

# WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, March 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 3:05 p.m.
  - 2.) Chairman Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority (WCHA) regular board meeting held on February 24, 2015. Ms. van Houwelingen responded to questions regarding old business. The board approves contracts over \$100,000 per the Authority's procurement policy. There being no more questions or comments, Mr. Frassetto moved, seconded by Mr. Waterworth, to approve the minutes of the February 24, 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 February accounts payable report. Payment to Northern Telephone & Data in the amount of \$52.64 for Lenox Lofts is for the security system phone lines. Payment to BelPro Fire Specialists in the amount of \$4,388.75 is for the replacement of a jockey pump that failed and relief valves at Court Tower. The WPS bill for Lenox Lofts is for heating the pump rooms and for security lights. After all questions were answered, the board proceeded to the year-end financials report.
    - b.) **Year End Financials**

Ms. van Houwelingen reviewed highlights of the year-end financials for the Winnebago County Public Housing Program. Assets were greater than liabilities. Rental revenue came in higher than budget estimates. In the total cash on hand, there is \$125,000 from the sale of the South Park Ave. property to the City. This money won't be spent to purchase another property until HUD approves the demo/dispo plan for the South Park property. Operating Income before Depreciation for 2014 was \$84,961.09.

Ms. van Houwelingen reviewed highlights of the year-end financials for the Capital Fund Program (CFP). Capital Fund money for the WCHA Public Housing Units comes into this account and is then distributed to the properties.

Ms. van Houwelingen reviewed highlights of the year-end financials for the WCHA Local Funds account. The Local Fund account is all the non-federal dollars the WCHA has. This account currently has \$248,922.39 in the bank and \$58,855.13 in the brokerage account. There is a receivable on the books from Mainview that will be paid back to the WCHA Local Fund when the money from the historic tax credits comes in.

Ms. van Houwelingen reviewed highlights of the year-end financials for the Voucher program. The Central Office Cost Center (COCC) did not take a management fee from this program in 2014 because it was so tight. HUD doesn't fully fund this program. Any Housing Assistance Payment (HAP) reserve money the Authority has is held by HUD.

Ms. van Houwelingen reviewed highlights of the year-end financials for Silvercrest Group Home. Operating Income before Depreciation for 2014 was \$15,957.87. There is a WHEDA loan on this property which van Houwelingen is considering refinancing. This program does not generate enough money to build the reserve account. A rent increase from the County will be requested.

Ms. van Houwelingen reviewed highlights of the year-end financials for Summit and Greenfield Group Homes. These properties were purchased under a bond issue. Operating Income before Depreciation in 2014 for Summit was \$24,732.09. Operating Income before Depreciation in 2014 for Greenfield was \$20,549.68.

Ms. van Houwelingen reviewed highlights of the year-end financials for the Neighborhood Stabilization Program (NSP). There is still money sitting in the Authority's account in Madison that is not on this financial report. The money in Madison will likely be used for the Lenox Lofts renovations. The City of Oshkosh approved a spot blight of the property which will allow the money in Madison to be used for the Lenox rehab.

Ms. van Houwelingen reviewed highlights of the year-end financials for the HOME Program. There is program income in the Revolving Loan Funds (RLF) account in the amount of \$62,504.18. The money was generated from the sale of homes that were originally purchased or renovated with HOME money.

Ms. van Houwelingen reviewed highlights of the year-end financials for the HCRI and CDBG Programs. This is grant money used only for down payment money in the Homebuyer Program.

Ms. van Houwelingen reviewed highlights of the year-end financials for the Central Office Cost Center (COCC). The majority of the COCC's debt will be cleared out with the Developer Fee money for Tower Redevelopment that will be coming in later in 2015 and with the sale of the Mainview Historic Tax credits. There were considerable expenses in connection with the Lenox Lofts building.

**c.) Old Business****• Request for Additional Balance Sheet Column**

LuAnn spoke to HAB regarding Mr. Frassetto's inquiry regarding the possibility of adding a third column to the financial reports 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. HAB stated the reports are not set up that way. They could create a new report format to include that information, but there would be a fee.

**• PILOT Payment for Fox View & Riverside for 2014**

LuAnn stated the properties were re-assessed after the renovations were completed. The increased value resulted in an increased PILOT payment. However, the budgets had not been updated at that time.

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

Ms. van Houwelingen stated staff members from the HUD-Milwaukee office are coming on Wednesday to conduct a review and tour some of the renovated units and buildings. The FAST Team is renovating the last six units in Menasha as well as a unit on Walnut Street in Oshkosh.

**b.) Housing Choice Voucher Program – Utilization Report**

Ms. van Houwelingen reported that currently there were 403 regular participants, 13 Port-Ins and 1 Port-Out in the voucher program. Rent paid to the landlords on Port-ins must be paid out of the Authority's administrative dollars and wait to be reimbursed from the originating agency. This can be difficult because HUD does not fully fund the administrative dollars needed to run the program.

There were two graduations today from the Family Self Sufficiency (FSS) Program. The maximum participation time in the FSS program is five years.

**c.) HOME Buyer Program Update**

Ms. van Houwelingen reported there were two closings scheduled for March. The remaining money in the HOME account will go to fund the twindominium project.

**d.) Group Home Refinance Update**

Ms. van Houwelingen stated two proposals were received for conducting the appraisals on the Summit and Greenfield Group Homes. The cost will be about \$1500 total for the appraisals.

**e.) Agency Matters****• Executive Committee Report**

Mr. Frassetto stated that there was not a lot of feedback from commissioners regarding the Executive Director Performance Evaluation Plan and rating scale recommended by the ad hoc evaluation committee. The Evaluation Plan can be adjusted down the line as it is used and developed further. After some discussion, Mr. Waterworth made a motion to accept the 2015 goals for the Executive Director as well as the evaluation process as presented at the last meeting. Ms. Hackett seconded the motion which passed unanimously on a

voice vote. The Board would like to put on the September agenda to start the evaluation committee process.

- **Leadership Oshkosh – OHA Cost**  
Ms. van Houwelingen attended the informational session on Leadership Oshkosh as well as participated in a poverty simulation conducted by the program. It was a great learning experience. Ms. van Houwelingen has agreed to apply for the Leadership Oshkosh Program. The cost of the program is \$1550.00. There is a scholarship fund for participants of non-profit organizations. Whatever is not covered by the non-profit scholarship fund, will be paid by the Oshkosh Housing Authority. The WCHA pays a management fee to the OHA that covers items of this nature.
- **Oshkosh Chamber of Commerce Membership – OHA**  
Ms. van Houwelingen stated the Oshkosh Housing Authority is currently not a member of the Oshkosh Chamber of Commerce. Ms. van Houwelingen considers it beneficial for the Authority to join the Chamber and will look into the possibility of a non-profit membership rate. Several of the WCHA's programs are not in the City of Oshkosh. So, the membership fee will be paid by the OHA.
- **Staff Training – EAP – Resilience, REAC**  
Ms. van Houwelingen stated a representative from the Employee Assistance Program (EAP) came to the March staff meeting to talk about resilience. Policies and procedures will be reviewed at April's staff meeting. Maintenance staff and building managers will receive training for two days on REAC (Real Estate Assessment Center) inspections in May. Recently, Mainview had a REAC inspection which resulted in a score of 64. When the report came out there were six level 3 deficiencies. Inspectors are required to tell Authority personnel if they find a level three deficiency and none were pointed out. The Authority is contesting the score. Fair Housing training will take place at the June staff meeting.
- **Merit Pay Issue**  
Ms. van Houwelingen stated that staff was informed that any merit pay that would have been awarded this year is being delayed or possibly cancelled due to the uncertainty of incoming development fees.

**5.) Lutheran Homes Bond Issue**

Lutheran Homes of Oshkosh is interested in refinancing bonds through the Winnebago County Housing Authority. The bond issuance would not constitute a liability for the Authority or Winnebago County. Mr. Frassetto made a motion, seconded by Ms. Beahm, to move forward on the reissuance of bonds for Lutheran Homes of Oshkosh. Motion carried 5-0 on a voice vote.

**6.) Discussion – Presentation of Minutes**

Ms. van Houwelingen stated that based on information she has read, minutes should report "actions taken", not discussion details. A shortened version of the board minutes were reviewed at the OHA board meeting. The abbreviated version is based on recommendations in Robert's Rules of Order. Based on those discussions, van Houwelingen would like to shorten up the financial report content, but continue to provide more detail in the Executive Director's report.

The Board requested to have a little more detail in headings for new items on the agenda.

A copy of the March Family Self Sufficiency (FSS) Program newsletter was included in the commissioners' packet. FFS Program Coordinator, Kay Hinton, is doing a great job.

**6.) Adjournment**

Having completed the agenda, Mr. Frassetto moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 5-0. The meeting was adjourned at 5:02 p.m.

Respectfully Submitted,

Susan van Houwelingen  
Executive Director  
Winnebago County Housing Authority

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APPROVED