

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, March 24, 2026

Main Office

3:00 p.m.

COMMISSIONERS PRESENT: Robert Keller, Chairperson
Rebecca Hackett, Vice Chairperson
Kristl Laux
Jesse Coates

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: Scott Koegler via Teams

1.) Call to Order: Roll Call

Chairperson Keller called the regularly scheduled meeting to order at 3:00 p.m.

2.) Joint OHA/WCHA Meeting Minutes from January 26, 2026

Chairperson Keller asked the Commissioners to review the January 26, 2026 OHA/WCHA Joint Board Meeting minutes. With no questions or comments, Mr. Coates moved to approve the minutes as presented. Ms. Hackett seconded, and the motion passed unanimously, 4–0.

3.) Joint OHA/WCHA Meeting Minutes from February 23, 2026

Chairperson Keller asked the Commissioners to review the February 23, 2026 OHA/WCHA Joint Board Meeting minutes. With no questions or comments, Mr. Coates moved to approve the minutes as presented. Ms. Hackett seconded, and the motion passed unanimously, 4–0.

4.) Public Comment Period

There were no public comments.

5.) RAD Conversion Discussion and Questions

Ms. Fromm presented RAD program overview, consultant Scott Koegler participated via Teams.

Key Points:

- Aging housing stock
- Funding limitations
- Section 8 vs Public Housing funding trends
- RAD improves long-term stability

Next Steps:

- Conduct Capital Needs Assessment
- Review results with consultant
- Return to Board

6.) Finance**a.) Accounts Payable Report from January 2026**

Ms. Fromm presented the January 2026 Accounts Payable report. No questions were raised.

b.) Accounts Payable Report from February 2026

Ms. Fromm presented the February 2026 Accounts Payable report. No questions were raised.

c.) LLC Audits WCHA Rivers Cities Redevelopment

Ms. Fromm presented a summary of the LLC audits for WCHA Rivers Cities Redevelopment and reported that the audits indicate the organization is operating in a financially responsible and compliant manner.

7.) Report of the Executive Director**a.) Monthly Tenant Accounts Receivable Report and Vacancy Report**

Ms. Fromm reviewed the monthly Tenant Accounts Receivable (A/R) report.

- Total accounts receivable: \$11,095.24
- \$7,145.97 aged over 90 days
- \$1,174.00 aged 61–90 days
- \$2,775.27 aged 31–60 days

Ms. Fromm reviewed the monthly vacancy report.

The report reflects one vacancy within the WCHA

b.) Housing choice Voucher Programs Update (WCHA)

Ms. Southworth reported on current voucher utilization.

- 361 regular vouchers are in use.
- 28 Project-Based Vouchers are in use.
- 5 VASH vouchers are in use.
- 2 port-out vouchers are in use.
- 6 port-in vouchers are in use.
- 26 Mainstream vouchers are under contract.
- 10 Tenant Protection Vouchers (TPVs) are under contract.

Total vouchers under contract: 438.

c.) FSS Program Update

Ms. Southworth reported that three new FSS contracts were added between December 5, 2025, and March 1, 2026, and that two FSS clients were terminated during that period. As of March 1, 2026, there are 30 active FSS clients, 16 of whom have escrow accounts.

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

Foxview:

Ms. Fromm stated there is nothing to report.

Riverside:

Ms. Fromm stated there is nothing to report.

WCHA Scattered:

Ms. Fromm stated that there was nothing further to report; however, she commended the maintenance staff for their excellent work during the recent major snowstorm.

- **May Board Meeting/Election of Chair and Vice Chair**

Ms. Fromm informed the Board that the election of the Chair and Vice Chair positions will take place at the May meeting. Ms. Laux also announced the appointment of a new Board Member.

- **SEMAP Certification**

Ms. Fromm presented the SEMAP score and informed the Board that the agency received a high score of 100%.

6.) Discussion

a.) WCHA May Board Meeting: May 19, 2026 pm at 3:00 pm in Main Office

The WCHA May Board Meeting will be held on Tuesday, May 19, 2026, in the conference room at the Main Office.

7.) Adjournment

Having completed the agenda, Mr. Coates moved, seconded by Ms. Laux to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:24 p.m.

Respectfully Submitted,

Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED