

DRAFT

Public Hearing: Public Housing Authority Annual & 5-Year Plans

Chairperson Spanbauer opened the Public Hearing at 3:30 p.m. and invited public comments and questions, without a response. Chairperson Spanbauer declared the Public Hearing closed at 3:32 PM.

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY
JOINT MEETING MINUTES

Monday, September 23, 2024

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Julie Spanbauer, Chairperson – OHA
Kris Larson – OHA
Ashlee Rahmlow – OHA

Robert Keller, Chairperson – WCHA
Rebecca Hackett – WCHA
Scott Waterworth – WCHA
Jessie Coates – WCHA

COMMISSIONERS ABSENT: Nicholas Hahn, Vice Chairperson-OHA
Kari Strauss – OHA
Betsy Ellenberger – WCHA

STAFF PRESENT: Wendy Fromm, Executive Director
LuAnn Ziebell, Finance Manager
Lora Southworth, Operations Manager
Michelle Lunde, HR Generalist

OTHERS PRESENT:

- 1.) **Call to Order: Roll Call**
Chairperson Spanbauer of the Oshkosh Housing Authority (OHA) Board called the joint meeting to order at 3:32 p.m.
- 2.) **OHA Minutes from the Regular Meeting Held on August 26, 2024**
Chairperson Spanbauer of the Oshkosh Housing Authority (OHA) Board directed the OHA Commissioners to review the minutes of the OHA Board Meeting held on August 26, 2024. With no questions or corrections, Ms. Rahmlow moved, seconded by Mr. Larson, to approve the minutes as presented. The motion carried 3-0 on a voice vote.
- 3.) **WCHA Minutes of the Regular Meeting Held on August 27, 2024**
Chairperson Keller directed the Winnebago County Housing Authority (WCHA) Commissioners to review the minutes of the regularly scheduled WCHA Board Meeting held

on August 27, 2024. With no questions or corrections, Ms. Hackett moved, seconded by Mr. Waterworth, to approve the minutes as presented. The motion carried 4-0 on a voice vote.

4.) Public Comment Period/Q&A Period

There was no public comment.

5.) Finance

a.) Accounts Payable Report from August 2024

Ms. Fromm inquired if there were any questions regarding the August 2024 A/P report. She addressed inquiries concerning the charges to Water City Grill, a Section 8 Landlord, and the pest control expenses.

b.) 2023 OHA Audit

Ms. Fromm presented the 2023 OHA Audit and stated that there were no findings. At this time, there were no questions.

6.) Report of the Executive Director

a.) Monthly Tenant Accounts Receivable Report and Monthly Vacancy Report

Ms. Fromm reviewed the monthly Tenant Accounts Receivable (A/R) report and vacancy reports and responded to questions as needed.

The A/R spreadsheet shows accounts receivable over 90 days old totaling \$13,174.15, while those 61-90 days old amount to \$4,526.12.

The monthly report shows 12 vacancies for the Oshkosh Housing Authority (OHA) and none for the Winnebago County Housing Authority (WCHA). Currently, for Public Housing, HUD shows OHA at 99.01% occupancy and WCHA at 100% occupancy.

b.) Housing Choice Voucher Program Update (WCHA)

Ms. Southworth reported that 396 regular vouchers, 27 Project-Based Vouchers, 4 VASH Vouchers, 1 port-in voucher, and no port-out vouchers are under contract. Additionally, 26 Mainstream vouchers and 11 Tenant Protection Vouchers (TPVs) are in use, bringing the total to 465 vouchers under contract.

c.) FSS Program Update

Ms. Southworth presented the Family Self-Sufficiency Quarterly Report and inquired if there were any questions. This quarter, we have added two new FSS contracts, bringing the total number of active clients to 31

d.) Updates on Housing Authority Owned Property and/or Projects

Raulf Place:

Ms. Fromm announced that Raulf Place received a Housing Related Hazard grant totaling \$96,894.00. The grant will be used to update the Fire suppression system. Additionally, there is an interested party in renting the open space at Raulf Place

Court Tower: Court Tower Water Leakage

Ms. Fromm stated that Court Tower received a Housing-Related Hazard grant totaling \$126,700.00. The grant will be used to update the Fire suppression system. Additionally, the water leakage repairs are expected to be completed in the second week of November.

70 Family Scattered Sites:

Ms. Fromm stated that she had nothing to report

Waite Rug:

Ms. Fromm stated that she had nothing to report

Marian Manor:

Ms. Fromm stated that she scheduled a meeting with the Architect and Developer to get updates on the Marian Manor re-model.

Cumberland Court:

Ms. Fromm stated we have an open Maintenance position currently being filled..

Fox View and Riverside:

Ms. Fromm stated that we received notice that an employee will retire at the end of December 2024.

e.) Agency Matters

- **Foster Pet Policy**

Ms. Fromm stated that we will not be adopting a foster pet policy.

- **Purge Results**

Ms. Fromm reported the purge results as follows: 3,263 letters were sent, with 673 returned with responses, 755 marked as undeliverable, 1,814 with no response, and 21 contacts made via phone.

- **Administrative Office easement**

Ms. Fromm stated that the property behind the new administrative office has been sold, and condos will be built. Discussions amending the current easement are ongoing.

