

## **WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, June 23, 2020

Virtual 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  
LuAnn DeBruin-Ziebell, Finance Manager  
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

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

Chairperson Waterworth called the regular meeting to order at 3:02 p.m. The Board held a virtual meeting via ZOOM Webinar due to the COVID-19 Pandemic.

**2.) WCHA Open Meeting Minutes of May 19, 2020**

Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on May 19, 2020. There being no questions or discussion, Mr. Keller moved, seconded by Ms. Hackett, to approve the minutes of the May 19, 2020 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. Q&A is located at the bottom of the screen. Those who connect via phone can call 920-424-1470 x113 and leave their question. Questions are addressed throughout the meeting.**

There were no public comments submitted thru the ZOOM Webinar or by phone.

**4.) Finance**

**a.) Accounts Payable Reports from May 2020**

Chairperson Waterworth inquired if there were any questions pertaining to the May 2020 accounts payable report. There were no questions pertaining to the report.

**b.) List of Repayment Agreements**

Ms. van Houwelingen reviewed the status of the Repayment Agreements as provided by Mr. Mitchell and Ms. Otradovec, Property Managers, and responded to questions. Some of the agreements that are in arrears are late because of job losses due to the COVID-19 Pandemic.

**c.) TRIP Update**

Ms. Lynch reviewed the payments received year to date from the Tax Refund Intercept Program (TRIP). If a tenant terminates from the Authority's programs and owes money to the Authority, their debt is certified with the WI Department of Revenue for state tax refund interception through TRIP. From January through the first week of June 2020, \$32,775.85 has been collected through TRIP.

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

Ms. van Houwelingen reviewed the monthly vacancy report from PIC for June 2020 and responded to questions. As of the time of the report, there were seven vacant units in the WCHA Scattered Site Family Units Program. One of the units is still offline for Mod Rehab and two units have just completed renovations and are now available for lease. Three of the vacancies are due to recent move outs within the last few weeks. One of the units has an accepted offer for move in on June 30 or July 1, 2020.

**b.) Public Housing Family Unit**

Ms. van Houwelingen stated ten of the Winnebago County Family Units will be getting new windows before fall.

**c.) River Cities Redevelopment Update**

Ms. van Houwelingen stated things are going well at Fox View & Riverside.

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

Ms. van Houwelingen reported there are currently 397 regular vouchers, twenty-seven Project Based Vouchers, five VASH Vouchers, four port-out vouchers and eleven port-in vouchers under contract. Eleven Mainstream vouchers have now been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 25 participants with \$50,261 in escrow. There are no graduations in June.

**e.) Home Buyer Program Update**

Ms. van Houwelingen stated there are no current offers or closings scheduled for June. There are seventeen active applications for the program and six recent inquiries. The Home Buyer Program has received another \$154,000 in contract funds.

**f.) Group Home Update**

Ms. van Houwelingen stated COTS is now renting the Summit House building. The Authority has very little responsibility as COTS has a staff that tends to most things. The Authority is sending Wil-Kil over to take care of a pest control issue from when the building was vacant. There is nothing new to report regarding Silvercrest Group Home.

**g.) Agency Matters****• Property Disposal Policy**

Ms. van Houwelingen reported that the Oshkosh Housing Authority Board approved a new policy, Property Disposal Policy, which will become part of the Employee Handbook. This policy was suggested by the Authority's attorney.



Employees are not allowed, under municipal codes, to take or purchase any items that are being disposed of by the Authority unless it is also offered to the general public.

Ms. van Houwelingen stated there was a tenant who did not want to wear a mask in the common areas of one of the building and does not agree with the Authority's policy of requiring anyone testing positive for COVID-19 to notify Agency staff. The Housing Authority's attorney has been consulted. HIPPA laws pertain to medical personnel releasing medical information. However, if someone reports something to Authority staff, the Agency's staff is required to keep the information confidential. The Authority has asked that tenants testing positive for COVID-19 report that result to their property manager. Also, mask or face coverings in the common areas is a requirement for staff, tenants and visitors within the buildings. These Housing Authority's policies and requirements are permitted by law under the congregate living rules.

- **Agency COVID-19 Update**

Ms. van Houwelingen stated that nothing much has changed regarding the Authority's current response efforts due to the COVID-19 Pandemic. While the main office is closed to the public, it is being remodeled to improve aesthetics as well as safety measures.

**6.) 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. Keller. 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 3:22 p.m.

**7.) 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 Ms. Hackett. Motion was carried 5-0 and the meeting moved back into open session at 3:33 p.m.

Mr. Norton moved that the Board of Commissioners of the Housing Authority of the County of Winnebago sign a contract with Wipfli, LLP to assist with succession planning. The motion was seconded by Mr. Coates. Motion carried 5-0 on a voice vote.

**8.) Discussion**

- **June Board Meeting – July 28, 2020**

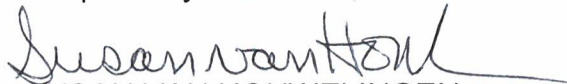
Commissioners were reminded of the date of the July 2020 board meeting is Tuesday, July 28, 2020. It was noted that the date on the agenda stated July 27<sup>th</sup> in error instead of

July 28<sup>th</sup>. The meeting will be July 28<sup>th</sup> and if all goes well, will likely be an in-person meeting held in the first floor TV Lounge at Marian Manor.

**9.) Adjournment**

Having completed the agenda, Mr. Norton moved, seconded by Mr. Keller, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:38 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Susan Van Houwelingen", with a long horizontal flourish extending to the right.

SUSAN VAN HOUWELINGEN

Executive Director

Winnebago County Housing Authority

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APPROVED