

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, October 27, 2015

Marian Manor

3:30 p.m.

COMMISSIONERS PRESENT: Mike Norton, Chairperson
Rebecca Hackett, Vice Chairperson
Scott Waterworth
Robert Keller

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.) Chairperson Norton called the meeting to order at 3:29 p.m.
 - 2.) Chairperson Norton directed the Commissioners to review the minutes of the Winnebago County Housing Authority (WCHA) regular board meeting held on September 29, 2015. There being no questions or comments, Mr. Keller moved, seconded by Mr. Waterworth, to approve the minutes of the September 29, 2015 meeting as presented. Motion carried 4-0.
 - 3.) **Public Comment Period**
There were no public comments offered.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from July**
Chairman Norton inquired if there were any questions pertaining to the September accounts payable report. Ms. van Houwelingen responded to questions and explained some of the acronyms used on the report.
 - b.) **Quarterly Financials**
Ms. van Houwelingen reviewed the third quarter financials and responded to questions. The WCHA Public Housing account is showing a \$66,790.63 income before depreciation year to date and assets greater than expenses. There are no mortgages on the public housing properties. The South Park group home issue has finally been resolved and the inventory numbers in PIC are now correct. The Authority can now start looking for a two-bedroom duplex in Neenah to replace the South Park units.

Fox View is showing a \$58,706.69 income before depreciation year to date. Assets are greater than expenses. There is a mortgage debt that is paid out of this income. There has been a recent issue with drawing down the Social Service Coordinator Grant money. Riverside is showing a \$61,729.79 income before depreciation year to date. The mortgage is paid out of this income.

The Authority will start getting more admin dollars because there are consistently more vouchers being leased than last year. Admin dollars are based on the number of vouchers that are being leased.

The Central Office Cost Center (COCC) currently has an Operating Income before Depreciation of \$23,581.10. The Section 8 Program is now paying some of the management and bookkeeping fees to the COCC that are owed. The program did not have enough money to pay these fees last year.

c.) Budgets

Ms. van Houwelingen reviewed the 2016 operating budgets and responded to questions. The proposed budget figures include a 3% COLA increase for staff wages.

The proposed Winnebago County Family Unit budget projects a net income before depreciation of \$59,450. These properties do not have any mortgage debt.

The proposed budgets for Fox View and Riverside project a net income before depreciation and after mortgage and reserve payments of \$21,715 and \$13,148 respectively.

The Greenfield Group Home was sold last week. The proposed budget for Summit Group Home projects a net income before depreciation of \$12,610. The proposed budget for Silvercrest Group Home projects a net income before depreciation of \$1,200. Ms. van Houwelingen will be sending an email to Bill Topel at the County regarding rent increases for both the Toward Tomorrow II and Silvercrest group homes.

Ms. van Houwelingen requested the board motion to approve the budgets as presented at this time. After all questions were addressed, Mr. Waterworth made a motion to approve the 2016 budgets as presented, seconded by Ms. Hackett. Motion carried 4-0.

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

a.) Quarterly Occupancy Report

Mr. Franzen reviewed the Quarterly Occupancy Report and responded to questions. This report covers the third quarter of 2015, July through September. The Menasha 40 Family Scattered Sites currently have seven units off line for rehab. The overall occupancy rate for the third quarter for the Winnebago County Housing Authority based on months is 99.5%.

b.) Sale of Greenfield Update

Ms. van Houwelingen reported that some of the closing proceeds will go into the Winnebago Local Funds account. There will be about \$5,000 - \$6,000 in legal fees in connection with the sale that will need to be paid. Summit and Greenfield group homes were originally purchased with bond financing which can only be paid off twice a year. An escrow account was set up to hold the payoff money until March 2016 when the bond will be paid off.

7.) Discussion

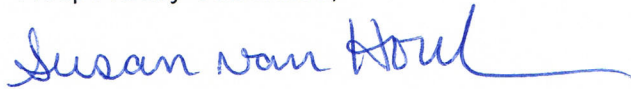
Ms. van Houwelingen stated that the City of Oshkosh is looking for City residents interested in serving on the various boards that the City appoints commissioners to. Four applications have been received for the open Resident Commissioner position on the board. After van Houwelingen has reviewed the applications, the Authority will send its recommendation to the County Board for approval and appointment.

Chairman Norton stated that he has received compliments on Ms. van Houwelingen from other members of the Advocap Board.

8.) Adjournment

Having completed the agenda, Ms. Hackett moved, seconded by Mr. Keller to adjourn the meeting. Motion carried 4-0. The meeting was adjourned at 5:00 p.m.

Respectfully Submitted,



Susan van Houwelingen

Executive Director

Winnebago County Housing Authority

APPROVED