

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY

JOINT MEETING MINUTES

Monday, December 22, 2014

Marian Manor

3:30 P.M.

COMMISSIONERS PRESENT: Claude Benedict Jr., Chairman – OHA
Braxton Patterson, Vice Chairman - OHA
Rob Paterson – OHA

Mike Norton, Chairman - WCHA
Rebecca Hackett, Vice Chairman - WCHA
Tina Beahm - WCHA
Scott Waterworth – WCHA
Frank Frassetto - WCHA

COMMISSIONERS ABSENT: Sean Fitzgerald - OHA
Megan Leitz - OHA

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

OTHERS PRESENT: None

1) **Call to Order: Roll Call**

Chairman Benedict of the Oshkosh Housing Authority (OHA) Board called the joint meeting to order at 3:35 p.m.

2) **OHA Minutes of November 24, 2014**

Chairman Benedict directed the OHA Commissioners to review the minutes of the regularly scheduled Board Meeting held on November 24, 2014. There being no questions or comments, Mr. R. Paterson moved, seconded by Mr. B. Patterson, to approve the minutes of the November 24, 2014 meeting as presented. Motion carried 3-0.

3) **WCHA Minutes of November 25, 2014**

Chairman Norton directed the WCHA Commissioners to review the minutes of the regularly scheduled Board Meeting held on November 25, 2014. There being no questions or comments, Mr. Waterworth moved, seconded by Ms. Hackett, to approve the minutes of the November 25, 2014 meeting as presented. Motion carried 5-0.

4) **Finance**

a.) **Accounts Payable From November**

Ms. van Houwelingen responded to questions regarding the accounts payable report. The payments to Housing Authority Risk Retention and Housing Insurance Services Inc. in the amount of \$14,899 and \$54,435 respectively are for the liability and property insurance for Mainview and the Oshkosh 70 Family units. The abbreviation HARRG stands for Housing Authority Risk Retention Group. The roof work on the Lenox building was bid out and approved by the board. Maintenance employees have a clothing allowance of \$100/year for safety shoes and \$300/year for work clothes. The payment to Business Success Center, Inc. in the amount of \$1,014 is for the accounting intern the Authority has through the university. The payments to Wisconsin Public Service designated as

“Tenant UAP” are for Utility Allowance Payments made on behalf of tenants with negative rents to assist them with paying their utilities. The \$2.00 payment to the Winnebago County Sheriff is for a detailed incident report involving a Section 8 voucher client.

5) Report of the Executive Director

a.) Public Housing Program and Properties

▪ Mainview Update – REAC Date; Slip & Fall Lawsuit

Ms. van Houwelingen stated that the REAC physical inspection for Mainview will be in February 2015. The last inspection at this building was in 2013. Some of the retail area was inspected during a previous REAC inspection. However, the Authority’s ACC contract with HUD is for 530 N. Main Street only. REAC can only inspect the 530 N. Main Street area. The Hair Salon is a different address. According to the City, the other retail spaces in the Mainview building could also be different addresses. This should clarify the question of which areas can be inspected by REAC.

In the summer of 2013 an elderly woman tripped on a portion of deteriorated sidewalk and fell going into the Hair Salon. A lawsuit was filed on her behalf. The attorney from HAIG, the Authority’s insurance company, will be handling the case. The City of Oshkosh, Winnebago County and the hair salon were also listed in the suit. The sidewalk has since been fixed.

▪ Court Tower Update – Appeal 2nd Inspection in Less Than One Year

Ms. van Houwelingen stated that the last REAC inspection at Court Tower was in April and was for AMP 5. In February 2015 REAC will be back to do inspections for Court Tower AMP 6 and AMP 7.

Chairman Norton has started getting emails from the State regarding audits for the Home Buyer Program which is a Winnebago County Housing Authority Program only. Ms. van Houwelingen explained to the state that the board does not manage the day to day functions of the program. The State agreed that the email notifications were not necessary.

▪ 1402 Mt. Vernon Update – Decision to Apply for LIHTC Again

Ms. van Houwelingen stated that discussions with Dimension Development are ongoing with regard to submitting a tax credit application for the 1402 Mt. Vernon site. A Mt. Vernon application could score very well. However, the Authority does not want a tax credit application for this property to compete with Cumberland Court applications. Cumberland Court is being split into two phases and an application for each phase is being sent in. Also, a single developer can only ask for two tax credit allocations at a time.

At this time it is not a definite decision that the Central Office Cost Center (COCC) will be moved to the Mt. Vernon property. The south building on the Mt. Vernon property is designated for public housing units. Ms. van Houwelingen responded to questions and stated that the Masonic Temple building is no longer an option for the Authority.

