

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, March 25, 2025

Main Office

3:00 p.m.

COMMISSIONERS PRESENT: Robert Keller, Chairperson
Rebecca Hackett, Vice Chairperson
Jesse Coates via teams

COMMISSIONERS ABSENT: Betsy Ellenberger

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

OTHERS PRESENT: None

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 27, 2025

Chairperson Keller instructed the Commissioners to review the minutes from the Joint OHA/WCHA Board Meeting held on January 27, 2025. Chairperson Keller requested an amendment to the minutes, noting that Mr. Waterworth was listed as both present and absent. Ms. Hackett moved to approve the minutes as amended, with Mr. Coates seconding the motion. The motion passed unanimously with a vote of 3-0

3.) Public Comment Period

There were no public comments.

4.) Finance

a.) Accounts Payable Report from January 2025

Ms. Fromm presented the Accounts Payable report for January 2025 and asked if there were any questions.

b.) Accounts Payable Report from February 2025

Ms. Fromm presented the Accounts Payable Report for February 2025 and asked if there were any questions.

c.) 2024 Year-End Financial Reports

Ms. Fromm presented the 2024 Year-End Financial report and invited questions. With no questions raised, Ms. Ziebell reassured the board that there were no issues.

d.) LLC Audits WCHA Rivers Cities Redevelopment

Ms. Fromm presented the LLC Audits for WCHA Rivers Cities Redevelopment, noting that there were no findings but some recommendations. We will adopt the auditors' recommendations. Ms. Ziebell informed the board that the final payment on the Winnebago County land trust loan has been made.

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, noting that WCHA remains at 100%. The A/R spreadsheet shows that accounts receivable over 90 days old total \$11,760.07, with \$2,058.04 attributed to WCHA. For accounts receivable aged 61-90 days, the total is \$4,918.02, with \$1,174.00 for WCHA. The monthly vacancy report indicates no vacancies for the Winnebago County Housing Authority WCHA.

b.) Housing choice Voucher Programs Update (WCHA)

Ms. Southworth reported 367 regular vouchers, twenty-eight Project Based Vouchers, three VASH Vouchers, two port-outs and eight port-in. Twenty-five Mainstream and ten Tenant Protection Vouchers (TPV's) are in use. The total number of vouchers under contract is 443.

c.) FSS Program Update

Ms. Southworth reported that the FSS Program has seven OHA Public Housing Program participants. WCHA has 24 total participants. There are a total of 31 participants in the FSS programs. The current escrow balance is \$97,427. There have been two new enrollments since our last meeting. There is one pending enrollment.

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 the Maintenance Department will obtain quotes to replace the storage sheds at all scattered sites with plastic ones. Additionally, proactive plumbing work will be carried out on the AC units.

e.) Agency Matters

• Section 8 Shortfall

Ms. Fromm stated that we are out of short fall, however, we will continue to watch the 2-year tool to help keep things in order. Ms. Fromm noted that we haven't given out a voucher since July 2024

• Update on Outstanding Loans Owed to WCHA

OHA approved Ms. Fromm to refinance Marion Manor. Ms. Fromm presented the board of directors with a list of loans that OHA will repay to WCHA, totaling \$1,205,000. Additionally, Ms. Fromm informed the board regarding the OHA board's approval to acquire land for a future Maintenance Shop.

- **2025 RFP**

- **Waste Management**

- Ms. Fromm stated that we have received three bids for garbage removal, and GFL's bid will save us approximately \$55,000.

- Consequently, we signed a contract with GFL, and they have updated the dumpsters at Court Tower.

- **Pest Control**

- Ms. Fromm stated that we contracted with a new pest control service.

- **Payroll Service**

- Ms. Fromm stated that after reviewing the bids, we have contracted with a different Payroll/HR provider, which will significantly streamline processes and save time in the HR Department.

- **Electronic Door Service**

- Ms. Fromm announced that she has signed a three-year contract with TECC Security to restore and ensure the smooth operation of our electronic door systems.

- f.) **Unfinished Business**

- Ms. Fromm announced that the county has appointed a new commissioner to our board, and the new commissioner will join the board in May. Our meetings will continue as scheduled, on Tuesdays at 3:00 pm

- 6.) **Discussion**

- a.) **WCHA May Board Meeting: May 20, 2025 pm in Main Office**

- The WCHA May Board Meeting will be held on Tuesday, May 20, 2025, in the conference room at the Main Office. Ms. Fromm mentioned that while in-person attendance is preferred, you can also join the meeting via Teams.

- 7.) **Adjournment**

- Having completed the agenda, Ms. Hackett moved, seconded by Mr. Coates to adjourn the meeting. Motion carried 3-0 on a voice vote. The meeting was adjourned at 3:46 p.m.

Respectfully Submitted,

Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED