

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, December 22, 2020

Virtual Zoom Meeting

3:00 p.m.

COMMISSIONERS PRESENT: Scott Waterworth, Chairperson
Robert Keller, Vice Chairperson
Rebecca Hackett
Jesse Coates
Mike Norton (Arrived after meeting started)

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: None

1.) Call to Order: Roll Call

Chairperson Waterworth called the regular meeting to order at 3:00 p.m.

2.) WCHA Meeting Minutes of November 24, 2020

Chairperson Waterworth directed the Commissioners to review the minutes of the WCHA Board Meeting held on November 24, 2020. There being no questions or discussion, Mr. Keller moved, seconded by Mr. Coates, to approve the minutes of the November 24, 2020 meeting as presented. Motion carried 4-0 on a voice vote.

3.) WCHA Closed Session Minutes From the Meeting Held on November 24, 2020

After all attendees not present at the November Closed Session meeting were removed from the meeting, Ms. Lynch read the minutes from the closed session held on November 24, 2020. There being no questions or discussion, Mr. Keller moved, seconded by Mr. Coates to approve the minutes of the Closed Session from the meeting held on November 24, 2020 as presented. Motion carried 4-0 on a voice vote. The other meeting attendees rejoined the meeting.

4.) 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.

5.) Finance**a.) Accounts Payable Reports from November 2020**

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

b.) List of Repayment Agreements as of October 31, 2020

Mr. Mitchell reviewed the status of the Repayment Agreements.

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

Ms. van Houwelingen reviewed the monthly vacancy report for December 2020. As of the time of the report, there were two vacant units in the WCHA Scattered Site Family Units Program. One of the units was recently vacated and a file of a prospective tenant is being reviewed for the other unit.

b.) Public Housing Family Unit

Mr. Mitchell stated that the pool of applicants for the 4 and 5 bedroom units is very low. Less than 25 applicants are from the Winnebago County area.

Mr. Norton joined the meeting at this time.

c.) River Cities Redevelopment Update

Ms. van Houwelingen stated things are going fairly well at Fox View & Riverside. There has only been one new positive COVID report at those properties.

d.) Housing Choice Voucher & FSS Program Update

Ms. van Houwelingen reported there are currently 378 regular vouchers, 25 Project Based Vouchers, five VASH Vouchers, two port-out vouchers and 22 port-in vouchers under contract. Twenty-two Mainstream vouchers have been issued. Ms. van Houwelingen responded to questions regarding vouchers.

The FSS Program currently has 22 participants with \$53,597 in escrow. One FSS participant Ported Out to another jurisdiction that does not have an FSS program. They will be receiving their escrow money in the amount of \$21,638.

The Authority applied for additional Mainstream vouchers, but none were awarded.

e.) Home Buyer Program Update

Mr. Mitchell explained that when a homeowner sold their home in the past, recovered loan money was held locally in a revolving loan fund by the Housing Authority. Now the State is telling us that we must send these funds to Madison. Continued participation in the program is being considered.

f.) Group Home Update

Ms. van Houwelingen stated there is nothing new to report regarding the group homes.

g.) Agency Matters

- **Personnel Matters**

Ms. van Houwelingen stated that compliments continue to come in regarding the quality of work done by the new Neenah/Menasha maintenance person.

- **COVID-19 Update**

Ms. van Houwelingen stated one staff person recently tested positive for COVID and is on the road to recovery.

Due to ongoing COVID exposures and quarantine requirements, the Agency remains short staffed, especially in the main office.

Ms. van Houwelingen responded to questions regarding COVID related issues. The Housing Authority did receive some additional money under the Cares Act to help with some of the additional expenses due to the COVID situation.

7.) Resolution 715-20: Approve Year End Write Offs of Bad Debt

Ms. van Houwelingen reviewed the resolution and the accompanying spreadsheet. After questions were addressed, Ms. Hackett moved, seconded by Mr. Norton, to approve Resolution 715-20 as presented. Motion carried 5-0 on a voice vote.

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

Ms. Hackett 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. Norton. 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 3:38 p.m.

9.) 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 carried 5-0 on a voice vote. The meeting moved back into open session at 3:42 p.m.

10.) Discussion

- **January Board Meeting – January 26, 2021**

Commissioners were reminded of the date of the January 2021 board meeting. The meeting will be a virtual Zoom webinar meeting with a closed session. After reviewing the list of 2021 board meeting dates, it was agreed to move the December 2021 meeting to the 3rd Monday of December due to the holidays. There may also be a possible conflict between the County Board Budget meeting and the October 2021 board meeting.

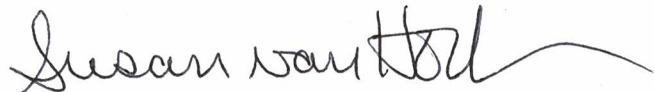
Ms. van Houwelingen informed the board that the 2021 fall WAHA Conference will be held in Oshkosh in September. The WAHA District 3 Board has hired an event organizer to assist with planning the conference.

Ms. van Houwelingen summarized the status of the North Waite Plaza LLC. Ms. van Houwelingen along with consultants, met with the City of Oshkosh Community Development staff regarding TIF funding for the redevelopment of North Waite Plaza and the Oshkosh Child Development Center. Ms. van Houwelingen will appear before the Oshkosh City Council January 26, 2021 to present the project.

11.) Adjournment

Having completed the agenda, Mr. Norton moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:53 p.m.

Respectfully Submitted,



SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED