

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, June 24, 2014

Marian Manor

3:00 P.M.

COMMISSIONERS PRESENT: Mike Norton, Chairman
Scott Waterworth
Tina Beahm
Frank Frassetto

COMMISSIONERS ABSENT: Rebecca Hackett

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

OTHERS PRESENT: None

- 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 regularly scheduled Board Meeting held on May 20, 2014. There being no questions or comments, Mr. Waterworth moved, seconded by Ms. Beahm, to approve the minutes of the May 20, 2014 meeting as presented. Motion carried 4-0.
- 3.) **Finance –**
 - a.) **Accounts Payable Report**

Chairman Norton inquired if there were any questions pertaining to the May accounts payable report. It was noted that the payment in the amount of \$3,870.00 to Wally Schmidt Excavating was for Winneconne landscaping, not garages. The payment to Valley Popcorn in the amount of \$190.00 is for supplies for the Court Tower popcorn machine and comes out of the Rec Funds.
- 4.) **Report of the Executive Director**
 - a.) **Scattered Sites**

Ms. van Houwelingen reported that two more County Family units are being taken offline HUD Approved for Rehab in the PIC System. There was a glitch with the lawn care. Due to a misunderstanding, one unit was missed for grass cutting. The problem has been resolved.

 - **FSS Public Housing Application**

Ms. van Houwelingen stated that the Voucher FSS (Family Self Sufficiency) Program Coordinator, Jennifer, submitted a grant application for a Public Housing FSS Program. This grant will be for the Winnebago County Family Units only. Participants will work with Jennifer to set up goals to achieve such as work skills, education, financial management and learn to problem solve obstacles to becoming self-

supporting. As a participant's goals are met and their income increases, their rent will increase accordingly. However, the difference between the lower rent and the new increased rent will be deposited in an interest-bearing savings account for that participant. When the participant has successfully completed the FSS Program, they are awarded the money in their escrow account. If a participant does not complete the program, the escrowed money stays with the Housing Authority. Ms. van Houwelingen responded to questions regarding the FSS Program.

b.) Housing Choice Voucher Program Update

- Utilization update

Ms. van Houwelingen reported that the voucher program is not filling as quickly as was hoped. There are currently 354 regular vouchers issued and five port-outs. Part of the problem stems from the fact that Anne, one of the compliance managers who processes applicant files for the voucher program, is now out on maternity leave. Also, when processing applicant files, the number of applicants that actually show up to the intake meeting, qualify and follow through to lease up is quite low. A form was received from HUD on the 11th or 12th of June that needs to be completed and returned by June 19, 2014 verifying what the Authority has in the reserve account. If there is more than a 2% difference in the NRA (net restricted assets) balance and the Housing Authority NRA records the HA must provide documents proving the difference. Currently the difference is 1.7% so HA will adjust to match HUD NRA. Communication between LuAnn (accountant) and Laura, (Voucher Program Manager) will need to be tight to make sure the Authority has enough money every month to make the HAP Payments or request the additional money from HUD timely. A purge of the waiting list will be done in late summer or early fall after Anne returns from her maternity leave.

- FSS Update

Ms. van Houwelingen referred the commissioners to the Family Self-Sufficiency Quarterly Report. The report summarizes the success and challenges of the FSS program. There have been four graduates to date and there are currently 38 participants in the program. Questions about the FSS Program were addressed. Ms. van Houwelingen stated she would check with Jennifer about what community employment resource contacts have been or could be developed to assist participants with job placements. Jennifer has accepted an offer as a grant writer for another non-profit, van Houwelingen has offered Jennifer a salary increase to stay, based on the premise that Jennifer will be writing more grants for the agency which would support the pay increase.

A part-time maintenance person through Aurora Vocational Services started on Monday. The Authority signed up as a job site to help train individuals that need help with developing job skills.

c.) Assisted Housing

- Fox View Manor – Garage Update

Ms. van Houwelingen met with the Omro Administrator to discuss the garage issue, but has not had the opportunity to meet with the owner of the property adjacent to Fox View. After review, the original pole building garage design will not fit on the adjacent property. Other options for the garages are being explored.

