

DRAFT

OSHKOSH / WINNEBAGO COUNTY HOUSING AUTHORITY **JOINT MEETING MINUTES**

Monday, December 16, 2024

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Nicholas Hahn, Vice Chairperson – OHA
Kris Larson – OHA
Ashlee Rahmlow – OHA
Kari Straus – OHA

Robert Keller, Chairperson – WCHA
Rebecca Hackett, Vice Chairperson – WCHA
Scott Waterworth – WCHA

COMMISSIONERS ABSENT: Julie Spanbauer, Chairperson – OHA
Jesse Coates – WCHA
Betsy Ellenberger – WCHA

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

OTHERS PRESENT:

1.) Call to Order: Roll Call

Chairperson Keller of the Winnebago County Housing Authority called the WCHA meeting to order at 3:32 p.m. At the same time, Vice Chairperson Hahn of the Oshkosh Housing Authority Board called the OHA meeting to order.

2.) OHA Minutes from the Regular Meeting Held on October 28, 2024

Vice Chairperson Hahn of the Oshkosh Housing Authority (OHA) Board directed the OHA Commissioners to review the minutes of the OHA Board Meeting held on October 28, 2024. With no questions or corrections, Ms. Rahmlow moved, seconded by Mr. Larson, to approve the minutes as presented. The motion carried 4-0 on a voice vote.

3.) WCHA Minutes of the Regular Meeting Held on October 29, 2024

Chairperson Keller directed the Winnebago County Housing Authority (WCHA) Commissioners to review the minutes of the regularly scheduled WCHA Board Meeting held on October 29, 2024. With no questions or corrections, Mr. Waterworth moved, seconded by Ms. Hackett, to approve the minutes as presented. The motion carried 3-0 on a voice vote.

4.) Public Comment Period/Q&A Period

There was no public comment.

5.) Social Services/FSS Coordinator Presentation

The FSS and the Social Services Coordinators gave a brief PowerPoint presentation to the board of directors, outlining their roles and the supportive services they provide to our tenants. During the presentation, Commissioners Larson and Rahmlow requested that the social services coordinator speak to the fire chief regarding nuisance 911 calls made by our tenants. Commissioner Larson texted the fire chief during the meeting to inform him he would be contacted.

6.) Finance

a.) Accounts Payable Report from October 2024

Ms. Fromm inquired if there were any questions regarding the October 2024 A/P report. There were no questions regarding the accounts payable for October.

b.) Accounts Payable Report from November 2024

Ms. Fromm inquired if there were any questions regarding the November 2024 A/P report. Ms. Ziebell addressed the inquiries about the payment to Holten Brothers, explaining that the payment covered half of the amount owed for the Court Tower Water Leakage. Ms. Fromm stated that she approved partial payment as there were questions about whether the job was completed in full.

7.) 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 \$9,337.51, while those 61-90 days old amount to \$4,120.15.

The monthly report shows 11 vacancies for the Oshkosh Housing Authority (OHA) and none for the Winnebago County Housing Authority (WCHA). Currently, for Public Housing, HUD shows OHA at 99.34% occupancy and WCHA at 100% occupancy.

b.) Housing Choice Voucher Program Update (WCHA)

Ms. Southworth reported that there are currently 378 regular vouchers, 27 Project-Based Vouchers, 4 VASH Vouchers, 8 port-in vouchers, and 2 port-out vouchers under contract. Additionally, 25 Mainstream vouchers and 10 Tenant Protection Vouchers (TPVs) are used, totaling 454 vouchers under contract.

c.) FSS Program Update

Ms. Southworth asked if there were any questions regarding the Self-Sufficiency Quarterly Report. This quarter, we have added one new FSS contract, increasing the total number of active clients to 31. The escrow balance is \$89,900.

Ms. Fromm announced that HUD has approved the 5-year plans for 2025-2029 for both the OHA and WCHA.

Ms. Fromm also stated that HUD had published the final 30-day eviction notice rule. This final rule provides that public housing agencies (PHAs) and owners of properties receiving project-based rental assistance (PBRA) must provide written notification to tenants facing

eviction for nonpayment of rent 30 days before filing a formal judicial eviction procedure, this rule takes effect January 13, 2025.

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

Raulf Place:

Ms. Fromm stated that all new flooring between floors 3-10 has been completed.

Court Tower:

Mr. Foley reported that there is still a minor water leakage issue at Court Tower. He explained that Holton Brothers discovered two layers of old brick placed back-to-back, which were not addressed during the remodel. This issue was not within the scope of work that Holton Brothers had bid on. Mr. Foley stated that Holton Brothers will return in the spring to work on a solution.

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 the remodel 4% tax credit application has been submitted to WHEDA.

Cumberland Court:

Ms. Fromm stated that she had nothing to report

Riverside/Fox view:

Mr. Foley stated that Otis replaced the elevator shaft with an 8" shaft, which was more significant than the original 6" shaft. This caused more water to drain into the bottom of the elevator pit. Mr. Foley cut a trench to the adjacent property owned by WCHA, allowing the water to drain onto the vacant property.

WCHA Scattered Sites:

Ms. Fromm stated that she had nothing to report

e.) Agency Matters

- **Bi-monthly Board Meeting**

Ms. Fromm stated Chairperson Spanbauer requested the addition of bi-monthly meetings to the agenda for board discussion. Following concerns from Commissioners Rahmlow and Larson, the discussion was tabled until the January 2025 meeting.

