

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, October 29, 2024

Main Office

3:00 p.m.

COMMISSIONERS PRESENT: Robert Keller, Chairperson
Rebecca Hackett, Vice Chairperson
Scott Waterworth
Betsy Ellenberger

COMMISSIONERS ABSENT: Jesse Coates

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

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**
Chairperson Keller called the regularly scheduled meeting to order at 3:02 p.m.
 - 2.) **Joint OHA/WCHA Meeting Minutes from September 23, 2024**
Chairperson Keller directed the Commissioners to review the minutes from the Joint OHA/WCHA Board Meeting held on September 23, 2024. With no corrections or questions raised, Mr. Waterworth moved to approve the minutes as presented, with Ms. Hackett seconding the motion. The motion carried with a vote of 4-0, while Ms. Ellenberger abstained.
 - 3.) **Public Comment Period**
There were no public comments.
 - 4.) **Finance**
 - a.) **Accounts Payable Report from September 2024**
Ms. Fromm presented the Accounts Payable report for September 2024 and asked if there were any questions. She addressed inquiries regarding the \$29,024.00 charge for windows installed in the rehabbed scattered site units, clarifying these costs were in the capital fund five-year plan. Capital Funds have been approved for these payments.
 - b.) **2025 Budget Review**
Ms. Fromm presented the 2025 Budget Review, highlighting that employee raises were based on recommendations from the wage study. She then opened the floor for questions. Ms. Ellenberger expressed her understanding that all employees fell under the WCHA Budget; however, Ms. Fromm clarified that only nine employees are under the WCHA Budget.

c.) 3rd Quarter Financial Report

Ms. Fromm presented the third quarter financial review and invited questions from the board. There were no questions.

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

Ms. Fromm reviewed the monthly Tenant Accounts Receivable (A/R) and Vacancy reports. She addressed questions regarding the ability to pursue damages left by tenants. Ms. Fromm stated that Angela, our Portfolio Management Specialist with the Milwaukee HUD field office, had taken a new position; due to the transition, we did not receive the HUD Mass Scores to present today. WCHA remains at 100%.

The A/R spreadsheet indicates that accounts receivable over 90 days old total \$10,896.57, with only \$421.96 attributed to WCHA. For accounts receivable aged 61-90 days, the total is \$7,026.63, with \$1,847.83 for WCHA.

The monthly vacancy report shows no Winnebago County Housing Authority (WCHA) vacancies.

b.) Update on Housing Authority Owned Property and/or Projects**Foxview:**

Ms. Fromm reported that the new elevator shaft increased in size. During the drilling process, Otis hit a water vein, creating a leak in the elevator shaft's casing. This caused water to go to the sump pump, which drains outside. The water ran every five minutes, flooding the parking lot. Mr. Foley cut the concrete in the parking lot to reroute this water to the adjacent property owned by WCHA.

Riverside:

Ms. Fromm stated there is nothing to report.

WCHA Scattered:

Ms. Fromm stated there is nothing to report.

c.) Agency Matters

Ms. Fromm indicated that at the next joint meeting, OHA would like to discuss increasing the management fees to help offset operating expenses. Mr. Waterworth inquired about the last adjustment to the administrative fees, to which Ms. Fromm responded that HUD has recommended fees that increase each year, and we have been following that fee structure; the last increase was in 2023.

6.) WCHA Resolutions**a.) Resolution 778-24: Approve HUD Form 52574-Budget 2025**

Chairperson Keller presented resolution 778-24 to approve HUD Form 52574-Budget 2025. There being no questions or discussion, Ms. Ellenberger moved, seconded by Mr. Waterworth, to approve Resolution 778-24. Motion carried 4-0 on a voice vote.

7.) Discussion**a.) WCHA November Board Meeting: November 26, 2024**

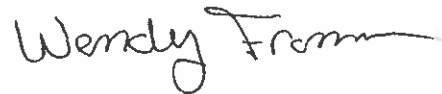
It was discussed that the November board meeting will be canceled due to its timing during Thanksgiving week. The December Board Meeting will be a joint session for

both the OHA and WCHA Boards, scheduled to take place in the Theater room on the first floor of Court Tower on Monday, December 16, 2024, at 3:30 PM.

8.) Adjournment

Having completed the agenda, Ms. Ellenberger moved, seconded by Ms. Hackett, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 3:51 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Wendy Fromm". The signature is written in a cursive, flowing style.

Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED