

DRAFT

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY
JOINT MEETING MINUTES

Monday, March 27, 2023

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Nicholas Hahn, Vice Chairperson – OHA (Arrived during the Public Comment Period)
Julie Spanbauer – OHA
Lynnsey Erickson – OHA
Rob Paterson – OHA

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

COMMISSIONERS ABSENT: Sara Muhlbauer, Chairperson – OHA
Rebecca Hackett – WCHA

STAFF PRESENT: Wendy Fromm, Executive Director
Kim Lynch, Executive Assistant
Lora Southworth, Director of Compliance
Wade Foley, Director of Maintenance
Michelle Lunde, HR Generalist

OTHERS PRESENT: Gerry Thiele
Mike Norton

1.) Call to Order: Roll Call

Chairperson Waterworth of the Winnebago County Housing Authority (WCHA) Board called the joint meeting to order at 3:31 p.m.

2.) OHA Minutes from the Regular Meeting Held on February 27, 2023

Ms. Spanbauer of the Oshkosh Housing Authority (OHA) Board directed the OHA Commissioners to review the meeting minutes of the OHA Board Meeting held on February 27, 2023. After questions were addressed, Ms. Erickson moved, seconded by Mr. Paterson to approve the minutes of the February 27, 2023 meeting as presented. Motion carried 3-0 on a voice vote.

3.) WCHA Minutes of the Regular Meeting Held on February 28, 2023

Chairperson Waterworth directed the Winnebago County Housing Authority (WCHA) Commissioners to review the minutes of the regularly scheduled WCHA Board Meeting held on February 28, 2023. There being no questions or corrections, Mr. Keller moved, seconded by Ms. Ellenberger, to approve the minutes of the February 28, 2023 meeting as presented. Motion carried 4-0 on a voice vote.

4.) Public Comment Period

Ms. Fromm introduced a prospective OHA Board member, Mr. Thiele, as well as the Authority's new HR Generalist, Ms. Lunde. Mr. Hahn, OHA Vice Chairperson, arrived during the introductions.

5.) Finance**a.) Accounts Payable Report from February 2023**

Ms. Fromm reviewed the A/P Report from February 2023. Mr. Foley responded to questions regarding a collapsed drain at the Cumberland Court Apartments.

b.) 2022 Year End Financial Reports for the Non-LLC Programs

Ms. Fromm stated the year end financials for the non-LLC programs are done. There were no concerns to note in any of the numbers. Ms. Fromm stated the 2022 Waite Rug PILOT payment was paid in 2023.

c.) Respond to Question Regarding Variance on the Fox View Year-End Financials

Ms. Fromm stated the variances on the Fox View Year-End financials did not pose a concern. The K1 tax submissions are what the investors monitor.

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

Ms. Fromm reviewed the monthly Tenant Accounts Receivable (A/R) report and responded to questions.

The A/R spreadsheet currently shows accounts receivable 90+ days old is now \$4,488.63. Accounts receivable that are 61-90 days old is \$3,795.75.

The monthly vacancy report now shows there are only two vacancies for the Oshkosh Housing Authority (OHA) and four for the Winnebago County Housing Authority (WCHA). Currently HUD shows the OHA at 99.67% for occupancy. The WCHA is at 100.00% occupancy.

Ms. Fromm went on to review a new report, the Public Housing Dashboard Report. This report comes from HUD and shows the number and type of vacancies for each agency. After some discussion, the commissioners requested that this report be presented monthly as well as the current vacancy reports that are provided.

b.) Housing Choice Voucher Program Update (WCHA)

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

c.) FSS Program Update

Ms. Southworth reported the FSS Program currently has six participants from the OHA Public Housing Program. WCHA has 25 total participants. There are a total of 31 participants in the FSS programs. The current escrow balance is \$47,435.00. There have been eight new enrollments since our last meeting, seven with WCHA and one with OHA. There are three pending enrollments.

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

Ms. Fromm stated Waite Rug PILOT taxes are escrowed by WHEDA and have been sent. WHEDA also reimbursed the OHA \$13,000 for past PILOT payments that the OHA paid.

The 70 Family units need new windows and roofs.

The Authority received the quote from the forensic engineering firm in Chicago regarding the caulking issue on the exterior of the building at Court Tower. Regions, the Court Tower investors, have approved the release of Reserve Account funds to pay the engineering firm to perform a water analysis on the caulking issue.

Ms. Fromm is working with Martin Riley Architects to refinance Marian Manor (MM) using tax credits and develop plans to add additional apartments.

Ms. Fromm stated that everything is going well at Fox View and Riverside.

The Winnebago County Family Units scored an 83C on the recent REAC Inspection. Scoring deductions were due to some egress windows being blocked. This is an issue that will need to be addressed with tenants.

e.) Agency Matters**• Personnel Matters**

Ms. Fromm stated the receptionist position will be part-time with new office hours for the main office being Monday, Tuesday, and Thursday from 9:00 a.m.-4:00 p.m. and Wednesday and Friday by appointment only. Housing Specialists will be moved to the buildings on April 1st, 2023. The Authority is still looking for a Finance Manager, a Maintenance person for Cumberland Court, and a General Laborer for Marion Manor.

7.) Discussion**a.) Discuss Rescheduling of May 2023 Board Meeting**

Ms. Fromm stated due to a scheduling conflict, the May board meeting will need to be rescheduled. After some discussion, the commissioners agreed to have a joint meeting of both boards on Tuesday, May 30, 2023, at 3:30 p.m. The meeting will be held in the theater room on the first floor at Court Tower.

b.) OHA April Board Meeting – April 24, 2023

The OHA April 2023 board meeting will be on Monday, April 24, 2023, at 3:30 p.m. in the Marian Manor first floor TV lounge.

c.) WCHA April Board Meeting – April 25, 2023

The WCHA April board meeting will be on Tuesday, April 25, 2023, at 3:00 p.m. in the Marian Manor first floor TV lounge.

8.) 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 8-0 on a voice vote. The meeting adjourned at 4:08 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Wendy Fromm".

WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____