

**DRAFT**

## **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, February 23, 2021

Virtual Zoom Meeting

3:00 p.m.

COMMISSIONERS PRESENT: Scott Waterworth, Chairperson  
Robert Keller, Vice Chairperson  
Rebecca Hackett  
Jesse Coates  
Mike Norton

COMMISSIONERS ABSENT: None

STAFF PRESENT: Susan van Houwelingen, Executive Director  
Lee Franzen, Operations Manager  
LuAnn DeBruin-Ziebell, Finance Manager (Arrived during  
Finance Reports)  
Kim Lynch, Executive Assistant  
Justin Mitchell, Public Housing Asset & Homebuyer Manager

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**  
Chairperson Waterworth called the regular meeting to order at 3:00 p.m.
  - 2.) **WCHA Meeting Minutes of January 26, 2021**  
Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on January 26, 2021. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Norton, to approve the minutes of the January 26, 2021 meeting as presented. Motion carried 5-0 on a voice vote.
  - 3.) **Due to the virtual meeting, public comment will be received via questions and answers within the Zoom Webinar. Those who connect via phone can call 920-424-1470 x113 and leave a message with their question. Questions are addressed throughout the meeting.**  
There were no questions or comments submitted through the ZOOM Webinar or by phone.
  - 4.) **Finance**
    - a.) **Accounts Payable Reports from January 2021**  
Chairperson Waterworth inquired if there were any questions pertaining to the January 2021 accounts payable report. Ms. van Houwelingen responded to questions.

**b.) 2020 Year End Financial Reports for the LLC's**

Ms. van Houwelingen reviewed the year end financials for the LLC's and stated there were no issues to note. All of the LLC's had a positive income before depreciation at year end.

**c.) List of Repayment Agreements as of January 31, 2021**

Mr. Mitchell reviewed the status of some of the larger Tenant Accounts Receivable Repayment Agreements. A \$5103 balance has been lowered by a \$2060 adjustment due to submission by the tenant of required receipts. A tenant with a \$3818 balance has provided additional documentation and that balance due will be adjusted. The household also paid \$1500 in February toward the balance due. Lost income due to work loss during COVID was reviewed with the household whose balance was \$2,165. The balance due was subsequently reduced by \$1608. The household is working on gathering additional documentation regarding lost wages and does make monthly payments on the outstanding balance. There has not been much progress with the highest balance of \$4572. One of the Agency's Social Workers is going to work with the household to help facilitate a resolution to the issues. Mr. Mitchell responded to questions.

**6.) Report of the Executive Director****a.) Monthly Vacancy Report From HMS**

Mr. Mitchell reviewed the monthly vacancy report as of February 23, 2021. As of the time of the report, there were two vacant units in the WCHA Scattered Site Family Units Program. One is a two-bedroom unit and the other is a four-bedroom unit. There are currently 21 applicants on the four-bedroom waiting list all of which are being processed. A poster advertising the four-bedroom unit on Lucerne was developed and sent out to community partners and posted on the Authority's Facebook page. Letters were also sent to applicants on the Section 8 Voucher waiting list.

**b.) Public Housing Family Unit**

Ms. van Houwelingen stated there are no new updates to report at this time. Mr. Mitchell noted that there was a good public housing team meeting recently. There were awards given out and a team building game was played.

**c.) River Cities Redevelopment Update**

Ms. van Houwelingen stated occupancy is good at both Fox View & Riverside and there is not much else to report at this time. Due to being short a compliance person, the property manager is also processing all of her own compliance information until the new compliance person is hired and trained.

**d.) Housing Choice Voucher & FSS Program Update**

Ms. van Houwelingen reported there are currently 370 regular vouchers, 25 Project Based Vouchers, five VASH Vouchers, two port-out vouchers and 21 port-in vouchers under contract. Twenty-two Mainstream vouchers have been issued. The Voucher waiting list was re-opened on Monday, February 22, 2021. Notice was posted on the Agency's Facebook page, on our website and a notice was sent to community partners. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 24 participants with \$34,600 in escrow. There is one pending enrollment. There were no graduations this month. The FSS Program will be partnering with Goodwill to present "Understanding and Improving your Credit" via ZOOM on March 17, 2021 at 6:00 p.m.

