



"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84, Wis. Stats., notice is hereby given to the public that the following meetings will be held:

THE WEEK OF
DECEMBER 30, 2024 – JANUARY 3, 2025

MONDAY, DECEMBER 30, 2024

(No Meetings)

TUESDAY, DECEMBER 31, 2024

(No Meetings)

(County Clerk/County Board Office Closed)

WEDNESDAY, JANUARY 1, 2025

(No Meetings)

(County Clerk/County Board Office Closed)



THURSDAY, JANUARY 2, 2025

*5:30 pm

Administration Committee

Room 200, Northern Building
305 E. Walnut Street

FRIDAY, JANUARY 3, 2025

(No Meetings)

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET, P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600
PHONE (920) 448-4015 FAX (920) 448-6221

ADMINISTRATION COMMITTEE

Supervisor John Van Dyck, Chair
Supervisor Devon Coenen, Vice Chair
Supervisor Tom Peters, Supervisor Ross Toellner, Supervisor John Vander Leest

ADMINISTRATION COMMITTEE MEETING
THURSDAY, JANUARY 2, 2025
5:30 p.m.
Room 200, Northern Building
305 E. Walnut Street, Green Bay, WI

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THIS AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of December 5, 2024.

Comments from the Public

Consent Agenda

1. Budget Adjustment Log.
2. Audit of the bills.

Committee Appointments – None.

Child Support

3. Child Support Director's Report.
 - a. Budget Status Financial Report through October 2024.

Treasurer

4. Treasurer's Report.
 - a. Budget Status Financial Report through November 2024.

Information Technology

5. Director's Report.

County Clerk

6. County Clerk's Oral Report.
 - a. Budget Status Financial Report through November 2024.

Administration & Human Resources

7. Discussion and possible action regarding County-Wide Administrative Software RFP.
8. Discussion and possible action regarding reallocation of loss revenue funds.
9. Director's Report(s).

Corporation Counsel

10. Oral Report.

Action Items including Proposed Resolutions, Ordinances, and Budget Adjustments

11. Legal Bills - Review and Possible Action on Legal Bills to be paid.
12. Owners claim for damages to animals – Mark Handeland – August 9, 2024.
13. Owners claim for damages to animals – Mark Handeland – November 12/13, 2024.
14. Discussion and possible action regarding resolution creating a new sub or ad hoc committee.

Communications

15. Communication from Supervisor De Wane re: To have (representative) from I.T. present at every County Board Meeting. *Referred from December County Board.*
16. Communication from Supervisor Wolfe re: A request for \$20,000 in matching funds from Brown County to be used to provide emergency shelter, marketing, and advocacy services against human trafficking for the 2025 NFL Draft. *Referred from December County Board.*
17. Communication from Supervisors Jacobson and Toellner re: That credentials be utilized with names during confirmations/appointments. *Referred from December County Board.*

Other

18. Such Other Matters.
19. Adjourn.

John Van Dyck, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for the purposes of discussion and information gathering relative to this agenda.

DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3 Public Safety 6:00 pm Land Con 6:00 pm PD&T 6:15 pm	4 Ed & Rec 5:00 pm @ Museum	5 Admin 5:30 pm	6	7
8	9	10 Human Services 5:30 pm	11	12	13	14
15	16 PD&T 6:00 pm Special Mtg.	17	18 COUNTY BOARD 6:00 PM	19	20	21
22	23	24 County Board/County Clerk Office Closed	25 County Board/County Clerk Office Closed	26	27	28
29	30	31 County Board/County Clerk Office Closed				



JANUARY 2025



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 	2 Admin 5:30 pm	3	4
5	6 Public Safety 6:00 pm @ Med Exam	7 Land Con 6:00 pm PD&T 6:15 pm	8	9	10	11
12	13	14	15 COUNTY BOARD 7:00 pm	16	17	18
19	20	21	22 Ed & Rec 5:00 pm @ Library Human Services 5:30 pm	23	24	25
26	27	28	29	30	31	

BROWN COUNTY COMMITTEE MINUTES

- Housing Authority (November 18, 2024).

To obtain a copy of Committee minutes:

https://www.browncountywi.gov/government/minutes_and_agendas/

OR

Contact the Brown County Clerk's Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, November 18, 2024, 3:30 p.m.
Brown County Northern Building, Room 200
305 E Walnut Street, Green Bay WI 54301

ROLL CALL:

Ann Hartman	<u>X</u>	Jessica King	<u>X</u>
John Fenner	<u>X</u>	Marissa Heim	<u>X</u>

OTHERS PRESENT - BCHA: Patrick Leifker & Kathy Meyer

OTHERS PRESENT - ICS: April Clark (Director of Operations), Joe Kahler (Senior Accountant), Matt Roberts (Executive Director), Katie Olbinski (ICS Board)

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 21st , 2024 meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes from the October 21st. 2024 Brown County Housing Authority. Motion carried.

2. Approval of the minutes from the November 14th , 2024 meeting of the Brown County Housing Authority Subcommittee.

A motion was made by J. Fenner, seconded by A. Hartman to approve the minutes from the November 14th, 2024 Brown County Housing Authority Subcommittee. Motion carried.

COMMUNICATIONS:

3. Resignation of Jessica Adams from the BCHA Board.

P. Leifker stated Jessica Adams accepted a new job that presented a conflict of interest, and as such, she had to resign from the committee.

