

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 20, 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 3:01 p.m.

2.) **Election of Officers**

Chairperson Keller initiated the annual election of officers for the Board of Commissioners of the Housing Authority of Winnebago County. Ms. Fromm explained that officer elections are held annually during the May Board Meeting and provided an overview of the election process. In accordance with state law and the Board's by-laws, the Executive Director serves as Secretary/Treasurer.

Ms. Fromm then opened the floor for nominations for chairperson. Ms. Hackett nominated Mr. Keller, and the nomination was seconded by Mr. Coates. After calling twice more for additional nominations and receiving none, Ms. Fromm closed the nominations. With only one nominee, a unanimous voice vote was cast in favor of Mr. Keller. The motion passed 3-0.

Chairperson Keller then called for nominations for Vice Chairperson. Mr. Keller nominated Ms. Hackett, with Mr. Coates seconding the nomination. Chairperson Keller called twice more for additional nominations. Hearing none, he closed the nominations and called for a vote. A unanimous voice vote was cast in favor of Ms. Hackett. The motion passed 3-0.

Ms. Fromm stated that she will be meeting with Mr. Hintz and addressing the board storage.

3.) **WCHA Meeting Minutes from March 25, 2025**

Chairperson Keller instructed the Commissioners to review the minutes from the WCHA Board Meeting held on March 25, 2025. Ms. Hackett moved to approve the minutes, with Mr. Coates seconding the motion. The motion passed unanimously with a vote of 3-0

4.) Public Comment Period

There were no public comments.

5.) Finance**a.) Accounts Payable Report from March 2025**

Ms. Fromm presented the Accounts Payable report for March 2025 and invited questions from the Board. Chairperson Keller inquired about the RCR/WC State Trust Fund Loan. Ms. Ziebell responded that the loan had been fully paid off and noted that the organization will now begin focusing on addressing other outstanding loans.

b.) Accounts Payable Report from April 2025

Ms. Fromm presented the Accounts Payable Report for April 2025 and opened the floor for questions. Mr. Keller inquired about the charges and credits related to Bank First National. After Ms. Ziebell provided clarification, the presentation continued without further discussion.

c.) First Quarter Financial Report

Ms. Fromm presented the First Quarter Financial Report and invited questions. Chairperson Keller asked about the variance in COCC Operating Income before depreciation. Ms. Ziebell attributed the discrepancy to a recent payout and noted updates will follow Q2 close. Ms. Fromm added that the operating expenses are expected to rise due to recent RFPs.

d.) 2024 WCHA Audit

Ms. Fromm presented the 2024 WCHA Audit Report, noting no findings. She invited questions from the board. Ms. Ziebell highlighted page 5 as a strong summary and overview of the year.

6.) 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 noted that WCHA continues to maintain a 100% occupancy rate. The A/R report shows that accounts receivable over 90 days total \$8,452.85, with \$1,610.79 attributed to WCHA. For receivables aged 61–90 days, the total is \$1,453.82, of which \$63.82 is associated with WCHA. The monthly vacancy report indicates that there is currently one vacancy within the Winnebago County Housing Authority portfolio.

b.) Housing choice Voucher Programs Update (WCHA)

Ms. Southworth reported 360 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, two port-outs and eight port-in. Twenty-three Mainstream and ten Tenant Protection Vouchers (TPV's) are in use. The total number of vouchers under contract is 435.

c.) 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 there is nothing to report.

d.) Agency Matters

- **HUD Updates**

Ms. Fromm reported that the 2025 Capital Fund Program (CFP) has increased, attributing the rise to improved occupancy rate.

- **Contract with TECC Security for building cameras**

Ms. Fromm reported that a contract has been signed with TECC to assume responsibility for managing the building security camera systems.

- **Contract with MRI to update the operating system**

Ms. Fromm informed the Board that HAB is prepared to upgrade the current system to MRI, with an estimated cost of \$70,000. To help offset this expense, a request will be made for WCHA to consider forgiving a portion of the outstanding debt owed by OHA. Ms. Fromm stated that she will present a formal resolution regarding this matter at the next Board meeting.

7.) WCHA Resolutions

a.) Resolution 784-25: Approve WCHA Year-End 2024 Audit

Chairperson Keller presented resolution 784-25 Approve WCHA Year-End 2024 Audit. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Coates, to approve Resolution 784-25. Motion carried 3-0 on a voice vote.

8.) Discussion

a.) WCHA July Board Meeting: July 29, 2025 pm in Main Office

The WCHA July Board Meeting will be held on Tuesday, July 29, 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.

9.) 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 3:52 p.m.

Respectfully Submitted,

Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED