

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, July 29, 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
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.) WCHA Meeting Minutes from May 20, 2025

Chairperson Keller instructed the Commissioners to review the minutes from the WCHA Board Meeting held on May 20, 2025. Mr. Coates moved to approve the minutes, with Ms. Hackett 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 May 2025

Ms. Fromm presented the Accounts Payable report for May 2025 and invited questions from the Board. Mr. Coates asked about a charge for Charter Communication. Ms. Ziebell explained that the amount listed is allocated amongst all the properties

b.) Accounts Payable Report from June 2025

Ms. Fromm presented the June 2025 Accounts Payable report. Ms. Hackett inquired about a Summit Fire charge, MS. Fromm explained that the charge is a payment for the fire suppression upgrades and the funds were drawn on the Hazard grant that was awarded to court tower.

c.) TRIP Update

Ms. Lunde reviewed TRIP collections from January 1 to July 1, 2025, totaling \$14,694.41 for WCHA. TRIP allows the Authority to recover debts from former tenants via state tax refund interception. When asked by Ms. Hackett where the funds go, Ms. Ziebell explained they are reinvested into properties.

d.) Second Quarter Financial Report

Ms. Fromm presented the Second Quarter Financial Report; no questions were raised. Ms. Ziebell distributed the Local Funds financials. Ms. Ziebell did explain to the board that no formal budget is required for the Local Fund account.

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

Ms. Fromm reviewed the monthly Tenant Accounts Receivable and Vacancy Reports, noting WCHAs continued to be at 100% occupancy. Outstanding tenant balances include \$1,339.44 over 90 days and \$620.00 aged 61–90 days, both related to unpaid utility charges. Ms. Fromm informed the Board that as of July 1, 2025 all utility payments are made directly to the utility companies, a change implemented with the updated ACOP in July 2025.

b.) Housing choice Voucher Programs Update (WCHA)

Ms. Lunde reported 430 vouchers under contract, including 355 regular, 27 Project-Based, 4 VASH, 2 port-outs, 8 port-ins, 24 Mainstream, and 10 Tenant Protection Vouchers (TPVs). Ms. Hackett requested a linear view of voucher trends over the past six months. In response, Ms. Fromm presented the Two-Year Tool, explaining how it helps monitor voucher usage and prevent funding shortfalls.

c.) FSS Program Update

Ms. Lunde reported that the FSS Program currently has 27 participants across OHA and WCHA. Since the last meeting, there have been two new enrollments, two graduates, and one termination. One additional enrollment is pending.

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 confirmed that the gutters had been cleaned on all the scattered sites, during the cleaning there were many damaged ones observed. Mr. Foley will work on getting those replaced.

e.) Agency Matters**• Purge Updates**

Ms. Fromm reported that the annual purge of the waiting list has been completed, and we're awaiting the updated counts. In 2024, 3,800 Applicant letters were sent versus the 1,700 applicant letters sent in 2025. Ms. Fromm will report the final numbers at the September board meeting with an update on the waiting list closures.

• MRI Conversion Update

Ms. Fromm reported that the MRI conversion from HAB is underway, and they are currently working on setting up the financials in the new program. The agency's fee accountant, Angie Campbell, from Hawkins Ash, is assisting the

agency with this conversion. noting that the WCHA commissioners recognize the importance of OHA upgrading its system, which will help both agencies improve their regulatory compliance.

- **Schedule of Standard Charges**

Ms. Fromm presented the updated schedule of standard charges, proposing an increase in the maintenance fee from \$40 to \$50 and the late rent fee from \$15 to \$20.

- **HCV-SEMAP**

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

- **RAD Conversion Consulting Updates**

Ms. Fromm stated that we have signed a contract with Scott Koegler, who was hired to advise the agency on converting specific properties through a RAD conversion. Scott Koegle will be presenting his recommendation to the board at the Joint meeting held on November 17, 2025.

- **Retirement of Winnebago County FSS Coordinator**

Ms. Fromm reported that the WCHA section 8 FSS Coordinator retired, and the open position was filled internally.

6.) WCHA Resolutions

a.) **Resolution 785-25: Approve Loan Forgiveness to Oshkosh Housing Authority**

Chairperson Keller presented resolution 785-25 Approve Loan Forgiveness to Oshkosh Housing Authority. There being no questions or discussion, Ms. Hackett moved, seconded by Mr. Coates, to approve Resolution 785-25. Motion carried 3-0 on a voice vote.

b.) **Resolution 786-25: Approve WCHA Schedule of Standard Charges**

Chairperson Keller presented resolution 786-25 Approve WCHA Schedule of Standard Charges. There being no questions or discussion, Mr. Coates moved, seconded by Ms. Hackett, to approve Resolution 786-25. Motion carried 3-0 on a voice vote.

7.) Discussion

a.) **OHA/WCHA Joint Board Meeting: September 22, 2025, pm at Court Tower**

The OHA/WCHA Joint Board Meeting will be held on Monday, September 22, 2025, in the Theater Room on the 1st floor at Court Tower.

8.) 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 4:04 p.m.

Respectfully Submitted,

Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED