

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, December 22, 2015

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson
Rebecca Hackett, Vice Chairperson
Scott Waterworth
Robert Keller
Pat Bird

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 3:01 p.m.
 - 2.) Chairperson Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority (WCHA) regular board meeting held on November 24, 2015. It was noted that a correction was made to the minutes on page 2, item 5f. The December board meeting will be at 3:00 p.m., not 3:30 p.m. There being no other questions or comments, Mr. Keller moved, seconded by Ms. Bird, to approve the minutes of the November 24, 2015 meeting as corrected. Motion carried 4-0.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from October**
Chairman Norton inquired if there were any questions pertaining to the November accounts payable report. Ms. van Houwelingen responded to questions regarding the Accounts Payable report and reviewed the audit engagement letters from Suby Von Haden & Associates (SVA). The 2015 audits will be the fourth year of a five year audit contract.
 - b.) **Year End TRIP Report**
Ms. Lynch reviewed the report showing payments received in 2015 through the Wisconsin Tax Refund Intercept Program (TRIP) and responded to questions. The Authority received \$26,098.76 in 2015 through the TRIP program on behalf of previous housing clients that still owe money to the Authority due to unpaid rent or damages.

5.) Report of the Executive Director**a.) Public Housing Family Unit Update**

Ms. van Houwelingen stated the REAC inspections for the Winnebago County Family Units are scheduled for January 11, 2016.

b.) Housing Choice Voucher Program – Utilization, FSS Report

Ms. van Houwelingen reported that there are currently 30 participants in the Family Self Sufficiency (FSS) Program. There is approximately \$76,000 in the escrow account.

Mr. Franzen stated that he and the voucher staff are working on a policy regarding biennial inspections if a unit passes two annual inspections in a row. A policy addressing random inspections is also being developed.

c.) Fox View & Riverside Update**• Appraisal Request for Huron St. Property**

Ms. van Houwelingen reported the appraisal for the Huron Street Property in Omro was received. van Houwelingen will contact the property owner to discuss the possible purchase the property.

• WHEDA Review

Ms. van Houwelingen stated the Fox View and Riverside WHEDA reviews went very well.

d.) HOME Buyer Program Update

Ms. van Houwelingen stated that the Home Buyer Program received a \$3,000 grant from Anchor Bank.

e.) Group Home Update

Ms. van Houwelingen stated she is still working with Mr. Topel from Winnebago County Human Services regarding increasing the group home rents and restructuring the leases to get them all due at the same time.

f.) Agency Matters**• Electronic Applications**

Mr. Franzen stated that software allowing for online applications is being implemented and summarized the process. Options and locations for computer kiosks for applicants' use are being explored.

6.) Resolution 655-15: Adopt Revised Flat Rent Schedule Effective January 1, 2016

Mr. Franzen reviewed the resolution and Flat Rent process. HUD requires Flat Rents to be at least 80% of Fair Market Rents (FMR). After all questions were addressed, Mr. Waterworth moved, seconded by Mr. Keller, to approve Resolution 655-15. Motion carried 5-0 on a voice vote.

7.) Resolution 656-15: Approve Year End Write Offs of Bad Debt

Ms. van Houwelingen reviewed the resolution, historical numbers and the Bad Debt Write Off policy. After all questions were addressed, Mr. Keller moved, seconded by Mr. Waterworth, to approve Resolution 656-15. Motion carried 5-0 on a voice vote.

8.) Discussion – 2016 Meeting Schedule, Executive Director Review

Ms. van Houwelingen will be giving a short presentation at the Winnebago County Board meeting on January 5, 2016 summarizing the Authority's programs.

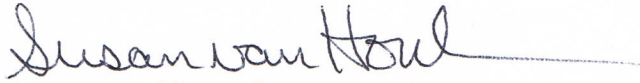
The 2016 board meeting schedule was reviewed and van Houwelingen responded to questions. The fall WAHA Conference in September 2016 will have commissioner training and all commissioners are encouraged to attend. Ms. van Houwelingen is scheduling commissioner training for January 25, 2016 after the OHA board meeting.

Chairperson Carey-Butler from the OHA board will be contacting Chairperson Norton to discuss the review of the Executive Director.

9.) Adjournment

Having completed the agenda, Mr. Keller moved, seconded by Ms. Bird to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 3:53 p.m.

Respectfully Submitted,



Susan van Houwelingen
Executive Director
Winnebago County Housing Authority

APPROVED