4. BCHA / ICS Updates.
No updates

REPORTS:

5. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications and Applications by Municipality.
There were 242 preliminary applications for October. Majority of applicants were 35% Green Bay, 40%, V.of Allouez 15% and V. of Bellevue at 11%.

B. Unit Count
The unit count for October: 2,791.

C. Housing Assistance Payments Expenses
The October HAP expense totaled \$1,888,889.

D. Housing Quality Standard Inspection Compliance.

304 total inspections, 78% that passed initial inspection, 8% passed the re-evaluation, 7% failed and 8% were no shows.

E. Program Activity/52681 B (administrative costs, portability activity, SEMAP)

Not reported.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In October there were 67 active FSS clients, 60 in level one; 6 in level two; and 1 in level three.

A. Clark stated that in regard to the participation level chart, she recently learned that these levels were created by ICS based on graduation requirements for participants based on what HUD required, and briefly explained the graduation requirements. Further explained that these numbers have become arbitrary and suggested removing this chart. Brief discussion occurred, consensus was to remove the chart.

There were 2 new contracts signed, 0 graduates, 40 active escrow accounts and 39 active homeownership clients.

G. VASH Reports (new VASH and active VASH)

For October there were 0 new VASH clients, for a total of 41 active VASH clients.

H. Fraud Investigations by Municipality

Four fraud investigations in the month of October, 6 from Green Bay, followed by 3 from DePere.

OLD BUSINESS:

None

NEW BUSINESS:

6. Consideration with possible action on the approval of the 2025 Budget for Integrated Community Solutions.

M. Roberts reviewed the highlights of the ICS budget and stated that nothing of significance varies from prior years. M. Roberts stated that 22 employees are included in the budget, this includes the landlord specialist position. Also included are the proposed salary adjustment ranges.

Brief discussion on admin costs. Port out admin line has been removed from the budget as the admin costs are provided within the monthly HAP check run and therefore, no longer need to be budgeted for.

A motion was made by A. Hartman, seconded by J. King to approve the 2025 Budget for Integrated Community Solutions with the increase pay bands. Motion carried.

7. Consideration with possible action on the approval of the recommendation of the BCHA Subcommittee to extend the Landlord Incentive Program.

P. Leifker stated that in the minutes approved earlier of the BCHA Subcommittee, were the recommendations to extend the Landlord Incentive Program into 2025.

A motion was made by J. Fenner, seconded by A. Hartman to approve, as presented, the recommendations of the BCHA subcommittee to extend the Landlord Incentive Program. Motion carried.

8. Consideration with possible action on the approval of the 2025 BCHA Meeting Schedule.

P. Leifker provided copies of the proposed meeting schedule for 2025.

A motion was made by A. Hartman, seconded by J. King to approve the 2025 BCHA meeting schedule. Motion carried.

9. Consideration with possible action to request assistance from Brown County to Brown County housing Authority during transition of BCHA.

P. Leifker stated that BCHA staff have prepared two written requests, in the agenda packet, for review, to submit to Brown County for their assistance throughout the transition of the BCHA's Executive Director role.

The first letter is a request from the BCHA Board Chair, to the Planning Director, for the Brown County IT Department to assist with transferring the electronic files of the BCHA from the Brown County server to the network that the BCHA is establishing. Additionally the request asks for Brown County to transfer the entire email inbox for P. Leifker to the new email account. Finally, the request asks for Brown County to maintain an out of office email on P. Leifker's current email address for six months that will indicate how individuals can contact P. Leifker going forward.

The second letter is another request from the BCHA Board Chair to the Planning Director to enter into an agreement with the Planning and Land Services Department for the storage of historical BCHA files. Currently these files are stored in the basement storage within the Brown County Northern Building. The request offers compensation for the storage of these documents. Once a permanent office location is secured, the files will be transferred to the new location.

A motion was made by J. King, seconded by A. Hartman to approve both letters of request. Motion carried.

BILLS AND FINANCIAL REPORT:

10. Consideration with possible action on acceptance of BCHA Bills.

P. Leifker reviewed the bills.

A motion was made by J. Fenner, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

11. Consideration with possible action on acceptance of BCHA financial report.

P. Leifker presented the BCHA financial report.

A motion was made by A. Hartman, seconded by J. King to receive and place on file the BCHA financial report. Motion carried.

ELECTION OF OFFICERS:

P. Leifker opened up the floor for conversation on the opening of the Board Chair position.

Marissa Heim volunteered for the position of Board Chair. All members voted Aye.

P. Leifker opened up the floor for conversation on the opening of the Vice Chair position.

Jessica King volunteered for the position of Vice Chair. All members voted Aye.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

12. Executive Director's Report

P. Leifker in regard to the BCHA 2025 budget, there are still variables being determined for 2025 so the budget will be presented in December.

P. Leifker was asked to present at the National Women's Shelter Conference in D.C. in January. P. Leifker stated the expenses for this trip will be part of the budget. The BCHA will be receiving an award at the conference for our community involvement and collaboration with providers in the community.

P. Leifker provided an update on work BCHA is doing within the communities through the Landlord Engagement Workgroup and the Blueprint.

A motion was made by A. Hartman, seconded by J. Fenner to adjourn. Motion carried.

Meeting adjourned at 4:10pm