**e.) Home Buyer Program Update**

Mr. Mitchell reported there were two closings this last month providing a total of \$46,300 in down payment assistance. Mitchell went on to share a video produced by Habitat for Humanity and summarized the current status of the Home Program.

The WCHA is considering partnering with Advocap, Habitat for Humanity and the cities of Oshkosh, Neenah and Menasha for the Home Buyer Program and become part of a consortium which would directly receive Home Buyer funds from HUD rather than from the State of Wisconsin. The City of Oshkosh would be the lead agency. This arrangement would more than double administrative funding for the program and potentially allow the Authority to keep existing revolving loan fund money locally instead of sending those funds back to the state to hold, while keeping all future loan funds locally. In December 2020, HUD indicated that Winnebago County would be eligible, but certain criteria will have to be met. By getting the HOME money directly from HUD, the funding would be \$1.75 million more over a five-year period than is currently received for Winnebago County, and allow additional uses of the funds. The State notified the Agency in February that they would not be renewing their contract with the Authority as a result of performance issues. Other agencies in Wisconsin have also had difficulties with performance issues, mainly finding contractors who want to participate in the program and expending contract dollars. Staff noted that HOME programs are jurisdictional, and are not intended to overlap. Winnebago County is likely the only region in the state in which multiple providers were administering HOME funds, which is believed to have contributed to this determination. Mr. Mitchell responded to questions.

**f.) Group Home Update**

Ms. van Houwelingen reminded the commissioners that the COTS Program is currently renting the Summit building and are using it for a program they have for single women.

**g.) Agency Matters**

- **Personnel Matters**

Ms. van Houwelingen stated there was a resignation last week.

- **COVID-19 Update**

Ms. van Houwelingen stated many employees have now received their second COVID shot. There have been no known COVID related deaths since last month.

- **Director's Letter**

Ms. van Houwelingen prepared and sent the Board members a formal written letter stating her retirement date.

Ms. van Houwelingen responded to questions stating she appeared before the Oshkosh City Council January 26, 2021 to present the redevelopment project of the North Waite Plaza and the Oshkosh Child Development Center and the request for TIF funding. The presentation went well. Ms. van Houwelingen is

currently working on the TIF application. The TIF application fee will be about \$13,000.

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

Mr. Norton moved that the WCHA open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Mr. Coates. Motion carried 5-0 on a roll call vote as follows:

Jesse Coates: aye  
Rebecca Hackett: aye  
Robert Keller: aye  
Mike Norton: aye  
Scott Waterworth: aye

The open meeting was moved into closed session at 3:57 p.m.

**8.) Reconvene in Open Session**

Mr. Norton moved that the WCHA Closed Session be adjourned and to reconvene in Open Session. The motion was seconded by Mr. Keller. Motion carried 5-0 on a voice vote. The meeting moved back into open session at 4:10 p.m.

**9.) WCHA Closed Session Minutes From the Meeting Held on January 26, 2021**

During the closed session, Ms. Lynch presented the minutes from the closed session held on January 26, 2021. Being back in open session, Mr. Norton moved, seconded by Ms. Hackett to approve the minutes of the Closed Session from the meeting held on January 26, 2021 as presented. Motion carried 5-0 on a voice vote.

**10.) Discussion**

• **March Board Meeting – March 23, 2021**

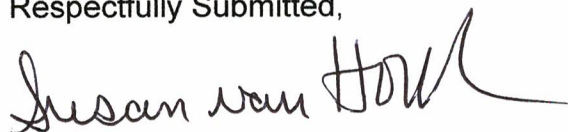
Commissioners were reminded of the date of the March 2021 board meeting. The meeting will be a virtual Zoom webinar meeting with a closed session.

Ms. van Houwelingen responded to question.

**11.) Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Mr. Coates, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:12 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN  
Executive Director  
Winnebago County Housing Authority

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APPROVED