- **OHA Troubled Status Recovery agreement with Comments**

Ms. Fromm stated that OHA had not received the 2024 PHAS scoring; once we do, OHA will be recovered from Trouble Status.

- **5 Year plan OHA/WCHA**

Ms. Fromm reviewed the PHA Mission, goals, and objectives of the 2025/2029 Five-year plan and stated that it has been submitted to HUD for approval.

7.) OHA Resolutions**a.) 1136-24: Resolution Approve Flat Rent Schedule**

Chairperson Spanbauer presented Resolution 1136-24 to approve the Flat Rent Schedule. With no questions or discussion, Mr. Larson moved, seconded by Ms. Rahmlow, to approve the resolution. The motion carried 3-0 on a voice vote

b.) 1137-24: Resolution Approve 2025 Passbook Rate for Determination of Income from Assets

Chairperson Spanbauer presented Resolution 1137-24 to approve 2025 passbook rate for determination of income from assets. With no questions or discussion, Ms.

Rahmlow moved, seconded by Mr. Larson, to approve the resolution. The motion carried 3-0 on a voice vote

c.) 1138-24: Resolution Approve 2023 OHA Audit

Chairperson Spanbauer presented resolution 1138-24 approving the 2023 OHA Audit. There being no questions or discussion, Mr. Larson moved, seconded by Ms. Rahmlow, to approve Resolution 1138-24. Motion carried 3-0 on a voice vote.

d.) 1139-24: Resolution Approve OHA 2025/2029 PHA Five-Year Plan

Chairperson Spanbauer presented resolution 1139-24 approving the OHA 2025/2029 PHA five-year plan. There being no questions or discussion, Mr. Larson moved, seconded by Ms. Rahmlow, to approve Resolution 1139-24. Motion carried 3-0 on a voice vote.

e.) 1140-24: Resolution Approve Utility Allowance Schedule

Chairperson Spanbauer presented resolution 1140-24 approving the utility allowance schedule. There being no questions or discussion, Mr. Larson moved, seconded by Ms. Rahmlow, to approve Resolution 1140-24. Motion carried 3-0

8.) WCHA Resolutions

a.) 774-24: Resolution Flat Rent Schedule

Chairperson Keller presented resolutions 774-24 approving flat rent schedule. There being no questions or discussions, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 774-24. Motion carried 4-0 on a voice vote.

b.) 775-24: Resolution 2025 Passbook Rate for Determination of Income from Assets

Chairperson Keller presented resolutions 775-24 approving 2025 passbook rate for determination of income from assets. There being no questions or discussions, Mr. Waterworth moved, seconded by Ms. Hackett, to approve Resolution 775-24. Motion carried 4-0 on a voice vote.

c.) 776-24: Resolution Approve WCHA 2025/2029 PHA Five-Year Plan

Chairperson Keller presented resolutions 776-24 approving flat rent schedule. There being no questions or discussions, Ms. Hackett moved, seconded by Mr. Waterworth, to approve Resolution 776-24. Motion carried 4-0 on a voice vote.

d.) 777-24: Resolution Approve Utility Allowance Schedule

Chairperson Keller presented resolutions 777-24 approving utility allowance schedule. There being no questions or discussions, Mr. Waterworth moved, seconded by Ms. Hackett, to approve Resolution 777-24. Motion carried 4-0 on a voice vote.

9.) Convene in Closed Session Under Wis. Stat. § 19.85(1) (c) to Consider Employment, Promotion, Compensation, and/or Performance Evaluations. Roll Call

Ms. Hackett moved that the Joint 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. Keller Motion carried 7-0 on a roll call vote as follows:

Julie Spanbauer: aye
Ashlee Rahmlow: aye

Robert Keller: aye
Scott Waterworth: aye

Kris Larson: aye

Rebecca Hackett: aye

Jesse Coates: aye

Nicholas Hahn: Absent

Betsy Ellenberger: Absent

Kari Straus: Absent

The open meeting was moved into closed session at 4:27 p.m.

10.) Reconvene in Open Session

Mr. Larson moved that the Joint OHA/WCHA board meeting reconvened in Open Session. The motion was seconded by Ms. Rahmlow. Motion was carried 7-0 on a voice vote and the meeting moved back into open session at 5:10 p.m.

11.) Discussion**a.) OHA October Board Meeting – October 28, 2024**

The OHA October 2024 board meeting will be on Monday, October 28, 2024, at 3:30 p.m. in the Oshkosh Housing Authority's main office.

b.) WCHA October Board Meeting – October 29, 2024

The WCHA October board meeting will be on Tuesday, October 29, 2024, at 3:00 p.m. in the Oshkosh Housing Authority's main office.

12.) Adjournment

Having completed the OHA Agenda, Mr. Larson of the OHA board moved, seconded by Ms. Rahmlow, to adjourn the meeting. The motion carried 3-0 on a voice vote. Having completed the WCHA Agenda, Ms. Hackett of the WCHA board moved, seconded by Mr. Waterworth, to adjourn the meeting. The motion carried 4-0 on a voice vote. The meeting adjourned at 5:14 p.m.

Respectfully submitted,



WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____