

**MINUTES**  
**GREEN BAY HOUSING AUTHORITY**  
**Thursday, May 16, 2013, 10:30 a.m.**  
**1424 Admiral Court, Second Floor Reading Room**  
**Green Bay, WI 54303**

**MEMBERS PRESENT:** W. VandeCastle, S. Popp, H. Genunzio, B. Goodlet

**MEMBERS EXCUSED:** D. Dolan-Wallace-Chair

**OTHERS PRESENT:** R. Strong, N. Aderholdt

**APPROVAL OF MINUTES:**

1. Approval of the April 18, 2013, minutes of the Green Bay Housing Authority

A motion was made by S. Popp and seconded by B. Goodlet to approve of the April 18, 2013, minutes of the Green Bay Housing Authority. Motion carried.

**COMMUNICATIONS:**

None

**OLD BUSINESS:**

2. Approval to award blanket Scattered Site window distributor to lowest responsive and responsible bidder

R. Strong reported that ABC Supply Company Inc. was the vendor with the lowest bid, but they did not bid the same quality windows. Norandex was the next lowest bidder, so they were awarded the contract. He added that Norandex was also the window distributor the last time this was bid out for Scattered Sites.

A motion was made by S. Popp and seconded by B. Goodlet to approve of the award blanket to be awarded to Norandex as the window distributor for Scattered Sites. Motion carried.

3. Approval to award blanket Scattered Site window installation to lowest responsive and responsible bidder

R. Strong stated that out of five bidders for the window installation contract, Tekulve Construction was the lowest bidder. Tekulve Construction was awarded the window installation contract, and he added that they have done many rehabs for Scattered Sites in the past. The cost for window installation will be \$90 per window.

B. Goodlet inquired if Tekulve Construction was the same contractor with Norandex. N. Aderholdt replied that they are two different and separate contractors.

A motion was made S. Popp and seconded by B. Goodlet to approve of the award blanket to be awarded to Tekulve Construction as the window installer for Scattered Sites. Motion carried.

4. Update and possible action on the status of the loan made to NeighborWorks® Green Bay for the Armory project

R. Strong stated that NeighborWorks® wrote a letter to GBHA saying that they will not be able to attend today's meeting but reported that they are making progress with prospective tenants. They will attend the next meeting with updated information.

A motion was made by W. VandeCastle and seconded by H. Genunzio to receive the update on possible action for the Armory project and place it on file. Motion carried.

#### **NEW BUSINESS:**

5. Discussion and preliminary approval of GBHA Budget

N. Aderholdt suggested that Item #8 be taken together with #5.

R. Strong introduced Stephanie Schmutzer as the new Senior Accountant. S. Schmutzer is from Gillette where she was the Clerk Treasurer working for governmental programs. She also has experience in auditing, including other housing authorities as well.

All the Commissioners introduced themselves.

R. Strong stated that S. Schmutzer had just started about a week ago, so this is a rough draft of the GBHA budget. There will be changes once she learns how everything works, and she will bring the budget back again next month. Also Matt Schampers, who was the previous Senior Accountant, has agreed to come back to train Stephanie.

S. Schmutzer explained that the format of the GBHA budget is different from previously. The old forms were HUD forms that are no longer required, and this new format should be easier to follow. She reported that the budget is broken out into the Central Office Cost Center (COCC), Mason Manor, and Scattered Sites. She further explained the various columns of the report, explaining that she will need to confirm some information with Matt before having the most accurate numbers in some areas. In addition, she explained there are some items which do not have amounts in previous years' columns because in the previous format they were combined with other categories, but this year she is breaking them out separately. The items that are highlighted are ones that she needs to do a further review of.

R. Strong stated that the administrative salaries will change with N. Aderholdt moving over to Mason Manor and taking on two positions. N. Aderholdt oversees both the Mason Manor and Scattered Sites programs. The GBHA is looking to hire a Resident Coordinator position to help out. This may impact the number for administrative salaries on the budget. He also explained that the Central Office Cost Center is the administrative staff: R. Hallet and S. Schmutzer. The Central Office Cost Center, Mason Manor, and Scattered Sites are divided as separate administrative classes. N. Aderholdt is separated into only Mason Manor and Scattered Sites.

W. VandeCastle questioned the legal expenses – if the cost was regarding the case with ICS. R. Strong responded that those expenses would have been longer ago. N. Aderholdt suggested perhaps it was for investigations; however, it was then realized those should be under Scattered Sites and Mason Manor. Likewise if these are eviction costs, those should be listed under the appropriate site. S. Schmutzer stated that she left the numbers on the

budget report the same for this category because she did not know what the numbers represented. She will look into these items further.

S. Popp questioned why it looks like we are overspent for the ending year for both Scattered Sites and Mason Manor.

S. Schmutzer and R. Strong explained that this could be because operating fund transfers haven't been made since the accountant position was vacant for some time.

S. Schmutzer also explained that depreciation expenses are included as required for generally-accepted accounting principles, but these are not actual expenses paid out. So, those amounts could be taken out of the total expense when comparing expenses to income.

R. Strong explained that the GBHA has a reserve fund. It could be that we put some of our capital funds into our operating funds because it has more flexibility and with all the work we've been doing to the properties, it looks like we've been spending more. That is because we already got the funds earlier. S. Schmutzer also explained that the operating transfers could all be lumped into Mason Manor, and some of them should be transferred to Scattered Sites.

