

DRAFT

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY **JOINT MEETING MINUTES**

Monday, December 19, 2022

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Sara Muhlbauer, Chairperson – OHA
Nicholas Hahn, Vice Chairperson – OHA
Julie Spanbauer – OHA
Lynnsey Erickson – OHA

Scott Waterworth, Chairperson – WCHA
Robert Keller, Vice Chairperson – WCHA
Rebecca Hackett – WCHA
Jesse Coates – WCHA
Betsy Ellenberger – WCHA

COMMISSIONERS ABSENT: Rob Paterson – OHA

STAFF PRESENT: Wendy Fromm, Executive Director
Kim Lynch, Executive Assistant
Katie Kelley, Director of Finance
Lora Southworth, Director of Compliance
Wade Foley, Director of Maintenance

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Muhlbauer of the Oshkosh Housing Authority (OHA) Board called the joint meeting to order at 3:31 p.m.

2.) OHA Minutes of the Regular Meeting Held on November 28, 2022

Chairperson Muhlbauer directed the OHA Commissioners to review the meeting minutes of the OHA Board Meeting held on November 28, 2022. There being no corrections or questions, Mr. Hahn moved, seconded by Ms. Spanbauer, to approve the minutes of the November 28, 2022 meeting as presented. Motion carried 4-0 on a voice vote.

3.) WCHA Minutes of the Regular Meeting Held on November 29, 2022

Chairperson Waterworth directed the Winnebago County Housing Authority (WCHA) Commissioners to review the minutes of the regularly scheduled WCHA Board Meeting held on November 29, 2022. There being no questions or corrections, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve the minutes of the November 29, 2022 meeting as presented. Motion carried 5-0 on a voice vote.

4.) Public Comment Period

There were no public comments.

5.) Finance**a.) Accounts Payable Report From November 2022**

Ms. Fromm reviewed the A/P Report from November 2022 and responded to questions.

b.) Third Quarter Financial Reports

Ms. Kelley stated the third quarter financials are not done yet. Per the fee accountant at Hawkins Ash, they are working on them, but they are down three people. Ms. Fromm stated the Authority has been looking through the financials and found some money that had not been drawn down. Fromm and Kelley have been in close communication with property investors.

c.) Respond to Questions Regarding PILOT Payments

Ms. Kelley responded to a question from the previous meeting regarding PILOT payments. The fee accountant at Hawkins Ash is who calculated the PILOT amounts.

6.) Report of the Executive Director**a.) Monthly Tenant Accounts Receivable and Monthly Vacancy Reports**

Ms. Fromm stated that the Accounts Receivable (A/R) is holding relatively steady. The amount that is 90+ days old is currently \$5,949.

Ms. Fromm reviewed the monthly vacancy report for December 2022. There are currently two vacancies over 60 days. Currently, HUD shows the OHA occupancy rate in December to be 98.66% and the WCHA rate to be 100%.

b.) Housing Choice Voucher Program Update (WCHA)

Ms. Lynch stated there are currently 379 regular vouchers, twenty-seven Project Based Vouchers, five VASH Vouchers, seven port-in vouchers and one port-out voucher under contract. Twenty-five Mainstream vouchers and fourteen Tenant Protection Vouchers (TPV's) are also in use.

c.) FSS Program Update

The FSS Program currently has 16 participants from the WCHA voucher program and one from the WCHA Public Housing Program. The Voucher participants have escrow balances of \$34,243 and the Public Housing participant has an escrow balance of \$4,115 totaling \$38,358 in total escrow balances. There are five participants from the OHA Public Housing Program, none of which have escrow balances at this time.

Ms. Hinton has been meeting with FSS participants to update their FSS contracts and Individual Training and Service Plans (ITSP's) to comply with the new FSS Final Rule. Twenty-one out of the twenty-two participants are now signed up under the new contract.

d.) Updates on Housing Authority Owned Property and/or Projects

Ms. Fromm stated a previous Raulf Place tenant had filed a lawsuit alleging the Housing Authority owed him \$5,000. The case was dismissed. Ms. Fromm summarized the situation and Ms. Lynch reviewed the process of listing debts in the HUD System.

