

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, January 23, 2024,

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Robert Keller, Chairperson
Rebecca Hackett, Vice Chairperson
Scott Waterworth
Betsy Ellenberger
Jesse Coates

COMMISSIONERS ABSENT:

STAFF PRESENT: Wendy Fromm, Executive Director
LuAnn Ziebell, Finance Manager
Lora Southworth, Operation Manager
Michelle Lunde, HR Generalist

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Keller called the regularly scheduled meeting to order at 3:00 p.m.

2.) Joint OHA/WCHA Minutes of the Regular Meeting Held on December 18, 2023

Chairperson Keller directed the Commissioners to review the meeting minutes of the Joint OHA/WCHA Board Meeting held on December 18, 2023. There being no questions or discussion, Ms. Ellenberg moved, seconded by Ms. Hackett, to approve the minutes of the December 18, 2023, meeting as presented. Motion carried 5-0 on a voice vote.

3.) Public Comment Period

There were no public comments.

4.) Finance

a.) Accounts Payable Report from December 2023

Ms. Fromm presented the Accounts Payable report from December 2023 and inquired if there were any questions. There were no questions about the report.

b.) Year-End Trip Report

Ms. Lunde reviewed the Annual TRIP Payments. The Authority received \$25,378.59 in 2023 through the TRIP program on behalf of the previous housing clients that

owed money to the Authority due to unpaid rent or damages after they moved out of the housing program.

5.) 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 Vacancy reports and responded to questions.

The A/R spreadsheet currently shows there are no outstanding debts for WCHA.

The monthly vacancy report shows three vacancies for the Winnebago County Housing Authority (WCHA). Currently, HUD shows WCHA at 100% occupancy.

- b.) **Housing Choice Voucher**

Ms. Southworth stated there are currently 398 regular vouchers, twenty-eight Project-based Vouchers, four VASH Vouchers, one port-in voucher, and two port-out voucher under contract. Twenty-six Mainstream vouchers and eleven Tenant Protection Vouchers (TPV's) are also in use. Ms. Southworth reported the FSS Program currently has seven participants from the OHA Public Housing Program. WCHA has 25 total participants. There are a total of 32 participants in the FSS programs. The current escrow balance is \$67,808.07. There has been no new enrollment since our last meeting. There are three pending enrollments.

- c.) **Updates on Housing Authority Owned Property and/or Projects
Scattered Sites-WCHA:**

Ms. Fromm stated that Scattered Sites had nothing to report.

Fox View:

Ms. Fromm stated that Fox View had nothing to report.

Riverside:

Ms. Fromm stated that Riverside had nothing to report.

Washers and Dryers:

Ms. Fromm stated that the washer/dryer service for Marian Manor, Raulf Place, Fox View, Riverside, and Waite Rug has been outsourced to a third party. Ms. Southworth stated that installation will begin on January 25, 2024, at MM and Raulf Place and on January 30, 2024, for FV, RS, and Waite Rug.

- d.) **HUD Visit**

HUD's Milwaukee field office PHARS team was here on January 17, 2024, to conduct an onsite visit. They documented the cause of the 2022-year-end troubled PHAS score. Hud will draft a Recovery Agreement that will be presented to the board for approval.

- e.) **Update on Main Office**

Ms. Fromm stated we have signed a five-year business account contract with Spectrum to provide the agency with internet. Spectrum will be installing fiber optics in each building, once the fiber installation is completed the agency will discontinue

using our current provider and switch to Spectrum. Ms. Fromm stated that the installation of the new carpet has begun, and the electricians will begin installing the necessary electrical within the building.

f.) Lakeland Engagement Contract

Ms. Fromm stated that she has contracted Lakeland to conduct an employee engagement survey. The results will be presented to Ms. Fromm on January 27, 2024, at 9:00 am. Lakeland will suggest what programs the employees should take part in.

g.) Agency Matters

• **Personnel Matter**

Ms. Fromm stated that the CT Property Manager was promoted to Compliance Manager. Interviews have started for the replacement of the Property Manager. Ms. Fromm stated that the 70 Fam Housing Specialist has resigned, and an offer has gone out to fill her position.

6.) Discussion

a.) WCHA February Board Meeting: February 27, 2024, at 3:00 p.m.

The February Board Meeting will be held in the Main Office Conference Room, 1100 W 20th Ave., Oshkosh, WI.

7.) Adjournment

Having completed the agenda, Ms. Ellenberger moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:45 p.m.

Respectfully Submitted,



Wendy Fromm

Executive Director

Winnebago County Housing Authority

APPROVED