- **Riverside Apartments – Drainage and Landscaping Work Complete**

Ms. van Houwelingen stated the new drainage system and landscaping work has been completed. Clint and the FAST Crew did a nice job on the repairs and the property looks very nice.

d.) Home Buyer Program Update

Ms. van Houwelingen stated there is not a lot to report. There are a couple of homeowners that are trying to refinance their home loans.

e.) Agency Matters

- **Group Home sale**

A local non-profit has contacted van Houwelingen about possibly purchasing one or more of the Authority's group homes. The Authority is open to considering an offer with further discussion and Board approval. The Summit and Greenfield Group Homes were originally purchased together with a bond issue and need to be sold together. Ms. van Houwelingen responded to questions regarding the group homes. The TT2 and Greenfield group homes are currently being managed by Clarity Care. The Silvercrest and Summit group homes are managed by Winnebago County. Chairman Norton requested the Authority contact Leo Podoski with the county regarding the intent to raise the rent for the County run group homes at the end of the current leases.

- **Office Hour Change for Summer Request**

Ms. van Houwelingen stated she would like to change the office hours from Memorial Day to Labor Day such that the office will be closed to the public on Fridays at noon. Staff will still be required to work 37.5 hours a week for administration staff and 40 hours per week for maintenance staff. If a staff member chooses not to take Friday afternoons off, the office will be a quiet place to work. The new hours will be posted on the website and on the doors at each site. The commissioners had no objections to the change.

- **July Board Meeting on Tour Bus**

Ms. van Houwelingen stated it looked like the joint board meeting on the tour bus to some of the properties will more likely be in August. There wasn't a quorum for the OHA Board meeting yesterday and the audits will need to be approved at the July meetings. There may also need to be public hearings at the July meetings regarding the changes in flat rent required by HUD. Options for a tour of properties were discussed.

- **Summer Help**

Ms. van Houwelingen stated a person was hired to fill a temporary full time position to help maintenance get caught up. The employee is van Houwelingen's son, Adam, who has worked as temporary summer help at the Authority in the past and will be going into the Peace Corps at the end of the summer. Mr. Franzen determined the pay rate. Franzen and Senior Property Manager, Stacy Groff-Vincent, supervise the position. Adam will be working at Cumberland Court helping turn over vacant units and grinding down sidewalks at some of the scattered site properties.

The RCAC at Court Tower received its certification effective June 16, 2014.

5.) **Resolution 637-14: Addition of Vacant Property Policy and Accident Investigation Procedure to ACOP**

Franzen stated that both policies were only verbal in the past and need to be put in writing to ensure clarity. Also, being in writing will help the Authority recoup some of its insurance premium through HAIG's Risk Action Management Plan (RAMP). These written policies and procedures are part of the requirements that need to be achieved to produce a rebate dividend back to the Authority of up to about 15% of the liability insurance premium. After responding to questions, Mr. Waterworth moved, seconded by Ms. Beahm to approve Resolution 637-14. Motion was carried 4-0.

6.) **Discussion – THUD & Funding**

Ms. van Houwelingen stated that the THUD bill has gone to the senate. The funding in the bill is better than what the House wanted to approve, but is less than what the Administration was willing to approve. The main concern is that sequestration will start up again in 2016. Housing does not seem to be a priority in Washington at this time.

The property east of Court Tower has been demolished. Ms. van Houwelingen has had discussions with the City Planner regarding use for the property east of Court Tower that is vacant. van Houwelingen will work closely with the City on future planning.

Ms. van Houwelingen recently met with representatives from the Special Application Center regarding the demo/dispo application for Mainview. Retail space options at Mainview were discussed. The current rehab budget for Mainview has been updated removing some items that hopefully, once Historic Tax credits are sold, will be added back into the budget. For now, only the items that are necessary for Historic review are left in the budget.

7.) **Adjournment:**

There being no further business, Chairman Norton called for a motion to adjourn. Mr. Frassetto moved, seconded by Ms. Beahm to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 3:58 p.m.

Respectfully Submitted,

Susan van Houwelingen
Executive Director
Winnebago County Housing Authority

APPROVED