

# WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, September 24, 2013

Court Tower

3:00 P.M.

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

STAFF PRESENT: Brad Masterson, Executive Director  
Susan van Houwelingen, Deputy Director  
Lee Franzen, Operations Manager  
Kim Lynch, Executive Assistant

OTHERS PRESENT: None

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- 1.) Vice Chairman Hackett called the meeting to order at 3:08 p.m.
- 2.) Vice Chairman Hackett directed the Commissioners to review the minutes of the regularly scheduled Board Meeting held on August 27, 2013. There being no questions or comments, Mr. Waterworth moved, seconded by Ms. Beahm, to approve the minutes of the August 27, 2013 meeting as presented. Motion carried 3-0.

3.) **Finance –**

**a.) Accounts Payable**

Vice Chairman Hackett inquired if there were any questions pertaining to the August accounts payable report. The payment to Fox River Landscape Management in the amount of \$420 is for lawn mowing services at Cumberland Court, the group homes and the Scattered Site row houses. The recurring payments to staff members are mostly due to monthly mileage reimbursements to administrative staff. The payment to Housing Authority Risk Retention in the amount of \$4,022 is for property insurance for the Winnebago County Family Units. There being no further questions or comments, the board proceeded to the Report of the Executive Director.

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

Annual Agency Plan tenant meetings were held at the buildings. The meetings went well with no significant concerns. There has not yet been a meeting with the community at large. The Public Hearing will probably be held at the November Board meeting.

**a.) Public Housing – Renovations & SAC**

Masterson stated that there is enough to do at Mainview to keep the FAST crew working there. Property Manager Justin Mitchell is inviting households on Manitowoc Road to move into the Sixth Street units so renovations can begin on the Manitowoc Road units over the winter.

Masterson reported that the director of the Special Applications Center (SAC) has agreed to approve the removal of the South Park unit from inventory in PIC as long as HUD was made whole. The Authority has proof that a Deed of Trust was filed and that the Authority

did notify the City's appraisal consultant about the Deed of Trust. The Authority wants the issue resolved before Director Ainars at SAC retires.

**b.) Housing Choice Voucher Program – Intakes & Briefings**

Masterson stated a first briefing meeting was held about a week or two ago. There was a good turnout for the meeting. Ms. van Houwelingen reported that the recent VMS submission was rejected which has never happened before. After some research into the problem, van Houwelingen noticed that the current numbers do not match up with original numbers submitted indicating there may be a problem with the VMS software. Because the Authority is currently spending less than what is received, HUD is questioning whether or not NRA (Net Restricted Assets) is being used. NRA is excess money that the Authority has in an account for the Voucher Program. The differences in the number of vouchers issued and the money spend is due to the monthly adjustments that are required to be made in VMS. There has been a \$25,000 loss year to date in the unrestricted net assets which are the Administrative funds. HAP money cannot be used to cover that loss. The Authority has not been taking the management fee it is entitled to because of the lack of funds. Currently, only 337 of the Authority's 413 "authorized" vouchers have been issued. At current funding levels, the Authority can only afford to issue about 355 - 365 vouchers. Masterson and van Houwelingen responded to questions regarding the voucher program.

**c.) Assisted Housing – Riverside Landscaping Proceeding**

Masterson stated that progress has been made on the landscaping at Riverside. The FAST crew along with other maintenance staff built two decorative retaining walls outside the west patios. The dirt from the east side has been moved and properly graded to the street. The excavator used too much clay on top of the French drain system and it will most likely require further improvement.

**d.) Regional CDBG Owner Rehab Program**

Masterson received a notice from Brown County regarding a press release sent out to media stating that program money will be available and applications will start being taken in late fall of 2013. There is a regional meeting on October 1, 2013.

**e.) Personnel Matters**

- **Open Records Request**

Masterson reported that an open records request was received from the Oshkosh Northwestern for payroll and benefit data for 2010, 2011 and 2012 as well as the budget for 2013. Ms. van Houwelingen is preparing the information.

Masterson bemoaned a recent Northwestern opinion piece that referred to Court Tower's response to the heat wave as a "debacle" and stated the Authority was full of political appointees. He said both opinions were seriously flawed.

- **Job Description Asset Manager (PH & MF)**

Masterson reviewed the Asset Manager Job Description. Ms. Groff-Vincent is now in charge of all Assisted Housing (multifamily properties) and Mr. Mitchell will oversee all of the Public Housing properties. There will be no new hires for the positions. This is just a job title change with expanded responsibilities.

- **Job Description (Lee)**

Masterson stated that Mr. Franzen's position has developed over time and his job description needed to be updated. There will not be a new hire associated with this position.

- **Executive Director Advertisement**

Masterson reported that he received some feedback from Chairman Norton and Mr. Fitzgerald regarding advertising for the Executive Director position. Masterson directed the commissioner's attention to an ad that was developed and will be used to advertise the position. No objections to the ad were voiced. Interviews will begin in late October. Publication dates for PHADA and NAHRO may push interviews into early November.

## 5.) **Discussion**

### **D.C. Advocacy Efforts**

Masterson reviewed copies of two letters included in the commissioner's packets. The first letter is from PHADA and the other from CLPHA, PHADA and NAHRO. The PHADA letter calls on HUD to market the RAD program more realistically. Newly renovated units no longer appear to be an issue. The CLPHA letter speaks to suspending or waiving the non-statutory elements of PHAS and SEMAP and imposing a moratorium on all new rules, requirements and initiatives that divert the very limited resources away from residents and their housing needs. It was announced today that the house passed a bill offering a continuing resolution through December 15<sup>th</sup>, but the senate is expected to amend or reject it due to the issues surrounding the Affordable Care Act. Masterson responded to questions regarding ongoing budget negotiations and the imminent government closure.

### **WAHA Annual Conference Follow-up**

Ms. van Houwelingen and Mr. Franzen did a lot of work on this year's WAHA Conference. Masterson invited the commissioners to share their impressions of the conference content.

### **Dragon Boat Team**

Mr. Franzen stated that the Authority's team took third place in class C this year. There were 21 people on this year's team. The Authority's biggest sponsor this year was McGann Construction.

### **Affordable Housing Trust Fund**

Masterson would like to see an Affordable Housing Trust Fund set up to acquire, develop and rehab additional affordable housing in the area. Some of the earned developer money from the Court Tower project would be put into the fund as a match to entice the community to put funds into the trust which could then be tapped periodically to buy foreclosures or distressed single family or duplex properties, fix them up and either sell them or rent them out to low income families at a rate they could afford. This effort would also keep the FAST crew busy after the major building renovations are complete. The Oshkosh Community Foundation is interested in the venture and has sent an agreement for review. It would be good to have the fund already in place if the Federal Affordable Housing Trust legislation is ever passed. Masterson responded to questions and stated another commissioner is still being sought to fill the vacant position on the WCHA Board.

6.) **Adjournment:**

There being no further business, Vice Chairman Hackett called for a motion to adjourn. Mr. Waterworth moved, seconded by Ms. Beahm to adjourn the meeting. Motion carried 3-0. The meeting was adjourned at 4:08 p.m.

Respectfully submitted,

Brad Masterson  
Executive Director  
Winnebago County Housing Authority

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APPROVED