▪ Family Unit Update – Walnut St. (WC Unit)

Ms. van Houwelingen reported the renovation work on the Sixth Street units in Menasha will be completed soon. Work will then begin on the vacant units on Manitowoc Street. There is a five bedroom unit on Walnut Street in Oshkosh that is in bad shape and will also be renovated. There is nothing to report for the 70 Family Units.

Ms. van Houwelingen responded to questions regarding internet access at the various buildings. Currently, Marian Manor does not have individual internet access for tenants. There is a computer lab that tenants can use if they want to. The Authority hopes to be able to provide internet access at Mainview with the sale of the Historic Tax Credits. There is

internet access at Court Tower. Fox View and Riverside are scheduled to get internet access for residents in January 2015. The Authority's computer technician is in the process of bidding out equipment. It costs the Authority about \$8 per unit to provide basic internet access. If the Authority can no longer afford to provide internet access to residents, the cost could be charged to tenants on a per use basis.

In October the Five Year and Annual Agency Plans were submitted to HUD for both authorities and were approved with no issues.

b.) Housing Choice Voucher Program and Family Self-Sufficiency Update

▪ **Program Numbers**

Ms. van Houwelingen reported 405 of the Authority's 413 vouchers are currently issued. Several Port-In vouchers have been absorbed over the past month. Ms. van Houwelingen would like to get all 413 of the Authority's vouchers issued. Congress has passed a budget that funds HAP payment for the voucher program at 100%.

There are currently 37 participants in the Family Self Sufficiency (FSS) Program. The Winnebago County Housing Authority was recently awarded a grant to start an FSS program for the Winnebago public housing tenants. The FSS Coordinator, Kay, is reviewing the program rules.

c.) Assisted Housing

▪ **Cumberland Court – LIHTC Application & Preference for Christine Ann Center Program Participants**

Ms. van Houwelingen reported that a Low Income Housing Tax Credit (LIHTC) application will be submitted in January. The Authority is working with the Christine Anne Center to have some of the units at Cumberland Court designated as supportive housing for their transitional housing program. This partnership would give the tax credit application more points and increase the chance of it being awarded credits. A Memorandum of Understanding (MOU) from the Christine Anne Center is no longer sufficient to get the extra points on the LIHTC application. The WI Department of Human Services must now approve and recommend the plan to get the additional application points. A minimum of 25% of the units at Cumberland will need to be designated for the transitional housing program. An MOU from a veteran's organization is also being sought.

The Authority is also applying in collaboration with the Christine Anne Center for a three year Basic Needs/Self Sufficiency Grant through the Oshkosh Community Foundation.

▪ **Fox View and Riverside – Locks**

Ms. van Houwelingen reported there is still a key issue at both Fox View and Riverside. It was discovered that several of the keys open more than one door. McGann Construction originally handled the keying of the building and units in the renovations. They have been notified that the issue is still not resolved. McGann will be working with a local locksmith to re-key the locks.

d.) Agency(s) Matters

▪ **SVA Compliance Review**

Ms. van Houwelingen reported that a compliance review was done for Cumberland Court, Marian Manor and the Housing Choice Voucher Program earlier in December. The review found nothing wrong in any of the files. Congratulations to the managers and the compliance department on a job well done.

- **Personnel Policy Change**

Ms. van Houwelingen stated that Administrative personnel work a 37.5 hour work week and Maintenance staff work a 40 hour work week. Time and a half for administrative personnel is calculated on time over 37.5 hours per week while time and a half for maintenance personnel is calculated on time over 40 hour per week. Ms. van Houwelingen would like to make overtime uniform and calculate time and a half for both administrative and maintenance staff for hours actually worked in excess of 40 hours per week. If an employee uses sick leave, vacation leave, etc., as part of their work week, those hours would not be used toward the minimum 40 hours needed before time and a half is calculated. Also, hours worked by Administrative personnel between 37.5 and 40 hours would be calculated at straight time. Maintenance personnel that are in the On-Call rotation will still be paid for five hours at straight time for the week they are on call and time and a half for any service calls they are called out on. The commissioners supported the proposed changes.

- **2014 Waiting List Purge Update**

Ms. van Houwelingen stated that a purge of the waiting list was done in November. About every two years a letter is sent to all active applicants on the waiting list to inquire if they still want to be on the waiting list and if so to update their information. If the letter is returned to the Authority with no forwarding address information or the applicant does not return the updated form by the deadline stated in the letter, the applicant is removed from the waiting list. A purge is done to help maintain the accuracy of the waiting list information. At the beginning of November 1,196 Letters of Continued Interest were sent out to applicants. Of those letters 329 were returned and updated and 867 applicants were removed from the waiting list. Ms. van Houwelingen responded to questions regarding the waiting list and the purge process.