S. Schmutzer also explained that there have been some issues with numbers in HAPPY Software not integrating properly with QuickBooks, so she and Nikki will be working on that.

R. Strong reemphasized that this is just preliminary, and it will be coming back again next month.

A motion was made by S. Popp and seconded by B. Goodlet to receive and place on file the GBHA budget as a preliminary rough draft. Motion carried.

#### **INFORMATIONAL:**

##### **6. Results of blanket Scattered Site painting contract bids**

R. Strong reported that GBHA only received one bid for the painting contract, but the attached paperwork documents that the bid packet was downloaded by 17 firms. It could be that the others didn't bid because this is a different type of job being bid by square footage. Larson Painting was awarded the contract, and this is the same firm that has done work for GBHA in the past years. The cost has gone up about 10% from \$0.65 to \$0.70, so the price is relatively close to what it was previously. R. Strong reminded the Authority that the money has been set aside for this, and we do the work as needed. Therefore, if we get to the end of the year and there's not much money left, we can pull back on how much of this work is being done.

W. VandeCastle stated that the small increase in cost may be due to the increase cost for paint.

##### **7. Upcoming REAC inspections**

R. Strong stated that it is time for GBHA's annual REAC inspections again. Mason Manor is scheduled for June 12, 2013, and Scattered Sites is scheduled for July 30, 2013. Staff will inspect all the units in advance to make sure everything is working well and ready to go.

N. Aderholdt mentioned that R. Hallet and Jeremiah Goin (Building Custodian II) will be doing an inspection walk-through at Mason Manor. Also a letter will be sent to all tenants to notify them to report any issues now so they can be fixed in advance. We have already taken care of the issues noted last year. She reminded everyone about last year's inspection for Mason Manor regarding the loose rail. Mason Manor lost points but was awarded points back in the appeal because the rail was made to be removable. She added that Scattered Sites should be better this year because of all the improvements made over the year, and we also have contracts in place on other issues.

**FINANCIAL REPORT AND BILLS:**

None

**STAFF REPORT:**

8. Introduction of new Senior Accountant

Taken with Item #5.

**STAFF REPORT:**

9. Occupancy reports for Mason Manor and Scattered Sites

N. Aderholdt reported that most vacant units for both Mason Manor and Scattered Sites are leased up for June 1, 2013, except for 325 N. Ashland Avenue. This unit became vacant at the beginning of this month, and the unit will be ready for July. The unit will not be ready before then because staff will be focusing time preparing for the upcoming REAC inspections at Mason Manor first. All of the vacant units have been leased up, and the only vacancy that is coming up is at 509 S. Maple Avenue for the end of June. The occupancy rate for April at Mason Manor is 95% and 96% for Scattered Sites, which is standard performer. The waiting list for Mason Manor is dwindling; we are finding that not many people who are at the top of the waiting list are still interested because they have since found something else since they applied. The wait for Scattered Sites is about a year.

S. Popp inquired if Mason Manor had a waitlist for applicants who need an accessible unit. N. Aderholdt replied that Mason Manor does not have a separate waitlist for applicants who need accessible units, but they do have a transfer list of current tenants who wish to transfer to an accessible unit. There are about 15 on this list. Tenants can transfer to an accessible unit after they have moved into the unit that was available. She explained that usually it is not the unit that is not accessible, but that these tenants often have equipment that just needs more space to move around.

S. Popp asked if tenants ever request that a walk-in shower be installed instead of bathtub. N. Aderholdt replied that all of the bathrooms at Mason Manor have walk-in showers. S. Popp explained this is not common in affordable housing, so this should be an amenity that keeps people here longer. N. Aderholdt also explained that there are community tub rooms in case people wish to take a bath.

R. Strong inquired if we know why so many have moved recently. N. Aderholdt responded that two moved out-of-state to be with family; several others moved in with family members.

A motion was made by S. Popp and seconded by H. Genunzio to receive and place on file the occupancy report. Motion carried.

## **WAHA CONFERENCE**

R. Strong stated that the Wisconsin Association of Housing Authority Conference will be coming up, and it will be held in Appleton on September 16-19, including commissioner training on the 18th, so if anyone is interested in participating they should notify R. Hallet.

W. VandeCastle shared that he heard about a movement to put a limit on how long a person was able to use a voucher for subsidized housing and wondered if there was anything similar for Scattered Sites. He explained that the discussion was that after a certain period of time a participant's voucher would expire. This was in an effort to move people on the waiting list in.

N. Aderholdt replied that in the past Keith Pamperin had tried to put into place something like this for the BCHA, and HUD said no because there is no regulation to allow for this. There is also no such limitation for Scattered Sites, and she doubts we'd ever see anything like that for Public Housing because Public Housing is tied to a particular unit, and people like the choice of moving with the Housing Choice Voucher Program, so they tend to have longer waiting lists. Most Public Housing agencies do not have a waiting list like GBHA has. HUD is encouraging housing authorities to collaborate to refer clients who are on waiting lists to move to areas where the housing authority doesn't have a waiting list. Some counties have vacant units that they cannot find people to fill, so they can call other counties to see if they have waiting list applicants available. R. Strong explained how this is different from portability under the Housing Choice Voucher Program.

S. Popp explained that with people with disabilities, some may choose to move to other counties where they have Family Care, whereas here we don't, and those areas may also not have a wait for long-term care services, whereas here there is a wait.

A motion was made by S. Popp and seconded by B. Goodlet to adjourn the GBHA meeting. Motion carried.

The meeting was adjourned.

kv:rah:ejns