

**DRAFT**

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

Monday, September 25, 2023

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Julie Spanbauer, Chairperson—OHA (Arrived during update on HA owned Property)  
Nicholas Hahn, OHA  
Ashlee Rahmlow, OHA  
Karl Buelow, OHA  
Rob Paterson, OHA

Robert Keller, Chairperson – WCHA  
Rebecca Hackett-(Arrived during the Monthly Vacancy Report)  
Betsy Ellenberger-WCHA  
Scott Waterworth-WCHA  
Jesse Coates – WCHA

COMMISSIONERS ABSENT:

STAFF PRESENT: Wendy Fromm, Executive Director  
LuAnn DeBruin-Ziebell, Finance Manager  
Wade Foley-Director of Maintenance  
Lora Southworth, Operation Manager  
Michelle Lunde, HR Generalist

OTHERS PRESENT: NONE

**1.) Call to Order: Roll Call**

Vice Chairperson Hahn of the Oshkosh Housing Authority Board called the joint meeting to order at 3:31 p.m.

**2.) OHA Minutes of the Regular Meeting Held on August 28, 2023**

Mr. Hahn of the Oshkosh Housing Authority (OHA) Board directed the Commissioners to review the meeting minutes of the OHA Board Meeting held on August 28, 2023. There being no questions or corrections, Mr. Buelow moved, seconded by Ms. Rahmlow, to approve the minutes of the August 28, 2023, meeting as presented. Motion carried 4-0 on a voice vote.

**3.) WCHA Minutes of the Regular Meeting Held on August 29, 2023**

Mr. Keller of the Winnebago County Housing Authority (WCHA) Board directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on August 29, 2023. There being no questions or corrections, Mr. Waterworth moved, seconded by Ms. Ellenberger, to approve the minutes of the August 29, 2023, meeting as presented. Motion carried 4-0 on a voice vote.

**4.) Public Comment Period/Q&A Period**

There was no public comment.

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

Ms. Fromm reviewed the A/P Report from August 2023. There were no questions pertaining to the report.

**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 stated that the managers will work with Ms. Ziebell updating the A/R system to reflect correct retroactive rents, moving forward the AR report will reflect those rents owed.

The A/R spreadsheet currently shows accounts receivable 90+ days is \$9,3553.73. Accounts receivables that are 61-90 days old are \$1,838.94.

Ms. Hackett, WCHA Commissioner arrived. The monthly vacancy report shows there are ten vacancies for the Oshkosh Housing Authority (OHA) and two for the Winnebago County Housing Authority (WCHA). Currently HUD shows OHA at 99.67% occupancy, and WCHA at 100% occupancy.

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

Waite Rug-Ms. Fromm stated Sigma will begin South and North Parcel Vapor Intrusion assessment on October 2, 2023. (Ms. Spanbauer, OHA Commissioner arrived.)

Raulf Place-Ms. Fromm reported that the driveway for the Commercial Business has been delayed, the city requires water retention, this would involve cutting into the city sewer system. The roof leak repair had been completed.

Court Tower-Ms. Fromm reported that Mr. Foley is waiting on Holten to complete a bid on water leakage repairs, he will obtain bids from other companies as well.

Marian Manor-Ms. Fromm reported we will finalize the scope of work with Martin Riley Associates on the remodel in October.

70 Family-Ms. Fromm stated that the driveway on Bowen Street has been delayed, the city requires water retention, which involves cutting and tying into the city sewer. Ms. Fromm stated that nine more roof replacements will be completed by years end.

Foxview/Riverside-Ms. Fromm stated that everything is going well.

WCHA Scattered-Ms. Fromm stated everything is going well.

**c.) FSS Program Update**

Ms. Fromm stated we would begin reporting the FSS program quarterly using a new format. Ms. Southworth reported the FSS Program currently has seven participants from the OHA Public Housing Program. WCHA has 26 total participants. There are a total of 33 participants in the FSS programs. The current escrow balance is \$62,484.97. There has been no new enrollment since our last meeting. There are six pending enrollments.

**d.) Housing Choice Voucher Program Update (WCHA)**

Ms. Southworth stated there are currently 400 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, three port-in vouchers and one port-out voucher under contract. Twenty-five Mainstream vouchers and eleven Tenant Protection Vouchers (TPV's) are also in use.

**e.) Agency Matters**

- **Personnel Matters**

Ms. Fromm stated that we are actively looking to fill the full-time maintenance mechanic position at Cumberland Court. We have sent out an offer for the receptionist position. One employee remains on a workman's compensation due to a work injury.

**7.) Board Commissioners Training****a.) PHAS**

Ms. Fromm presented the Board of Commissioners with a power point presentation on Phas scoring for public housing.

**b.) SEMAP**

Ms. Fromm presented the Board of Commissioners with a power point presentation on Semap scoring for Section 8 Housing Choice Voucher.

**8.) OHA Resolutions****a.) 1119-23: Approve Flat Rent Schedule**

Chairperson Spanbauer presented resolution 1119-23 approving the OHA Flat Rent Schedule effective November 1, 2023. There being no questions or discussion, Mr. Hahn moved, seconded by Mr. Buelow, to approve Resolution 1119-23. Motion carried 5-0 on a voice vote.

**9.) WCHA Resolutions****a.) 756-23: Approve Flat Rent Schedule**

Chairperson Keller presented resolution 756-23 approving the Revised Flat Rent Schedule Effective November 1, 2023. Ms. Hackett inquired about the amount of flat rent tenants would be paying. Ms. Fromm stated tenants with higher incomes are those who pay flat rent, however with the new HOTMA changes taking effect January 1, 2024, some tenants in higher income brackets would now be considered over income for Public Housing. Ms. Ellenberger moved, seconded by Mr. Waterworth, to approve Resolution 756-23. Motion carried 5-0 on a voice vote.

**10.) Discussion****a.) OHA October Board Meeting-October 23, 2023, at 3:30 PM**

The OHA October 2023 board meeting will be on October 23, 2023, at 3:30 p.m. in the Marian Manor first floor TV lounge.

**b.) WCHA October Board Meeting-October 24, 2023, at 3:00PM**

The WCHA October 2023 board meeting will be on October 24, 2023, at 3:00 p.m. in the Marian Manor first floor TV lounge.

**11.) Adjournment**

Having completed the OHA Agenda, Ms. Spanbauer moved, seconded by Mr. Buelow of the OHA board, to adjourn the meeting. Motion carried 5-0 on a voice vote. Having completed the WCHA Agenda, Mr. Keller moved, seconded by Ms. Hackett of the WCHA board, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 5:07 p.m.

Respectfully submitted,



WENDY FROMM  
Executive Director  
Oshkosh Housing Authority  
Winnebago County Housing Authority

APPROVED by OHA Board \_\_\_\_\_

APPROVED by WCHA Board \_\_\_\_\_