

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, August 29, 2023

Marian Manor

3:00 p.m.

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

COMMISSIONERS ABSENT: Jesse Coates

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

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**
Chairperson Keller called the regularly scheduled meeting to order at 3:02 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on July 25, 2023**
Chairperson Keller directed the Commissioners to review the meeting minutes of the regular WCHA Board Meeting held on July 25, 2023. There being no questions or discussion, Mr. Waterworth moved, seconded by Ms. Ellenberger, to approve the minutes of the July 25, 2023, meeting as presented. Motion carried 3-0 on a voice vote.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from July 2023**
Ms. Fromm presented the Accounts Payable report from July 2023 and inquired if there were any questions. Ms. Ziebell answered questions regarding pilot payments.
 - b.) **Second Quarter Financials Report**
Ms. Fromm stated that the second quarter financials reports were completed. Ms. Fromm inquired if there were any questions pertaining to the second quarter financials report. There were no findings in the report.

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 accounts receivable 90+ days old is \$10,831.90. Only \$185.00 is for WCHA. Accounts receivables that are 61-90 days old is \$1,279.32 none of which is for WCHA.

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

b.) Housing Choice Voucher and FSS Program Update

Ms. Southworth reported there are currently 399 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, one port-out and four port-in vouchers under contract. Twenty-five Mainstream and eleven Tenant Protection Vouchers (TPV's) are in use.

The FSS Program currently has 27 participants from the WCHA Voucher Program and three from the WCHA Public Housing Program. WCHA participants have escrow balances totaling \$70,475.75. There was one enrollment since our last meeting, however, there are five pending enrollments.

c.) Update on Housing Authority Owned Property and/or Projects

Scattered Sites-WCHA:

Ms. Fromm stated that WCHA scattered sites are doing well with just some minor maintenance repairs. Mr. Foley will obtain quotes for roof repair on four properties.

Fox View:

Ms. Fromm stated that the concrete for the shed expansion has been completed, Mr. Foley to begin the shed expansion in early fall.

Riverside:

Ms. Fromm stated that the concrete work for the extension of the sidewalk to the west and the extension to the driveway to the east has been completed.

d.) WJE Water Leakage Report

Ms. Fromm stated that we received the water analysis investigation report. Ms. Fromm and Mr. Foley presented the report to the board. Mr. Foley responded to questions. Mr. Foley will put the scope of work out for bid.

e.) Agency Matters

• Personnel Matters

Ms. Fromm stated that the Compliance Manager resigned. Ms. Fromm stated with the recent restructuring of the housing specialist, we would not be filling this position

at this time. The compliance managers responsibilities will be preformed by an internal employee as we restructure this position.

- **Administrative Offices Update**

Ms. Fromm stated OHA has applied for a temporary use permit to relocate the main offices to a site on Harrison St. Oshkosh owned by WCHA. The temporary use permit will be presented for approval with the Oshkosh planning commission on September 19, 2023.

- **Silvercrest Update**

Ms. Fromm states that Winnebago County and WCHA closed on the sale of Silvercrest Monday, August 28, 2023. Ms. Fromm stated the proceeds from the sale paid off \$35,000.00 loan owed to OHA and all remaining funds were deposited in the WCHA general fund.

6.) Discussion

a.) Joint OHA/WCHA September Board Meeting: September 25, 2023, at 3:30 PM

Ms. Fromm stated that she will be conducting board commissioner training at the September Joint Board Meeting.

The September Board Meeting will be a joint meeting of both the OHA and WCHA Boards will be held in the Theater room on the first floor at Court Tower on September 25, 2023, at 3:30pm

7.) Adjournment

Having completed the agenda, Mr. Waterworth moved, seconded by Ms. Ellenberger, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 3:48 p.m.

Respectfully Submitted,



Wendy Fromm

Executive Director

Winnebago County Housing Authority

APPROVED