

DRAFT

WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES

Tuesday, July 23, 2024

Main Office

3:00 p.m.

COMMISSIONERS PRESENT: Rober Keller, Chairperson (via Teams)
Scott Waterworth
Jesse Coates

COMMISSIONERS ABSENT: Rebecca Hackett, Vice Chairperson
Betsy Ellenberger

STAFF PRESENT: Wendy Fromm, Executive Director
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 3:15 p.m.
 - 2.) **WCHA Minutes of the Regular Meeting Held on May 21, 2024**
Chairperson Keller directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on May 21, 2024. With no corrections or questions, Mr. Waterworth moved, seconded by Mr. Coates, to approve the minutes of the May 21, 2024, meeting as presented. Motion carried 3-0 on a voice vote.
 - 3.) **Joint OHA/WCHA Minutes of the Regular Meeting Held on June 24, 2024**
Chairperson Keller directed the Commissioners to review the meeting minutes of the Joint OHA/WCHA Board Meeting held on June 24, 2024. With no corrections or questions, Mr. Waterworth moved, seconded by Mr. Coates, to approve the minutes of the June 24, 2024, meeting as presented. Motion carried 3-0 on a voice vote.
 - 4.) **WCHA Minutes of the Regular Meeting Held on July 1, 2024**
Chairperson Keller directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on July 1, 2024. With no corrections or questions, Mr. Waterworth moved, seconded by Mr. Coates, to approve the minutes of the July 1, 2024, meeting as presented. Motion carried 3-0 on a voice vote.
 - 5.) **Public Comment Period**
There were no public comments.

6.) Finance**a.) Accounts Payable Report from July**

Ms. Fromm presented the Accounts Payable report from July 2024 and inquired if there were any questions. There were no questions.

b.) 2023 WCHA Audit

Ms. Fromm presented the 2023 WCHA Audit and asked if there were any questions. Ms. Fromm answered the question about compliance training for managers.

c.) Second Quarter Financial Report

Ms. Fromm presented the Second Quarter Financial Report and asked if there were any questions. There were no questions or concerns.

7.) 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 \$6,398.40. Accounts receivable that are 61-90 days old is \$6,070.46 only \$233.13 is for WCHA.

The monthly vacancy report shows no vacancies for the Winnebago County Housing Authority (WCHA) and six 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 401 regular vouchers, twenty-eight Project Based Vouchers, four VASH Vouchers, two port-outs and three port-in. Twenty-six Mainstream and eleven Tenant Protection Vouchers (TPV's) are in use. The total number of vouchers under contract is 475.

c.) FSS Program Update

Ms. Southworth reported that the FSS Program has seven OHA Public Housing Program participants. WCHA has 25 total participants. There are a total of 32 participants in the FSS programs. The current escrow balance is \$62,540. 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 everything was good. The elevator shaft is expected to be completed the 2nd week in August.

Riverside:

Ms. Fromm stated there is nothing to report.

WCHA Scattered:

Ms. Fromm reported that we are seeking quotes to replace the windows in the 20 units located in Oshkosh. Ms. Fromm stated that the N-Spire inspection is scheduled for Monday, August 12, 2024, and should take three days to complete.

e.) Agency Matters**Sale of Summit House**

Ms. Fromm stated that we had a counteroffer on the sale of the Summit House and closed the sale on July 11, 2024. All group homes have been sold.

Winnebago County Recovery Agreement Close-out letter

Ms. Fromm reviewed the letter from HUD sent on June 18, 2024. WCHA PHAs Score has been revised to Standard Performer from troubled designation.

Wage Study

Ms. Fromm stated that The Nelrod Company was hired to do a wage study; the results will be shared at the September Joint meeting.

Summer Employee Engagement Picnic

Ms. Fromm handed out invites to the Commissioners for the Summer Employee Engagement Picnic. The offices will be closed on August 22, 2024, so all employees can attend.

8.) WCHA Resolutions**a.) Resolution 768-24: Resolution Annual Civil Rights Certification**

Chairperson Keller presented resolution 768-24 Resolution for Annual Civil Rights Certification. There being no questions or discussion, Mr. Waterworth moved, seconded by Mr. Coates, to approve Resolution 768-24. Motion carried 3-0 on a voice vote.

b.) Resolution 769-24: Resolution Approve the New ACOP

Chairperson Keller presented resolution 769-24 Resolution to Approve the New ACOP. There being no questions or discussion, Mr. Waterworth moved, seconded by Mr. Coates, to approve Resolution 769-24. Motion carried 3-0 on a voice vote.

c.) Resolution 770-24: Resolution Approve the New Tenant Selection Plan

Chairperson Keller presented resolution 770-24 Resolution to Approve the New Tenant Selection Plan. There being no questions or discussion, Mr. Waterworth moved, seconded by Mr. Coates, to approve Resolution 770-24. Motion carried 3-0 on a voice vote.

d.) Resolution 771-24: Resolution Approve the New Admin Plan HCV

Chairperson Keller presented resolution 771-24 Resolution to Approve the New Admin Plan HCV. There being no questions or discussion, Mr. Waterworth moved, seconded by Mr. Coates, to approve Resolution 771-24. Motion carried 3-0 on a voice vote.

e.) Resolution 772-24: Resolution Approve the WCHA 2023 Audit

Chairperson Keller presented resolution 772-24 Resolution to Approve the WCHA 2023 Audit. There being no questions or discussion, Mr. Waterworth moved, seconded by Mr. Coates, to approve Resolution 772-24. Motion carried 3-0 on a voice vote

9.) Discussion**a.) WCHA Board Meeting, August 27, 2024 at 3:00 p.m.**

The WCHA August Board Meeting will be held on Tuesday August 27, 2024, at 3:00 p.m. in the Oshkosh Housing Authority's main office.

10.) Adjournment

Having completed the agenda, Mr. Waterworth moved, seconded by Mr. Coates, to adjourn the meeting. Motion carried 3-0 on a voice vote. The meeting was adjourned at 3:40 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Wendy Fromm", with a stylized, flowing script.

Wendy Fromm
Executive Director
Winnebago County Housing Authority

APPROVED