

## **Public Hearing: PHA Annual & 5-Year Plans**

Chairman Norton opened the Public Hearing at 3:08 p.m. and invited comments and discussion on the Winnebago County Housing Authority Annual and 5-Year Plans. Chairman Norton called twice more for public input without a response. Vice Chairman Hackett moved, seconded by Ms. Keller, to close the Public Hearing. Motion carried 4-0. Chairman Norton declared the Public Hearing closed at 3:09PM.

### **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, September 27, 2011

Marian Manor, 3:00 P.M.

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

STAFF PRESENT: Brad Masterson, Executive Director  
Su van Houwelingen, Deputy Director  
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

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- 1.) Chairman Norton called the regular meeting to order at 3:10 p.m.
  - 2.) Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on August 30, 2011. There being no questions or comments, Ms. Hackett moved, seconded by Ms. Keller, to approve the minutes of the August 30, 2011 meeting. Motion carried 4-0.

#### **3.) Finance –**

##### **a.) Accounts Payable**

Chairman Norton inquired if there were any questions pertaining to the August accounts payable report. Mr. Masterson and Ms. van Houwelingen responded to various routine questions regarding payments. The payment to Corelogic is for out of state criminal background checks done on applicants. The Payments to Valley Pest Control is for routine pest control services at the five buildings. Masterson summarized routine Pest Control efforts.

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

One Public Housing item needed attention. An email was received from Menasha Mayor, Don Merkes expressing concern about a few of the units that have had a small amount of unfinished siding for several months. The new siding can't be put on until the new windows have been put in which won't be until spring. If materials were ordered now, it will be three weeks before the materials came in and by that time it may be too cold to work with the old brittle siding prone to easily crack. Mr. Masterson is reviewing options for the short term with Clint Wilz, construction supervisor, to make the missing siding less noticeable in the interim.

**a.) Assisted Housing****i. River Cities Redevelopment****▪ Riverside and Foxview Garages, Parking and Landscape Plans**

Mr. Masterson distributed and reviewed a drawing showing a potential design for the Foxview garages. The City of Omro has gotten behind making the City Garage scenario work. Once the City completes its garage, they are considering closing off the street except for Foxview traffic. A cul-de-sac drop-off on the east end could create a green space and a public walkway to the park on the west end. The city's decorative light poles could extend the Main Street ambience and would certainly add warmth and sparkle to the north side of Foxview Manor. The plan would create a safer parking situation for Foxview residents by eliminating street traffic between the structures. Garage and drainage plans for Riverside should be ready in about a month.

**▪ River Crossing Highlands and Community Center**

Mr. Masterson distributed a copy of an article from the Winneconne News about a new tax credit project going up in Winneconne called River Crossing Highlands. A senior community center will be located inside the facility. The River Crossing Highlands property would not subsidize future residents based on their incomes and therefore won't directly compete with Riverside Apartments. He however was cautious about locating the community center there as it created a marketing advantage for the new project and because seniors have shown a reluctance to engage at facilities that were not independent. Masterson distributed a map showing where the new project is located in relation to Riverside Apartments and responded to questions.

**b.) Housing Choice Voucher Program****i. Admin Fee Reduction**

Masterson reported another 60 disabled applicants were pulled for processing for the Section 8 Program. The Program is still not quite full. At this time, the Authority gets \$47 per leased unit for an administrative fee. This does not even cover all the expenses for the program and next year the Authority will only get 83% of that. The program does approximately 800 inspections a year between annual inspections, new move-in inspections and re-inspections when things are fixed by the landlords. Masterson responded to questions regarding inspections and fraud investigations which would also be hard to sustain with chronic underfunding.

**ii. Family Self-Sufficiency Coordinator Funding Award**

Masterson reported the WCHA was awarded a \$69,000 grant to hire a Coordinator to administer the Family Self-Sufficiency (FSS) Program. The HA's minimum program obligation is 25 participating families. Masterson reviewed what the FSS program is and responded to questions.

**c.) Home Ownership – Second Year Allocation Rollback**

Masterson explained that the Block Grant funds that the cities get is being drastically reduced. This will mean that the proposed funding amount of \$17,000 the City of Oshkosh was going to provide WCHA to help cover Mary Bach's services for the remainder of the year will be reduced to \$8500 for the remainder of 2011. Starting in 2012 the City will no longer be able to provide any funding. The City of Neenah has been noncommittal to this point and the City of Menasha hasn't received any new block grants allocations in many years. HCRI & HOME do allow 10% of their money to be used for admin expenses. Historically the HA has not used HCRI & Home money to cover admin expenses so there was more money to fund homebuyer acquisitions and rehabs. With the cut in the funding used to cover Mary's services, the HA will have to start using HCRI & HOME administrative funds to cover the program's admin

expenses. Notice was received from the State of Wisconsin stating to expect a 12% - 14% reduction in HOME Funds next year.

5.) **Resolution 595-11: Adopt Revised Five-Year and Annual PHA Plan**

This resolution adopts the PHA Five-Year and Annual Plan revisions. Masterson distributed a copy of the PHA Certification of Compliance with the PHA Plans and Related Regulations and a copy of the updated Five-Year and Annual Plan. He explained that the verbiage in section 6.0 regarding the Section 8 waiting list preference for disabled persons is the only thing that has been changed. This year plans only need to be updated if a substantial deviation is made. A change in waiting list preferences qualifies as a substantial deviation. Masterson explained that the 24 replacement units from phase 1 at Court Tower will be designated for disabled persons, somewhat offsetting the proposed elderly designation for Court Tower and diminishing the preference for voucher program applicants. After questions were answered, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 595-11. Motion carried 4-0.

6.) **Discussion:**

A tentative schedule for WCHA Board meetings for October 2011 through December 2012 was distributed. Masterson briefly reviewed The Northeast Wisconsin HUD Regional Sustainability Grant Project. The WCHA will most likely be involved in committees or in providing data.

**a.) Federal Appropriations Update**

Mr. Masterson distributed a news release from NAHRO entitled Summary of Senate FY 2012 T-HUD Bill Released. The Senate Appropriations Subcommittee met on the FY 2012 Transportation-HUD bill. The article explained some of the program funding levels that resulted from that meeting. Masterson reviewed some of the differences between the House and Senate budget bills. The House bill defended the Block Grant Program better than the Senate's. Of biggest concern is still the issue that HUD wants to recapture reserve money to fund the Operating Fund.

**b.) Wisconsin Association of Housing Authorities Annual Conference Review**

Masterson announced there was going to be a PHADA Commissioner Conference in Fort Lauderdale, Florida January 8-11, 2012. Chairman Norton offered his thoughts regarding the WAHA Conference. Training consisted of an opening session on tenants who have hoarding issues, then sessions with John Finger on open meetings laws, how to conduct meetings and what the commissioner's responsibilities are.

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

Respectfully submitted,

BRAD J. MASTERSON  
Executive Director  
Winnebago County Housing Authority

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APPROVED