

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, February 24, 2015

Marian Manor

3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Rebecca Hackett, Vice Chairperson
Frank Frassetto
Tina Beahm
Scott Waterworth

COMMISSIONERS ABSENT: None

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.) Chairman Norton called the meeting to order at 3:03 p.m.
 - 2.) Chairman Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority Board Meeting held on January 27, 2015. There being no questions or comments, Mr. Frassetto moved, seconded by Ms. Beahm, to approve the minutes of the January 27, 2015 meeting as presented. Motion carried 5-0.

3.) **Finance –**

a.) Accounts Payable Report from January

Chairman Norton inquired if there were any questions pertaining to the January accounts payable report. There being no questions on the report, the board proceeded to the year-end financials report.

b.) Year End Financials

Before reviewing the financials, commissioner Frassetto inquired if it's possible to add a third column with the information from the same period of the prior year so the board could easily compare the current year's position to the previous year. LuAnn stated she would check with HAB to see if their system has the capability to do that and what, if any, the additional cost would be for that information. Ms. van Houwelingen proceeded to review the year-end financials for Fox View and Riverside. Fox View Manor (FV) assets exceeded liabilities at year-end. Assets at year-end were \$3,715,954.24 and liabilities were \$1,958,197.50. Revenue from Dwelling Rent exceeded the budget. There is a \$6,728.99 Asset Management Fee expense that may need to be taken out because this fee is usually only paid by Public Housing properties. Fox View is a Multi-Family property. Ms. van Houwelingen will check on this issue. Removing this figure would bring Operating Expenses in on budget. The maintenance labor expense under Ordinary Maintenance/ Operation will go up somewhat in 2014 because there is now a full time maintenance person working who is splitting his time between Fox View and Riverside. For several

months other maintenance personnel were spending only a few hours a week at each property and work was getting too far behind. The total Maintenance/Operations expenses for 2014 came in \$1,550.11 over budget mostly due to the increased maintenance staff coverage that started before year-end. Ms. van Houwelingen will check into why the tax expense came in \$2,242.24 over budget as this is really a pilot payment. General expenses that are not a direct cost to a specific property are expensed out on a prorated basis based on the number of units in the building. Operating Income before Depreciation at Fox View for 2014 was \$94,186.08.

Riverside (RS) assets exceeded liabilities at year-end. Assets at year-end were \$3,956,018.59 and liabilities were \$2,018,050.20. Dwelling Rental Revenue for 2014 was \$17,050.06 higher than budget. However, Vacancy Loss was \$7,171.06 which was \$1,557.00 higher than budget. Like Fox View, there is also an Asset Management Fee expense for Riverside of \$7,004 that may need to be taken out as this fee is usually only paid by Public Housing properties. The Audit Fee expense for 2014 came in \$1,655 over budget estimate. The water and electric utility expense was higher than budgeted, but the gas utility was lower. The building maintenance expense under Ordinary Maintenance/Operation came in \$4,465.95 over budget due to a lawn drainage issue that had to be addressed. Ms. van Houwelingen will look into the figures for the property insurance and the taxes. Operating Income before Depreciation at Riverside for 2014 was \$102,651.79.

c.) Review Staff Payroll Allocations

Salary and benefit expenses for a property manager and a site's maintenance staff are a direct cost to a property and are assessed directly to the property. Some costs such as the compliance team are allocated to the different properties based on how much time the compliance team works on a property's files which is noted on the timesheets. Salaries and benefits for Su, Lee, Kim and LuAnn are paid out of the management fee that each program pays to the COCC.

4.) **Report of the Executive Director**

a.) Public Housing Family Unit Update – Rehab Update & PHAS Score

Ms. van Houwelingen stated the FAST Team is renovating units in Menasha as well as on Walnut Street in Oshkosh.

b.) Capital Fund Obligation of \$107,937.00 by Sept 2015

Ms. van Houwelingen stated there is \$107,937 in capital fund money from 2013 that must be obligated by September 2015. Quotes are being requested for resurfacing or replacement of blacktop or concrete driveways.