The REAC inspection at Raulf Place has been scheduled for January 17, 2023 and the inspection for the 70 Family units is scheduled for December 21, 2022. The Authority had a REAC trainer here last week to help staff understand what was needed to successfully pass a REAC inspection. The training was very well received.

A representative from Regions, the Court Tower investor, came and did a walk through with Mr. Foley. The investor wants the Authority to have a forensic engineer from Chicago conduct an analysis of the caulking issue on the exterior of the building before approving the release of any Reserve Account funds to help pay for any work done. A Court Tower tenant stated that he tripped and hurt himself on the property. Facts are being collected.

Marian Manor has three dead trees that need to be taken down. One has been removed and the other two will be removed in the next couple of weeks.

There is nothing new to report for Fox View, Riverside, or the Winnebago County Family Units.

There will be a meeting on January 19, 2023 with architect, Matthew Wiedenhoeft, and developer, Tom Landgraf, to discuss plans for renovating the North Waite building.

e.) Agency Matters

- **Personnel Matters**

The maintenance mechanic at Raulf Place is retiring at the end of December. A new maintenance mechanic has been hired to work in the 70 Family Scattered Site units. The maintenance mechanic that was working in the family units is being moved to Raulf Place to replace the retiring staff person.

Two new job postings will go out in January. One posting will be for an HR Generalist to replace the retiring Executive Assistant and another posting for an Operations Manager/Deputy Director.

- **Use of Electronic Board Packet Distribution**

The board would like to consider distributing board packets in electronic format only. Paper packets would be distributed as an accommodation when requested. There will be resolutions later in the meeting to approve a change to the By-Laws allowing electronic means as a form of delivering Board Packets. There was no further discussion or questions regarding the topic.

7.) OHA Resolutions

a.) Resolution 1110-22: Approve Year End Write Offs of Bad Debt

Chairperson Muhlbauer presented Resolution 1110-22 approving the year-end write off of bad debt. Ms. Fromm reviewed the resolution and the accompanying spreadsheet. There being no questions or discussion, Mr. Hahn moved, seconded by Ms. Erickson, to approve Resolution 1110-22. Motion carried 4-0 on a voice vote.

b.) Resolution 1111-22: Approve New Cost Allocation Policy

Chairperson Muhlbauer presented resolution 1111-22 approving the new Cost Allocation Policy. There being no questions or discussion, Mr. Hahn moved, seconded by Ms. Spanbauer, to approve Resolution 1111-22. Motion carried 4-0 on a voice vote.

c.) Resolution 1112-22: Approve Revised Bylaws

Chairperson Muhlbauer presented resolution 1112-22 approving the revised By-Laws. Ms. Fromm reviewed the changes to the By-Laws containing the inclusion of electronic distribution of board packets and changing the verbiage from Deputy Director to Deputy Director/Operations Manager throughout the document. There being no questions or discussion, Mr. Hahn moved, seconded by Ms. Erickson, to approve Resolution 1112-22. Motion carried 4-0 on a voice vote.

d.) Resolution 1113-22: Approve Shortfall Funding Plan

Chairperson Muhlbauer presented resolution 1113-22 approving the Shortfall Funding Plan. Ms. Fromm explained the issue regarding the OHA Public Housing program not having a minimum of three months of operating reserves on the 2021 financials. So, HUD is going to send additional money to the Authority to increase the reserve account. The shortfall funding will be allocated using a two-tier process. The Tier 1 funding has been allocated to the Housing Authority and can be drawn down. The Tier 2 funding will be based on goals outlined in a Shortfall Improvement Plan. There being no questions or discussion, Ms. Erickson moved, seconded by Mr. Hahn, to approve Resolution 1113-22. Motion carried 4-0 on a voice vote.

e.) Resolution 1114-22: Approve Changes to the Admissions & Continued Occupancy Plan (ACOP)

Chairperson Muhlbauer presented resolution 1114-22 approving the changes to the Admissions & Continued Occupancy Plan (ACOP). Ms. Fromm explained that the changes were required by HUD. There being no questions or discussion, Mr. Hahn moved, seconded by Ms. Spanbauer, to approve Resolution 1114-22. Motion carried 4-0 on a voice vote.