6.) OHA Resolutions

a.) **Resolution 988-14: Utility Allowance Schedule Update**

Ms. van Houwelingen reviewed the resolution with both boards stating both boards have this resolution and that the resolutions were carried over from the November meetings to allow more time to verify the numbers. No issues were found in the calculations. There was a substantial increase in both the Wisconsin Public Service rates and the City of Oshkosh water utility rates since the last utility allowance schedule was approved. WHEDA's rules state that if there is greater than \$1.00 change in the calculation of a utility, then the schedule for that utility must be changed to reflect the new calculations. HUD's rules require the utility allowance schedule be updated if there is a greater than 10% change. After all questions were addressed, Mr. R. Paterson moved, seconded by Mr. B. Patterson, to approve Resolution 988-14. Motion carried 3-0.

b.) **Resolution 989-14: Executive Director to Process Re-Financing for Cumberland Court Renovation**

Ms. van Houwelingen reviewed the resolution and responded to questions. This resolution authorizes the Executive Director, Ms. van Houwelingen, to proceed with negotiating fees and executing contracts necessary to secure financing for the Cumberland Court renovation project. After all questions were addressed, Mr. B. Patterson moved, seconded by Mr. R. Paterson, to approve Resolution 989-14. Motion carried 3-0.

c.) **Resolution 990-14: Approve Revision to Tenant Selection Plan – MM & CC**

Ms. van Houwelingen reviewed the resolution with both boards and responded to questions. The revision to the Tenant Selection Plan only pertains to the multi-family programs, not public housing. A local preference is being added for veterans, verbiage is being added to define criteria for the waiting list purge process and changes to VAWA (Violence Against Women Act) protections. After the changes were reviewed, Mr. B. Patterson moved, seconded by Mr. R. Paterson, to approve Resolution 990-14. Motion carried 3-0.

d.) Resolution 991-14: Approval to Apply for Basic Needs/Self-Sufficiency Grant Through Oshkosh Area Community Foundation in Collaboration with Christine Ann Center

Ms. van Houwelingen summarized this resolution stating that this item was discussed earlier in the meeting. After a brief discussion, Mr. B. Patterson moved, seconded by Mr. R. Paterson, to approve Resolution 991-14. Motion carried 3-0.

7.) WCHA Resolutions

a.) Resolution 642-14: Utility Allowance Schedule Update

This resolution was reviewed with both boards. There being no further questions or comments, Mr. Frassetto moved, seconded by Ms. Hackett to approve Resolution 642-14. Motion carried 5-0.

b.) Resolution 643-14: Approve Revisions to Tenant Selection Plan – FV & RS

This resolution was reviewed with both boards. There being no further questions or comments, Ms. Hackett moved, seconded by Mr. Waterworth to approve Resolution 643-14. Motion carried 5-0.

8.) Convene in Closed Session Under WIS, Stat §19.85(1)(c) to Consider Promotion, Compensation and Performance Evaluations.

Chairman Norton motioned that the OHA/WCHA open meeting be adjourned and a closed session be opened under Wis. Stat. § 19.85(1)(c). The motion was seconded by Mr. B. Patterson. Motion was carried 8-0. Roll call was taken and the meeting was moved into closed session at 4:46 p.m.

9.) Reconvene in Open Session – Roll Call

At 5:12 p.m., the boards voted unanimously to adjourn the closed session and to reconvene its meeting in open session. Mr. Frassetto moved, seconded by Chairman Norton, to adjourn the closed session and reconvene in open session. Motion carried 8-0. Roll Call was taken.

10.) Discussion – Holiday Parties & FY 2015 Appropriations Act – Public Housing

Ms. van Houwelingen stated that the holiday parties went well. Some of the commissioners attended the various parties.

Ms. van Houwelingen referenced the NAHRO article that was included in the commissioners' packets. The Appropriations Act authorized an increase to the Rental Assistance Demonstration (RAD) Program. The Act provides \$4.4 billion for Public Housing Operating Fund which will cover about 83% of subsidy needs. Capital Fund dollars stayed the same. The Act did not include an expansion of the Moving to Work (MTW) program.

The January board meeting will likely have closed sessions to further discuss Executive Director compensation. At this time, meetings will remain during the 4th full week of each month unless otherwise determined.

11.) Adjournment

After completing the agenda, Ms. Hackett moved, seconded by Ms. Beahm to adjourn the meeting. Motion carried 8-0. The meeting adjourned at 5:20 p.m.

Respectfully submitted,

SUSAN VAN HOUWELINGEN
Executive Director
Winnebago County Housing Authority

APPROVED _____