

DRAFT

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

Monday, June 24, 2024

Court Tower

3:30 P.M.

COMMISSIONERS PRESENT: Julie Spanbauer, Chairperson – OHA
Nicholas Hahn, Vice Chairperson – OHA
Kris Larson – OHA
Kari Straus – OHA

Robert Keller, Chairperson – WCHA
Betsy Ellenberger – WCHA (Arrived at 3:35 pm)

COMMISSIONERS ABSENT: Ashlee Rahmlow – OHA
Scott Waterworth – WCHA
Rebecca Hackett – WCHA
Jessie Coates – WCHA

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

OTHERS PRESENT:

Chairperson Spanbauer of the Oshkosh made a motion to add the HOTMA Public Hearing to the agenda, seconded by Kris Larson.

1.) Call to Order: Roll Call

Chairperson Spanbauer of the Oshkosh Housing Authority (OHA) Board called the joint meeting to order at 3:31 p.m. Winnebago County Housing Authority Board (WCHA) did not have a quorum; therefore, all business of the WCHA board is suspended.

2.) Election OHA Officers

Ms. Fromm stated that elections are held annually. According to state law and the by-laws, the Executive Director will serve as Secretary/Treasurer for the Board. Ms. Fromm proceeded to call for nominations for Chairperson. Mr. Hahn nominated Ms. Spanbauer as Chairperson. Ms. Fromm called two more times for other nominations for Chairperson. Absent from other nominations, Ms. Fromm closed the nominations. There being only one candidate for Chairperson, a unanimous voice vote was cast for Ms. Spanbauer for Chairperson. Motion carried 3-0, with Ms. Spanbauer abstaining from the vote.

Chairperson Spanbauer called for nominations for Vice Chairperson. Ms. Spanbauer nominated Mr. Hahn as Vice Chairperson. Chairperson Spanbauer called two more times for other nominations for Vice Chairperson. Absent from other nominations, Chairperson Spanbauer closed the nominations and called for a vote to elect Mr. Hahn as Vice Chairperson. The motion carried 3-0 with Mr. Hahn abstaining from the vote.

3.) Election WCHA Officers

There being no quorum of the WCHA Board, the election of officers was postponed.

4.) OHA Minutes from the Regular Meeting Held on May 20, 2024

Chairperson Spanbauer of the Oshkosh Housing Authority (OHA) Board directed the OHA Commissioners to review the minutes of the OHA Board Meeting held on May 20, 2024. With no questions or corrections, Mr. Larson moved, seconded by Mr. Hahn, to approve the minutes of the May 20, 2024 meeting as presented. The motion carried 4-0 on a voice vote.

5.) WCHA Minutes of the Regular Meeting Held on May 21, 2024

There being no quorum of the WCHA Board, this topic has been postponed.

6.) Public Comment Period/Q&A Period

There was no public comment.

7.) Finance**a.) Accounts Payable Report from May 2024**

Ms. Fromm inquired if there were any questions on the A/P Report from May 2024. There were no questions at this time.

b.) TRIP Update

Ms. Lunde reviewed the payments received year to date from the Tax Refund Intercept Program (TRIP). If a tenant terminates from the Authority's programs and owes money to the Authority, their debt is certified with the WI Department of Revenue for state tax refund interception through TRIP. From January 1, 2024, to June 17, 2024, \$27,206.52 has been collected through TRIP.

c.) 2023 WCHA Public Housing Audit

There being no quorum of the WCHA Board, trip was not discussed.

8.) 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 are now \$5,160.28. Accounts Receivable that are 61-90 days old is \$2,118.24.

The monthly vacancy report now shows there are nine vacancies for the Oshkosh Housing Authority (OHA) and two for the Winnebago County Housing Authority (WCHA). Currently, for Public Housing, HUD shows OHA at 98.34% occupancy and WCHA at 100% occupancy.

b.) Housing Choice Voucher Program Update (WCHA)

There being no quorum of the WCHA Board, Monthly receivables were not discussed.

c.) FSS Program Update

There being no quorum of the WCHA Board, FSS program updates was postponed.