8.) WCHA Resolutions**a.) Resolution 744-22: Approve Year End Write Offs of Bad Debt**

Chairperson Waterworth presented resolution 744-22 approving the year end write off of bad debt. Ms. Fromm reviewed the resolution and the accompanying spreadsheet. It was noted that there were typographical errors on the resolution referencing the Oshkosh Housing Authority instead of the Winnebago County Housing Authority. There being no further questions or discussion, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve Resolution 744-22 as corrected. Motion carried 5-0 on a voice vote.

b.) Resolution 745-22: Approve New Cost Allocation Policy

Chairperson Waterworth presented resolution 745-22 approving the new Cost Allocation Policy. There being no questions or discussion, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve Resolution 745-22. Motion carried 5-0 on a voice vote.

c.) Resolution 746-22: Approve Revised Bylaws

Chairperson Waterworth presented resolution 746-22 approving the revised By-Laws. Ms. Fromm reviewed the changes to the By-Laws containing the inclusion of electronic distribution of board packets and changing the verbiage from Deputy Director to Deputy Director/Operations Manager throughout the document. There being no questions or discussion, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve Resolution 746-22. Motion carried 5-0 on a voice vote.

d.) Resolution 747-22: Approve Changes to the Admissions & Continued Occupancy Plan (ACOP)

Chairperson Waterworth presented resolution 747-22 approving the changes to the Admissions & Continued Occupancy Plan (ACOP). Ms. Fromm explained that the changes were required by HUD. There being no questions or discussion, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve Resolution 747-22. Motion carried 5-0 on a voice vote.

e.) Resolution 748-22: Approve Changes to the Tenant Selection Plan for Fox View & Riverside

Chairperson Waterworth presented resolution 748-22 approving the changes to the Tenant Selection Plan. There being no questions or discussion, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve Resolution 748-22. Motion carried 5-0 on a voice vote.

f.) Resolution 749-22: Approve Changes to the Section 8 Administrative Plan

Chairperson Waterworth presented resolution 749-22 approving the changes to the Section 8 Administrative Plan. There being no questions or discussion, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve Resolution 749-22. Motion carried 5-0 on a voice vote.

9.) Convene in Closed Session Under Wis. Stat. § 19.85(1) (c) to Consider Employment, Promotion, Compensation, and/or Performance Evaluations. Roll Call

Ms. Ellenberger of the WCHA Board moved that the OHA/WCHA Joint Open Meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Mr. Hahn of the OHA Board. Motion carried 9-0 on a roll call vote as follows:

Lynnsey Erickson, OHA: aye
Nicholas Hahn, OHA: aye
Sara Muhlbauer, OHA: aye
Rob Paterson, OHA: Absent
Julie Spanbauer, OHA: aye

Jesse Coates, WCHA: aye
Betsy Ellenberger, WCHA: aye
Rebecca Hackett, WCHA: aye
Robert Keller, WCHA: aye
Scott Waterworth, WCHA, aye

The open meeting was moved into closed session at 4:31 p.m.

10.) Reconvene in Open Session

After all closed session business was discussed, Ms. Hackett of the WCHA Board moved, seconded by Mr. Hahn of the OHA Board, to adjourn the closed session and reconvene in open session. Motion carried 9-0 on a voice vote and the meeting moved back into open session at 4:49 p.m.

Once back in open session, Mr. Hahn of the OHA Board moved, seconded by Ms. Spanbauer of the OHA Board, to increase Ms. Fromm's wage by 5%, award Fromm a 5% year-end merit, and award Fromm's Leadership Team and Executive Assistant a 3% year-end merit. Motion carried 9-0 on a voice vote.

11.) Discussion

a.) OHA January Board Meeting – January 30, 2023

The OHA January 2023 board meeting will be on Monday, January 30, 2023 at 3:30 p.m. in the Marian Manor first floor lounge.

b.) WCHA January Board Meeting – January 31, 2023

The WCHA January board meeting will be on Tuesday, January 31, 2023, at 3:00 in the Marian Manor first floor lounge.

12.) Adjournment

Having completed the Agenda, Mr. Hahn of the OHA Board moved, seconded by Ms. Ellenberger of the WCHA Board, to adjourn the meeting. Motion carried 9-0 on a voice vote. The meeting adjourned at 4:52 p.m.

Respectfully submitted,



WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____