

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, May 21, 2024

Main Office

3:00 p.m.

COMMISSIONERS PRESENT: Rober Keller, Chairperson
Rebecca Hackett, Vice Chairperson
Betsy Ellenberger
Scott Waterworth
Jesse Coates

COMMISSIONERS ABSENT: None

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

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**
Vice Chairperson Hackett called the regularly scheduled meeting to order at 3:07 p.m.
 - 2.) **Election of Officers**
The election of officers has been postponed until the June Meeting.
 - 3.) **WCHA Minutes of the Regular Meeting Held on April 23, 2024**
Vice Chairperson Hackett directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on April 23, 2024. With no corrections or questions, Ms. Ellenberger moved, seconded by Ms. Hackett, to approve the minutes of the April 23, 2024 meeting as presented. Motion carried 3-0 on a voice vote. Abstaining from the vote was Mr. Waterworth and Mr. Coates
 - 4.) **Public Comment Period**
There were no public comments.
 - 5.) **Finance**
 - a.) **Accounts Payable Report from April 2024**
Ms. Fromm presented the Accounts Payable report from April 2024 and answered questions about the attorney charges.
 - b.) **First Quarter Financial Report**

Ms. Fromm presented the First Quarter Financial Report and asked if there were any questions. There being no questions or concerns, Ms. Fromm stated that a summary report would be used going forward.

6.) 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.

The A/R spreadsheet currently shows accounts receivable 90+ days old is \$7,228.30. Only \$230.00 is for WCHA. Accounts receivable that are 61-90 days old is \$2,818.82 only \$469.00 is for WCHA.

The monthly vacancy report shows only one vacancy for the Winnebago County Housing Authority (WCHA) and 12 for the Oshkosh Housing Authority (OHA). Currently, HUD shows the WCHA Public Housing occupancy rate at 100%.

b.) Housing Choice Voucher Program Update

Ms. Southworth reported 404 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, two port-outs and one port-in. Twenty-six Mainstream and eleven Tenant Protection Vouchers (TPV's) are in use. The total number of vouchers under contract is 473.

c.) Update on Housing Authority Owned Property and/or Projects

Foxview:

Ms. Fromm stated everything was good. The elevator shaft is expected in early August 2024.

Riverside:

Ms. Fromm stated everything was good.

WCHA Scattered:

Ms. Fromm stated we are planning for an NSPIRE inspection on August 13, 2024.

d.) Agency Matters

Ms. Fromm welcomed Scott and Jessie to the new Main Office. Ms. Fromm presented to the commissioners the employee engagement committees' purpose, goal and scope. Ms. Fromm stated that the computer servers have been moved from the old office over to the new main office with few issues, all nine satellite offices are linked to the servers at the main office.

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

Mr. Waterworth moved that the WCHA open meeting be adjourned, and a closed session be opened under Wis. Stat. § 19.85(1) (c). The motion was seconded by Mr. Keller. Motion carried 5-0 on a roll call vote as follows:

Robert Keller: aye
Scott Waterworth: aye
Betsy Ellenberger: aye
Jesse Coates: aye
Rebecca Hackett: aye

The open meeting was moved into closed session at 3:48 p.m.

8.) Reconvene in Open Session

Ms. Hackett moved that the WCHA board meeting reconvene in Open Session. The motion was seconded by Ms. Ellenberger. Motion was carried 5-0 on a voice vote.

9.) Discussion

a.) Joint OHA/WCHA Board Meeting: June 24, 2024, 3:30 PM

The June Joint Board Meeting will be a joint meeting of both boards and will be held in the Theater Room on the 1st floor at Court Tower.

10.) Adjournment

Having completed the agenda, Ms. Hackett moved, seconded by Ms. Ellenberger, to adjourn the meeting. Motion carried 3-0 on a voice vote. The meeting was adjourned at 4: 58 p.m.

Respectfully Submitted,



Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED