

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 19, 2015

Marian Manor

3:00 P.M.

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

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: Robert Keller

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- 1.) Chairman Norton called the meeting to order at 3:00 p.m. Before proceeding, van Houwelingen noted that Mr. Keller's appointment is on the County Board agenda for this evening. It is anticipated that his appointment to serve the remainder of Mr. Frassetto's term will be approved.
 - 2.) Chairman Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority (WCHA) regular board meeting held on April 28, 2015. There being no questions or comments, Mr. Waterworth moved, seconded by Ms. Beahm, to approve the minutes of the April 28, 2015 meeting as presented. Motion carried 4-0.
 - 3.) **Public Comment Period**
Mr. Keller stated he was looking forward to serving on the WCHA Board. His first official meeting will be the June 2015 meeting.
 - 4.) **Finance –**
 - a.) **Accounts Payable Report from April**
Chairman Norton inquired if there were any questions pertaining to the March accounts payable report. Ms. van Houwelingen stated that the monthly payments for both the Oshkosh and the Winnebago County Housing Authorities are reflected on this report. Payment to the Lakeside Lutheran High School in the amount of \$50.00 is a memorial made on behalf of an employee's family member that passed away. The payment made to Firestopping Specialists, LLC in the amount of \$9,000 is for the conversion of the sprinkler system at the Lenox building from a wet system to a dry system. The payment made to State Farm Insurance in the amount of \$252 for an inland marine policy is the insurance that covers the tools kept in the maintenance trailer & trucks.

b.) Quarterly Financials

Ms. van Houwelingen stated that the 2015 combined total revenue for both agencies is \$6.2 million, \$3.6 million for the Oshkosh Housing Authority (OHA) and \$2.6 million for the Winnebago County Housing Authority (WCHA).

Ms. van Houwelingen continued on to review the first quarter financials and responded to questions. The WCHA Public Housing account is showing a \$31,762.43 income before depreciation year to date. Tenant accounts receivable will be watched closely to make sure the amount is not growing. If a tenant owes money due to unpaid utilities or unreported income and is still in the housing program, the Authority will work with that tenant to get their unpaid debt paid off. If a tenant owes money to the Authority and moves out of our program, the debt will be written off the books at year end. Efforts will still be made to collect the debt through the Tax Refund Intercept Program (TRIP). The WCHA's Public Housing Assessment System (PHAS) score was 72.

The WCHA Local Funds account shows all of the Authority's non-federal money. Total current assets are \$534,978.01 at the end of the first quarter.

The shortage in the Housing Assistance Payment (HAP) Fund balance for the Voucher Program is being covered by reserve money held by HUD.

Fox View is showing a \$23,395 income before depreciation year to date. There is \$802 in tenant accounts receivable. The property manager is working with the three tenants that have outstanding debt to get it paid up.

Riverside is showing a \$25,277 income before depreciation year to date. The outstanding tenant accounts receivable at Riverside is \$254.

Ms. van Houwelingen reviewed highlights of the quarterly 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 later in 2015 and with the sale of the Mainview Historic Tax credits.

c.) Audits – River Cities Redevelopment, LLC

Ms. van Houwelingen stated there were no findings on any of the audits. Working with the auditors, the Authority was finally able to resolve the segregation of duties issue. The Winnebago County Housing Authority audits should be done by the June meeting.

The Statement of Operations in the River Cities Redevelopment audit shows an income before depreciation expenses of \$113,495 for 2014. River Cities Redevelopment is both Fox View and Riverside. The Cash Flow Statement showed an ending cash flow balance for 2014 of \$127,041 which is up substantially from 2013.

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

Ms. van Houwelingen and Mr. Franzen met with the Scattered Site Family unit managers and maintenance staff last week to prioritize maintenance and rehab needs at the family units. Driveway replacement and new windows at some of the units were at the top of the list. Driveway replacement will probably cost at least \$100,000 and will be contracted by sealed bid and board approval. The kitchens and bathrooms at the Pierce Ave. and Grove

St. units will be gutted and replaced. The FAST Team continues to work on the last six units in Menasha as well as a unit on Walnut Street in Oshkosh.

b.) Housing Choice Voucher Program

Ms. van Houwelingen reported there are currently 412 vouchers leased in the program, 411 regular vouchers and one Port-Out. The Authority also has 12 Port-Ins. Franzen and van Houwelingen responded to questions regarding port-ins and program funding.

c.) Fox View & Riverside Update

Ms. van Houwelingen stated there was nothing new to report on Fox View and Riverside. Everything is running smoothly at this time.

d.) HOME Buyer Program Update

On May 15, 2015 there was a closing on a home on Hazel Street. Ms. van Houwelingen met with the City of Oshkosh and Habitat for Humanity last week regarding the joint twindominium project on Cleveland and Grove in Oshkosh. These twindominiums will have garages and designed to fit in better with the surrounding neighborhood. There was a discussion regarding the areas of town to target where some of these properties are located.

e.) Group Home Refinance Update

Ms. van Houwelingen stated the appraisals on the Summit and Greenfield Group Homes were received. The appraised value of Greenfield Group Home came in higher than the appraised value of Summit Group Home. Ms. van Houwelingen would like to sell Greenfield and refinance Summit. Both group homes were originally purchased under one bond issue. Financing options for Summit are being explored. An ad will be placed for the sale of Greenfield to determine who the interested buyers are then negotiations will commence.

f.) Agency Matters – Review Draft of By Laws

The draft of the proposed revised By-Laws was reviewed. The By-Laws for both of the agencies have not been revised since the split from the City of Oshkosh. At the recent WAHA Conference there was a session for Executive Directors at which one of the items discussed was regarding rotation of the position of chairman for the board. The objections and merits of limiting the consecutive number of terms/years a commissioner may serve as chairman were discussed.

A change was proposed on page 5, Article V - Amendments. It was suggested to specify that any amendments to the By Laws be discussed at one meeting and then a resolution to vote on the change be presented at the next meeting. The Service Agreement between the Oshkosh Housing Authority and the Winnebago County Housing Authority will be reviewed at the June meeting.

g.) Commissioner Update

Ms. van Houwelingen stated that Mr. Frank Frassetto resigned from his appointment to the WCHA Board effective 4/15/2015 due to employment change. As of the June 2015 meeting, Mr. Robert (Rob) Keller will have been appointed to finish Mr. Frassetto's term as commissioner on the Winnebago County Housing Authority Board.

6.) Election of Officers

After some discussion, it was agreed to postpone the election of officers until the June meeting. Due to scheduling conflicts, the June board meeting will be on Tuesday, June 23, 2015 at 12:00 noon.

7.) Resolution 644-15: Resolution Giving Preliminary Approval to the Issuance of Refunding Revenue Bonds by the Housing Authority of the county of Winnebago, Wisconsin (Lutheran Homes of Oshkosh, Inc. Project)

Ms. van Houwelingen stated this resolution gives preliminary approval to proceed with the process of issuing refunding revenue bonds for the Lutheran Homes of Oshkosh, Inc. project. A fee will be paid to the Authority for refinancing the bonds for Lutheran Homes. All the necessary paperwork will be taken care of by the bond attorney. This is only for refinancing bonds that were previously issued in 2010. After all questions were addressed, Ms. Hackett moved, seconded by Ms. Beahm, to approve Resolution 644-15. Motion carried 4-0 on a voice vote.

8.) Discussion – REAC Training

Ms. van Houwelingen stated the Authority hosted a two-day training last week on REAC inspections. Other housing authorities from our district were invited to participate. The cost of the training was split between the Authority and the five other agencies that participated. The training was excellent. Detailed inspection examples were given. The instructor took the group on a walk-through of Mainview and explained the process for requesting a pre-inspection database adjustment from HUD for issues that are not within the Authority's control. For a nominal fee, the training company is also available to conduct a pre-REAC inspection to help an agency prepare for the actual REAC inspection.

9.) Adjournment

Having completed the agenda, Mr. Waterworth moved, seconded by Ms. Hackett to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 4:30 p.m.

Respectfully Submitted,

Susan van Houwelingen
Executive Director
Winnebago County Housing Authority

APPROVED