

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, November 29, 2016

Marian Manor

3:00 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson
Robert Keller
Rodney Cross
Rebecca Hackett

COMMISSIONERS ABSENT: Scott Waterworth, Excused

STAFF PRESENT: Susan van Houwelingen, Executive Director
Lee Franzen, Operations Manager
Kim Lynch, Executive Assistant
LuAnn DeBruin-Ziebell, Accountant

OTHERS PRESENT: None

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- 1.) Chairperson Norton called the regular meeting to order at 3:00 p.m. Ms. van Houwelingen introduced Mr. Rodney Cross who has been appointed as the Resident Commissioner to the Winnebago County Housing Authority (WCHA) Board.
 - 2.) **WCHA Minutes of the Regular Meeting Held on October 25, 2016**
Chairperson Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on October 25, 2016. There being no corrections or discussion, Mr. Keller moved, seconded by Ms. Hackett, to approve the minutes of the October 25, 2016 meeting as presented. Motion carried 4-0.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from October**
Chairperson Norton inquired if there were any questions pertaining to the October accounts payable report. Ms. van Houwelingen responded to questions regarding payments and reviewed abbreviations used on the report. The "No Trespassing" signs are for some of the 70 Family Unit Row Houses. The payment to Brad Masterson was a reimbursement out of Masterson's Retiree HRA account. When an employee retires, half of their accrued sick leave is paid into a Retiree HRA account as part of their retirement benefit.

5.) Report of the Executive Director**a.) Public Housing Family Unit Update**

Ms. van Houwelingen stated the last unit of the Menasha 40 that were renovated is being cleaned and will be ready to be leased soon.

There was a recent eviction for non-compliance. The case went to mediation and the tenant agreed to vacate the unit by the end of January 2017 and the Authority agreed to forgive the delinquent portion of the rent owed.

b.) River Cities Redevelopment Update

Ms. van Houwelingen stated Wally Schmid Excavating was awarded the contract to demolish the Huron Street property in Omro.

c.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen stated there are currently 401 regular participants in the voucher program, five Port-Outs and 12 Port-Ins. Approximately ten Port-Ins have been absorbed. There are currently 24 participants in the FSS Program. There were two successful graduations and one default in October.

d.) Group Home Lease Update

Ms. van Houwelingen stated the County is looking at conducting a feasibility study on moving TT2 clients and Summit House clients to one new building. The signed lease has not yet been returned by the County. However, Mr. Topel from the County indicated that van Houwelingen's one-year lease terms were acceptable and the lease would be signed and sent back soon. Refinancing the group homes is on the back burner for now.

e.) Agency Matters – Personnel Changes

- **Staff Changes**

Ms. van Houwelingen reported that seven applicants were interviewed for the WCHA full-time Clerk 1 administrative position. The top three candidates will be brought in for a second interview and to meet the current staff members that they would be working with.

- **Employee Handbook**

Ms. van Houwelingen stated the new Employee Handbook has been sent to the attorney for review. Copies of the Handbook will be distributed once it comes back from attorney review. Ms. van Houwelingen reviewed a few of the notable changes.

6.) Discussion

Chairman Norton inquired about starting the process for reviewing the Executive Director's performance for 2016 and discussing any wage increase. Ms. van Houwelingen stated she will contact the Oshkosh Housing Authority Board Chairperson regarding options and starting the process.

7.) Adjournment

Having completed the agenda, Mr. Keller moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 3:51 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Susan van Houwelingen", with a stylized flourish at the end.

Susan van Houwelingen

Executive Director

Winnebago County Housing Authority

APPROVED