Houwelingen informed the board that the Authority had to let an employee go last week. Ms. van Houwelingen also responded to questions regarding the REAC score.

5.) **Resolution 639-14: Approve the WCHA 2015 PHA Five-Year and Annual Plan**

Ms. van Houwelingen reviewed the 5-Year Plan process stating that this information was distributed two months ago. Resident and Public meetings were held to explain the 5-Year Plan and solicit community input. There were no new comments during the 45 day comment period. The 5-Year plan will be submitted to HUD. There being no additional questions, Mr. Waterworth moved, seconded by Mr. Frassetto to approve Resolution 639-14. Motion was carried 4-0.

6.) **Discussion – NAHRO Annual Convention in Baltimore & WAHA Conference**

Ms. van Houwelingen stated the NAHRO National Conference will be held in Baltimore, MD, October 16-18, 2014. Ms. van Houwelingen will not be attending the conference this year.

The annual WAHA 2015 Conference will be in the spring instead of the fall. The Conference will be in Milwaukee. WAHA will be hosting the conference for the local Wisconsin chapter of NAHRO as well. There will be several training opportunities offered at the conference. Patrick Dienger from the LaCrosse County Housing Authority is on the education committee and van Houwelingen will request that the NAHRO commissioner training be provided at the conference. If commissioners are interested in any specific training, they should let van Houwelingen know. Ms. van Houwelingen and Franzen responded to questions regarding commissioner trainings.

The budgets for 2015 should be ready for review at the next meeting. Ms. van Houwelingen reminded the commissioners that the 4th quarter of the year is upon us and the committee working on the process and criteria for merit pay and step increases for the Executive Director has yet to meet. Mr. Frassetto mentioned the matrix format that could be developed.

The next board meeting is scheduled for October 28, 2014.

Ms. van Houwelingen requested that commissioners please let both her and Kim Lynch know if they are not able to attend a meeting as soon as they are aware they cannot come.

7.) **Adjournment:**

There being no further business, Chairman Norton called for a motion to adjourn. Mr. Frassetto moved, seconded by Mr. Waterworth to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:21 p.m.

Respectfully Submitted,

Susan van Houwelingen
Executive Director
Winnebago County Housing Authority

APPROVED