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

Raulf Place:

Ms. Fromm stated that Verizon and Us Cellular drawings showed placement of updated antennas to be placed in the same location on the roof of Raulf Place. Engineers from Both US Cellular and Verizon are working on a resolution to address this issue.

Court Tower: Court Tower Water Leakage

Ms. Fromm stated that the repairs on the water leakage will begin on July 1, 2024.

70 Family Scattered Sites:

Ms. Fromm stated nothing to report

North Waite Rug:

Ms. Fromm stated that the mortgage company was requiring an appraisal of the property before the note can be renewed.

Marian Manor:

Ms. Fromm stated that Gartman replaced the adaptors on the HVAC units for the heating and cooling for floor #6. Garman is working with Mitsubishi/Trane to troubleshoot why these adaptors keep failing.

Cumberland Court:

Ms. Fromm stated nothing to report.

Fox View: Fox View Elevator Shaft

Ms. Fromm stated that the replacement of the elevator shaft will begin on Monday, July 15, 2024. The elevator is expected to be down for five weeks.

e.) Agency Matters

- **Sale of Summit House WCHA**

There being no quorum of the WCHA Board, the sale of Summitt will be discussed at next month's session.

- **Winnebago County Recovery Agreement Close-out letter**

There being no quorum of the WCHA Board, the recovery agreement discussion has been postponed.

- **Wage Study**

Ms. Fromm stated that we have started our wage study through Nelrod. The study provides a pay schedule guide, an org chart with a chain of command, and an FLSA classification of our employee's salaries compared to the local area. All PHA within a 50-mile radius will be included. The database is updated quarterly.

- **HOTMA Admissions and Continued Occupancy (ACOP). Section 8 Administrative Plan and Multi-Family (PBRA) Tenant Selection Plans Presentation**

Ms. Fromm presented the Board of Commissioners with a PowerPoint presentation on HOTMA ACOP, Section 8 Administrative Plan and Tenant Selection Plans.

9.) OHA Resolutions**a.) 1132-24: Resolution Annual Civil Rights Certification**

Chairperson Spanbauer presented resolution 1132-24 Annual Civil Rights Certification. There being no questions or discussion, Mr. Hahn moved, seconded by Mr. Larson, to approve Resolution 1132-24. Motion carried 4-0 on a voice vote.

b.) 1133-24: Resolution Approve the New ACOP

Chairperson Spanbauer presented resolution 1133-24 approving the new ACOP. There being no questions or discussion, Mr. Hahn moved, seconded by Mr. Larson, to approve Resolution 1133-24. Motion carried 4-0 on a voice vote.

c.) 1134-24: Resolution Approve the New Tenant Selection Plan MM-CC

Chairperson Spanbauer presented resolution 1134-24 approving the New Tenant Selection Plan. There being no questions or discussion, Mr. Hahn moved, seconded by Mr. Larson, to approve Resolution 1134-24. Motion carried 4-0 on a voice vote.

10.) WCHA Resolutions

There being no quorum of the WCHA Board, the resolutions will be presented at next month's meeting.

11.) Discussion**a.) OHA April Board Meeting – July 22, 2024**

The OHA July 2024 board meeting will be on Monday, July 22, 2024, at 3:30 p.m. in the Oshkosh Housing Authority's main office.

b.) WCHA April Board Meeting – July 23, 2024

The WCHA July board meeting will be on Tuesday, July 23, 2024, at 3:00 p.m. in the Oshkosh Housing Authority's main office.

12.) Adjournment

Having completed the OHA Agenda, Mr. Hahn of the OHA board moved, seconded by Mr. Larson, to adjourn the meeting. Motion carried 4-0 on a voice vote. The meeting was adjourned at 4:41 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Wendy Fromm", with a long horizontal flourish extending to the right.

WENDY FROMM
Executive Director
Oshkosh Housing Authority
Winnebago County Housing Authority

APPROVED by OHA Board _____

APPROVED by WCHA Board _____