

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY

JOINT MEETING MINUTES

Monday, August 25, 2014

Marian Manor

1:00 P.M.

COMMISSIONERS PRESENT: Claude Benedict Jr., Chairman - OHA
Braxton Patterson, Vice Chairman - OHA
Sean Fitzgerald – OHA

Mike Norton, Chairman - WCHA
Rebecca Hackett, Vice Chairman – WCHA (Arrived during Quarterly
Financial Report)

Tina Beahm - WCHA
Scott Waterworth – WCHA
Frank Frassetto - WCHA

COMMISSIONERS ABSENT: Megan Leitz – OHA
Erin Plier - OHA

STAFF PRESENT: Susan van Houwelingen, Executive Director
Lee Franzen, Operations Manager
Kim Lynch, Executive Assistant
LuAnn DeBruin-Ziebell, Accountant
Kay Hinton, FSS Coordinator
Justin Mitchell, Public Housing Asset Manager (During tour only)

OTHERS PRESENT: Rob Patterson, OHA Resident Commissioner Candidate

1) Call to Order: Roll Call

Chairman Norton and Chairman Benedict called the meeting to order at 1:02 p.m.

2) Minutes of the OHA Meeting on July 28, 2014

Chairman Benedict directed the OHA Commissioners to review the minutes of the regularly scheduled Board Meeting held on July 28, 2014. There being no questions or comments, Mr. Patterson moved, seconded by Mr. Fitzgerald, to approve the minutes of the July 28, 2014 meeting as presented. Motion carried 3-0.

3) Minutes of the WCHA Meeting on June 24, 2014

Chairman Norton directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on June 24, 2014. There was no meeting in July. There being no questions or comments, Mr. Frassetto moved, seconded by Ms. Beahm, to approve the minutes of the June 24, 2014 meeting as presented. Motion carried 4-0

4) Finance

a.) Accounts Payable

Chairman Benedict inquired if there were any questions pertaining to the June or July accounts payable reports. Ms. van Houwelingen explained that the report covers the bills for both agencies. Questions regarding the payments were addressed. The July payment to City of Oshkosh is water bills for vacant units and common area water usage.

b.) Quarterly Financial Reports

Ms. van Houwelingen had requested the commissioners review the financials prior to the meeting and bring any questions they had. Tenant Accounts Receivable is still high and staff is working to help tenants become more compliant. Outside of the high tenant receivables, van Houwelingen stated there was nothing unusual in any of the reports to cause concern. Ms. van Houwelingen explained that Tenant Accounts Receivable is reviewed at year end. At that time accounts are written off according to policy. The debts are still certified with the Department of Revenue TRIP program and reported through HUD's EIV system in the Debts Owed to PHA's & Terminations module. Additional questions, if any, will be addressed at the September meetings. Commissioner Hackett arrived during the quarterly financial report.

5) OHA Resolutions**a.) Resolution 981a-14: Revision to Resolution Removing Policy From ACOP and Adding to Policy & Procedure Manual**

Ms. van Houwelingen stated this is an amendment to a recently passed resolution. The wording in the original resolution stated that the Accident & Investigation Guidelines and the Vacant Unit Property Policies were to be included in the Admission & Continued Occupancy Policy (ACOP) in error. These policies are to be included in the Housing Authority's Policy and Procedures Manual. There being no further questions, Mr. Fitzgerald moved, seconded by Mr. Patterson, to approve Resolution 981a-14. Motion carried 3-0.

6) WCHA Resolutions**a.) Resolution 637a-14: Revision to Resolution Removing Policy From ACOP and Adding to Policy & Procedure Manual**

This resolution is the same as the OHA resolution amendment just discussed. There being no additional questions or comments, Mr. Waterworth moved, seconded by Ms. Hackett, to approve Resolution 637a-14. Motion carried 5-0.

b.) Resolution 638-14: Update Process for Agency Check Signing

Ms. van Houwelingen reviewed the new process for paying bills and cutting checks. Mr. Franzen reviews the purchase orders and approves payment of bills over \$50 that are not contracted amounts or routine payments such as monthly utility bill payments. Then van Houwelingen reviews and signs the checks. The accountant, LuAnn, cuts and sends out the checks. This resolution will change the existing By-laws of the Winnebago County Housing Authority which call for the signatures of both the Executive Director and the Board Chairman on the checks. The Authority was using a check signing machine to accomplish this task. The auditors no longer advise the use of check signing machines. By using the check signing machine, the board chairman's signature was on the checks, but the chairman never saw the checks before they were issued. Considering the volume of checks that are issued in the course of a month, it is not practical or efficient to expect the board chairmen to come to the office several times a month to sign checks. There is no HUD regulation requiring more than one signature on the checks. With the current levels of review, the fact that the board gets a monthly list of the payments issued and in the interest of operational efficiency, it is proposed that the check signing machine no longer be used and the signature of the Executive Director alone be sufficient for the issuing of payments from the Authority. In the event that the Executive Director is not available, one of the program managers would review and approve the payments and Mr. Franzen, Operations Manager, would sign the check(s). The Oshkosh Housing Authority Board passed this resolution at their July meeting. The procurement policy states that any expenditure in excess of \$100,000 requires board approval. After some discussion and all questions were addressed, Mr. Waterworth moved, seconded by Ms. Beahm, to approve Resolution 638-14. Motion carried 5-0.

7) Commissioner Orientation Tour of Properties

The meeting will not be adjourned until the conclusion of the tour. Before starting the tour, van Houwelingen introduced OHA Resident Commissioner Candidate, Rob Paterson and the Authority's newly hired Family Self Sufficiency (FSS) Coordinator, Kay Hinton. Having another obligation, commissioner Waterworth left the meeting at this point. The remaining group began the tour of some of the properties including the Marian Manor Activity room, Court Tower, Mainview, Cumberland Court, Fox View in Omro, Riverside in Winneconne and some of the family units in Menasha. Due to another obligation, Commissioner Fitzgerald excused himself after the Cumberland Court portion of the tour.

8) Adjournment

Having completed the Agenda, Chairman Norton moved to adjourn, seconded Ms. Hackett. Motion carried 6-0. The meeting adjourned at 5:10 p.m.

Respectfully submitted,

SUSAN VAN HOUWELINGEN
Executive Director
Oshkosh Housing Authority

APPROVED _____