

**DRAFT**

**WINNEBAGO COUNTY HOUSING AUTHORITY MINUTES**

Tuesday, August 27, 2024

Main Office

3:00 p.m.

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

COMMISSIONERS ABSENT: NONE

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

OTHERS PRESENT: None

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- 1.) **Call to Order: Roll Call**  
Chairperson Keller called the regularly scheduled meeting to order at 3:02 p.m.
  - 2.) **WCHA Minutes of the Regular Meeting Held on July 23, 2024**  
Chairperson Keller directed the Commissioners to review the meeting minutes of the WCHA Board Meeting held on July 23, 2024. With no corrections or questions, Mr. Waterworth moved, seconded by Mr. Coates, to approve the minutes of the July 23, 2024, meeting as presented. Motion carried 4-0 on a voice vote with Ms. Ellenberger abstaining from the vote.
  - 3.) **Public Comment Period**  
There were no public comments.
  - 4.) **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.
  - 5.) **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 \$9,191.48. Accounts receivable that are 61-90 days old is \$5,193.39 only \$708.52 is for WCHA.

The monthly vacancy report shows one vacancy for the Winnebago County Housing Authority (WCHA) and 11 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 399 regular vouchers, twenty-seven Project-Based Vouchers, four VASH Vouchers, zero port-outs, and three port-ins. Twenty-six Mainstream and eleven Tenant Protection Vouchers (TPVs) are in use. The total number of vouchers under contract is 470.

**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**

- **Waiting List Purge Update**

Ms. Fromm stated that the purge is going well. The applicants had until August 14, 2024, to send back the updated letters. Waiting lists remain closed currently.

- **Back to School Fair**

Ms. Fromm asked Ms. Lunde to discuss how the back-to-school fair went. Ms. Lunde stated that we had a vendor table at the Back to School Fair to raise awareness about the Housing Authority in the community. Several staff members volunteer for the Back to School Fair.

- **N-Spire Inspection**

Ms. Fromm stated that Scattered sites scored a 59 on the recent N-Spire inspection.

- **Elevator repair update**

Ms. Fromm stated the elevator took five weeks to complete and is now back up and running. The plan for the shutdown went incredibly smooth.

**6.) WCHA Resolutions**

**a.) Resolution 773-24: Loan Contract with the Housing Authority of the City of Oshkosh**

Chairperson Keller presented resolution 773-24 Resolution for a Loan contract with the Housing Authority of the City of Oshkosh. Ms. Fromm stated the Mortgage Loan on North Waite, with Wisconsin Bank & Trust, has matured and is payable in full. The loan will be paid back in early January 2025. OHA will pay interest of \$1,000 per month to WCHA. Ms. Hackett moved, seconded by Ms. Ellenberger, to approve Resolution 773-24. Motion carried 5-0 on a voice vote.

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

Ms. Ellenberger 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 Ms. Hackett. 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 3:55 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**

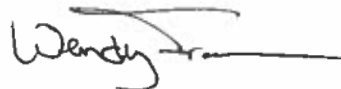
**a.) Joint OHA/WCHA Board Meeting, September 23, 2024 at 3:30 p.m.**

The Joint OHA/WCHA September Board Meeting will be held on Monday, September 23, 2024, at 3:30 p.m. in the Court Tower Theater Room.

**10.) Adjournment**

Having completed the agenda, Ms. Hackett moved, seconded by Mr. Waterworth, to adjourn the meeting. Motion carried 5-0 on a voice vote. The meeting was adjourned at 4:32 p.m.

Respectfully Submitted,



Wendy Fromm  
Executive Director  
Winnebago County Housing Authority

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APPROVED