- **By Laws Discussion**

Ms. Fromm inquired if there were any questions about Commissioner Larson's request to review the By-laws concerning the timing of the Executive Director's evaluation. There were no questions or discussions.

- **End of Year Write-Offs of Bad Debt**

Ms. Fromm presented the 2024 end-of-year write-off.

- **Security Deposit Amounts**

Winnebago and Oshkosh tabled the discussion for a future meeting.

- **Management Fees Increase Discussion**

Ms. Fromm asked that the Management Fees discussion be tabled until further notice to further understand what those fees would increase by.

- **Possible Supportive Housing for Homeless**

Ms. Fromm stated that Winnebago County approached her to purchase the American Inn in Oshkosh, WI. The OHA would own and manage the property to house the homeless. Ms. Fromm stated that she needed an estimate of the operating costs before any consideration was made and brought to the board.

8.) **OHA Resolutions**

a.) **1142-24: Resolution Approve 2024 Year End Write-Offs of Bad Debt**

Vice Chairperson Hahn presented Resolution 1142-24 to approve the 2024 Year End Write-Offs of Bad Debt. With no questions or discussion, Ms. Rahmlow moved to approve the resolution, seconded by Mr. Larson. The motion carried with a 4-0 voice vote.

b.) **1143-24: Resolution Approve Revised Security Deposit Amounts**

Vice Chairperson Hahn presented Resolution 1143-24 to approve revised security deposit amounts. Mr. Hahn called for a motion, which was moved by Ms. Rahmlow and seconded by Mr. Larson. After extensive discussion, Ms. Rahmlow requested additional information before approving. She asked if tenants pay their security deposits and expressed concern about shifting the burden to other community agencies. Mr. Hahn asked if anyone else wanted to be heard. A voice vote was taken, resulting in a 3-1 outcome, Mr. Larson rescinded his vote. Further discussion ensued regarding the rationale behind the increase. Ms. Fromm suggested tabling the discussion until January's meeting. Mr. Larson moved to table the discussion until the next meeting, and Ms. Rahmlow seconded the motion. Mr. Hahn then asked for a voice vote on moving the discussion to the January meeting, and the motion carried with a 4-0 voice vote.

c.) **1144-24: Resolution Revisions to General Laborer and Maintenance Mechanic 1 position**

Vice Chairperson Hahn presented Resolution 1144-24 regarding revisions to the General Laborer and Maintenance Mechanic 1 position. With no questions or discussion, Ms. Rahmlow moved to approve the resolution, seconded by Mr. Larson. The motion carried with a 4-0 voice vote.

9.) **WCHA Resolutions**

a.) **779-24: Resolution Approve 2024 Year End Write-Offs of Bad Debt**

Chairperson Keller presented Resolution 779-24 for the 2024 Year-End Write-Offs of Bad Debt. With no questions or discussions, Mr. Waterworth moved to approve the resolution, seconded by Ms. Hackett. The motion carried with a 3-0 voice vote

b.) **780-24: Resolution Revised Security Deposit Amounts**

Chairperson Keller presented Resolution 780-24 to approve revised Security Deposit Amounts. It was decided to table this resolution until a future board meeting

Chairperson Keller was asked to add two resolutions to the agenda: 781-24 Housing Choice Voucher 2025 Payment Standards and 782-24 Waite Rug Payment Standards, effective

February 1, 2025. Mr. Waterworth moved to approve the request, and Ms. Hackett seconded it. The motion passed with a 3-0 voice vote.

c.) 781-24: Resolution Approve Housing Choice Voucher 2025 Payment Standards

Chairperson Keller introduced Resolution 781-24 to approve the Housing Choice Voucher 2025 Payment Standards. With no questions or discussions, Mr. Waterworth moved to approve the resolution, and Ms. Hackett seconded the motion. It passed with a 3-0 voice vote.

d.) 782-24: Resolution Approve Waite Rug Payment Standards effective February 1, 2025

Chairperson Keller introduced Resolution 779-24 to approve the Waite Rug Payment Standards, effective February 1, 2025. With no questions or discussions, Mr. Waterworth moved to approve the resolution, and Ms. Hackett seconded the motion. It passed with a 3-0 voice vote.

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

Mr. Keller 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 Ms. Hackett. Motion carried 6-0 on a roll call vote as follows:

Nichole Hahn: aye

Ashlee Rahmlow: aye

Kris Larson: aye

Kari Straus: aye

Robert Keller: aye

Rebecca Hackett: aye

Julie Spanbauer: Absent

Betsy Ellenberger: Absent

Scott Waterworth: Absent

Jessie Coates: Absent

The open meeting was moved into closed session at 5:11 p.m.

11.) Reconvene in Open Session

Mr. Larson moved that the Joint OHA/WCHA board meeting was reconvened in Open Session. The motion was seconded by Ms. Rahmlow. Motion was carried 6-0 on a voice vote and the meeting moved back into open session at 5:20 p.m.

12.) Discussion

a.) Joint OHA/WCHA January Board Meeting – January 27, 2025 at 3:30 pm

Both boards agreed to hold a joint meeting on Monday January 27, 2025, at 3:30 PM in the Court Tower Theater Room.

13.) Adjournment

Having completed the OHA Agenda, Mr. Larson of the OHA board moved, seconded by Ms. Rahmlow, to adjourn the meeting. The motion carried 4-0 on a voice vote. Having completed the WCHA Agenda, Ms. Hackett of the WCHA board moved, seconded by Mr. Keller, to adjourn the meeting. The motion carried 2-0 on a voice vote. The meeting adjourned at 5:20 p.m.

Respectfully submitted,



WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____