The Authority has received a 2015 Capital Fund grant in the amount of \$110,749. The rules state the Authority has two years to obligate the money and four years to expend it. Ms. van Houwelingen responded to questions stating that authorities are not allowed to have mortgages on public housing properties. Mortgages are only allowed on multi-family properties.

Ms. van Houwelingen reviewed the 2013 Fiscal Year End Public Housing Assessment System (PHAS) Score Report that came out this month. The WCHA's score was 77 indicating a standard performer. It is unclear why five points were lost in the of Capital Fund field. The HUD Milwaukee office has been unable to get an answer for the point loss. High performers get a bonus in their capital fund money. Ms. van Houwelingen responded to question regarding PHAS.

Regarding family unit issues, van Houwelingen notified the commissioners that there was an incident at the Cumberland Court Apartments over the weekend. The Cumberland Court Apartments are an Oshkosh Housing Authority property.

c.) Fox View & Riverside – WIFI Update

Ms. van Houwelingen reported that Fastbytes was able to get the WIFI up and running at both buildings at no additional monthly cost to anyone as part of the Authority's wireless service. The only cost was \$2000 for the installation of equipment. Terry from Fastbytes was able to negotiate a higher speed for a lower rate at no extra charge to the Authority or the tenants.

d.) Housing Choice Voucher Program – Report; Vehicle Purchase

Ms. van Houwelingen reported that as of February 1, 2015 there were 403 regular participants, 12 Port-Ins and 1 Port-Out in the voucher program. Currently the Housing Inspector for the Voucher Program uses an old 1999 van. There were recently about \$700 worth of repairs done on the vehicle and more will likely be needed. The Authority is considering replacing the old van with a newer more economical vehicle. Chairman Norton suggested checking with Chuck Orenstein from Winnebago County about the possibility of using the County's state purchasing program.

e.) Home Buyer Program

- Twindominium Collaboration w/City of Oshkosh

Ms. van Houwelingen showed a short slide presentation on the Twindominium project that Habitat of Oshkosh, the City of Oshkosh and the Authority's HOME program are collaborating on. The twindominium project, located on Grove Street, provides affordable housing for clients with mobility issues by using HOME dollars. A twindominium has two units similar to a duplex, but each side is owned independently by a different person.

- Foreclosure

A notice of a foreclosure was received this month in which both the Winnebago County Housing Authority and the City of Oshkosh were named. An answer to the action was submitted to the court with the assistance of an attorney. Ms. van Houwelingen expressed appreciation for the fact that when there is a foreclosure action in which the Authority and Winnebago County are named, John Bodnar, Winnebago County Corporation Counsel, works very well with the Authority and is agreeable to submitting an answer on behalf of both agencies.

- Participation Report

Ms. van Houwelingen distributed and reviewed a brief report on the Home Buyer Program participation since its inception in 2000. Since the start of the program 274 mortgages have been recorded. There have been 10 foreclosures and 22 mortgages satisfied.

There does not seem to be as many qualified homebuyer applicants as there used to be. Commissioner Waterworth noted that when Mary Bach managed the program for the Authority, she developed a lender consortium that met quarterly to discuss the program and develop referrals. It was suggested that Mr. Mitchell, the current program coordinator, develop a similar group if he has not already done so.

f.) Agency Matters

- **Executive Committee Report**
Commissioner Frassetto reviewed the Executive Director Performance Evaluation Plan and rating scale recommended by the ad hoc evaluation committee. The committee consisted of Commissioner Fitzgerald and Sylvia Carey-Butler from the Oshkosh HA Board and Commissioners Hackett and Frassetto from the Winnebago County HA Board. The 2015 Goals for the Executive Director are separate from the Evaluation Plan. The commissioners were asked to review the Evaluation Plan and provide feedback to the ad hoc committee. The goal of the plan is to be a tool to make an objective evaluation of the Executive Director's day to day operational job performance. The five key areas that were developed for evaluation of routine duties are Strategic Planning, Organizational Management, Resource Management, Leadership and Communication. The board discussed the evaluation plan and options.

Merit pay for the Executive Director would be tied to annual goals set for the position. For example, if six main goals were established, each goal met would be worth a specific dollar amount.

- **Leadership Oshkosh**
At the encouragement of Oshkosh Board members, Ms. van Houwelingen has signed up for an informational session on Leadership Oshkosh. The program is designed to bring together a diverse group of individuals who share a basic interest in and commitment to the Oshkosh community. The knowledge and understanding gained from the training program prepares participants for leadership roles in both their organization and the community. Participation would require a one day per month obligation for about nine months. If van Houwelingen decides to participate in the program, it is requested that the Authority cover the \$1500 cost of participation in the program.
- **Day-By-Day Overflow – 528 N. Main St.**
Ms. van Houwelingen advised that the Oshkosh Housing Authority entered into a Memorandum of Understanding (MOI) with the Day-By-Day Warming Shelter to provide overflow of guests at the commercial space owned by the Authority at 528 N. Main St., within the Mainview Building. This will only be during extremely cold weather and the commitment is only for 2015.
- **United Way Award**
Ms. van Houwelingen stated the Housing Authority won an Outstanding Employee Campaign award from the United Way at a Community Celebration held recently. The Authority was one of the top five employers of like size with increased giving.
- **Public Housing Profile**
Ms. van Houwelingen stated the Public Housing Profile included in the commissioners' packets was sent to the National Association of Housing & Redevelopment Officials (NAHRO) per their request. Chairman Norton noted a correction to the information. The Agency has a contract with the Winnebago County Health Department, not Winnebago County Human Services for one full time RN position. The information will be revised.

- Staff: Training – FIT Oshkosh, Employee Review Comments
Ms. van Houwelingen stated Ms. Tracey Robertson, Executive Director of Fit Oshkosh and Dr. Jennifer Chandler, a volunteer educator for Fit Oshkosh, came to conduct a Racial Literacy Training at the February staff meeting. The training's goal is to create a community where everyone, especially people of color, feels like they fit in. There were mixed opinions about the training, but it created awareness and cultivated good discussion. Whether or not staff liked the training, they were still talking about the issues the next day.

All of the annual reviews for staff have been completed. Overall the comments were good. A few thought that even though communication has gotten better, it could still improve. Merit pay still needs to be calculated.

5.) **Discussion**

Ms. van Houwelingen reminded the commissioners of the upcoming Wisconsin Association of Housing Authorities (WAHA) Conference in Milwaukee in April. WAHA will be sponsoring the North Central Regional Council of the National Association of Housing & Redevelopment Officials (NAHRO) conference. There will be a day of commissioner training through WAHA which all of the commissioners are encouraged to attend. Those wishing to attend should complete their registration forms and submit them to Kim by March 9th.

Ms. van Houwelingen responded to Chairman Norton's inquiry. Appraisals are still needed for Summit and Greenfield group homes. Quotes are being solicited. Norton informed van Houwelingen that someone from the Make a Ride Happen program would be contacting her. Norton recognized van Houwelingen and the Court Tower staff for a very nice tour of the building after a recent ADRC meeting that was held at Court Tower. Ms. van Houwelingen announced the REAC scores from a recent HUD inspection of Court Tower Phase 1 and Phase 2 (both Oshkosh programs) were 95 and 98 respectively.

6.) **Adjournment**

Having completed the agenda, Mr. Waterworth moved, seconded by Mr. Frassetto to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 4:50 p.m.

Respectfully Submitted,

Susan van Houwelingen
Executive Director
Winnebago County Housing Authority

APPROVED