

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"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 NOVEMBER 21 – 25, 2011

MONDAY, NOVEMBER 21, 2011

3:00 p.m.	Housing Authority	Room 604, City Hall 100 N. Jefferson Street
*7:30 p.m.	SPECIAL BOARD OF SUPERVISORS	Legislative Room 203 100 N. Jefferson Street

TUESDAY, NOVEMBER 22, 2011

(No Meetings)

WEDNESDAY, NOVEMBER 23, 2011

*5:00 p.m.	Facility Master Plan Subcommittee	Room 201, Northern Building 305 E. Walnut Street
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THURSDAY, NOVEMBER 24, 2011



FRIDAY, NOVEMBER 25, 2011

(No Meetings – County Board Office CLOSED)

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, November 21, 2011
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS: Michael Welch-Chair, Tom Diedrick, Rich Aicher, Darlene Hallet, Ann Hartman

APPROVAL OF MINUTES:

1. Approval of the October 17, 2011 minutes of the Brown County Housing Authority

COMMUNICATIONS:

2. Letter of thanks dated October 14, 2011 from HUD's Region V Director regarding the additional number of families served
3. Letter from HUD dated October 6, 2011 regarding Family Self Sufficiency funding award

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - G. VASH Reports (active VASH, new VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

None

NEW BUSINESS:

5. Discussion and possible action on a request from a developer of a low income housing tax credit development

The Housing Authority may convene in closed session pursuant to Section 19.85(1)(e), Wis. Stats., for purposes of deliberating or negotiating the sale of public properties, investing of public funds or conducting other specified public business as necessary for competitive or bargaining reasons. The Housing Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

INFORMATIONAL:

6. BCHA has been selected by HUD for a remote review of rent reasonable procedures

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

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Brown County



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GUY ZIMA, CHAIR
MARY SCRAY, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that a recess of the November 17, 2011 **special** meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Monday, November 21, 2011, at 7:30 p.m.**, in the Legislative Room # 203, 100 North Jefferson St., Green Bay, Wisconsin.

**** Please Note Date and Start time ****

The following matters will be considered:

Call to order.
Invocation.
Pledge of Allegiance to the Flag.
Opening Roll Call.

1. Adoption of Agenda.
2. **PUBLIC HEARING:** To receive public and municipal comment regarding the proposed Final Supervisory District Plan for Brown County, Wisconsin.
3. Resolution re: Adoption of Final Redistricting Plan.
4. Executive Vetoes (if necessary).
5. Such other matters as authorized by law.
6. Closing Roll Call.
7. Adjournment to regularly scheduled meeting Wednesday, December 21, 2011 at 7:00 p.m., Legislative Room #203, 100 N. Jefferson Street, Green Bay, Wisconsin.

Submitted by:

Guy Zima
Board Chairman

Notice is hereby given that action by the County Board of Supervisors may be taken on any of the items which are described or listed in this agenda. The County Board of Supervisors may go into Closed Session: Pursuant to Wis. Stats. § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting.

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FACILITY MASTER PLAN COMMITTEE

Carole Andrews, Chair
Bill Clancy, Vice-Chair
Mike Fleck, Pat Wetzel

FACILITY MASTER PLAN SUBCOMMITTEE

Wednesday, November 23, 2011

5:00 p.m.

Room 201, Northern Building

305 E. Walnut Street

1. Call to Order.
2. Approve/Modify Agenda.
3. Approve/Modify Minutes of October 20, 2011.
4. Comments from the Public.
5. Update on former Mental Health Center building.
6. Update on surveys of space needs for Health Department.
7. Report of the Planning Director.
8. Report of the Facilities Director.
9. Such other matters as authorized by law.





Respectfully submitted,
Carole Andrews, 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 purposes of discussion and information gathering relative to this agenda.




NOVEMBER 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			Public Safety (Reg & Budget) 5:30 pm	Executive Cmte (Reg & Budget) 6:30 pm		
		1	2	3	4	5
6	Spc Admin 8:45 am Board of Supervisors Budget Meeting 9 am	7	8	9	10	11
					<i>Veterans Day</i> 	12
13	GO PACK GO!! 	14	15	16	Spc Cty Bd 5:15pm Admin Cmte 6 pm Human Svc 6 pm	17
						18
19						19
GO PACK GO!! 	SPECIAL COUNTY BOARD 7:30 pm	20	21	22	23	24
			Facility Master Plan 5:00 pm	<i>Thanksgiving</i> 		<i>County Board Office Closed</i>
25						26
	Land Con 6 pm Plan Dev & Trans 6:30 pm	27	28	29	30	

DECEMBER 2011



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				Ed & Rec 5:00 pm		
				1	2	3
4		5	6	7	8	9
			Public Safety 5:30 pm	Admin 5:30 pm (Note date change)		10
GO PACK GO!! 	Executive Cmte 6:30 p.m.	11	12	13	14	15
						16
17						17
18						18
			Board of Supervisors 7:00 p.m.			19
		20	21	22	23	24
 Christmas	Land Con 6 pm Plan Dev & Trans 6:30 pm	25	26	27	28	29
			Human Svc 6:00 pm			30
						31

BROWN COUNTY COMMITTEE MINUTES

- Housing Authority (October 17, 2011)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, October 17, 2011
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS: Michael Welch-Chair, Tom Diedrick, Darlene Hallet, Ann Hartman

EXCUSED: Rich Aicher

OTHERS PRESENT: Rob Strong, Robyn Hallet, Chip Law, DonElla Payne, Matt Roberts, Stephanie Hummel, Sandy Juno

APPROVAL OF MINUTES:

1. Approval of the September 12, 2011 minutes of the Brown County Housing Authority

D. Hallet stated that a correction of T. Diedrick's last name throughout the minutes is needed.

A motion was made by A. Hartman and seconded by T. Diedrick to approval the minutes of the September 12, 2011, meeting of the Brown County Housing Authority. Motion Carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications

D. Payne stated that there were 80 preliminary applications in the month of September.

B. Housing Assistance Payments

D. Payne stated that the HAP expenses for September were \$1,264,382.

C. Housing Assistance Unit Count

D. Payne stated that the unit count was 3,108 for September.

D. Housing Quality Standard Inspection Compliance

M. Roberts stated that 42.36 percent passed the initial inspection, 27.57 percent passed the re-evaluation, and the fail rate was 30.08 percent.

E. Housing Choice Voucher Administrative Costs and HUD 52681B

C. Law stated that year-to-date, ICS was \$29,441.21 under budget.

F. Portability Activity

D. Payne stated that in September, there were 167 port outs and 20 port ins.

G. SEMAP Monitoring Report

D. Payne stated that the score for Voucher Utilization is 93.87 percent for the year and HAP Utilization 108.48 percent for the year.

H. Report of the Housing Choice Voucher Family Self-Sufficiency Program

D. Payne stated that there were 95 clients in September, of which 35 have escrow accounts. There were two new contracts. There was a drop in clients because several decided that the requirements were too high.

I. Report on the Housing Choice Voucher Home Ownership Option

D. Payne stated that there were 88 clients participating in the Home Ownership Option in September.

J. VASH Reports

D. Payne stated that there were 17 participants and one new contract.

K. Report on Langan Investigations Criminal Background Screening and Fraud Investigations

D. Payne stated that no Langan report was received this month.

A motion had been made by T. Diedrick and seconded by D. Hallet to take the agenda items #3 and #4 out of order due to technical issues in presenting the above charts. Motion carried.

OLD BUSINESS:

3. Update and possible action regarding Tenant Protection Vouchers

D. Payne stated that they had a meeting at Woodland Park for the people living in Woodland Park and Trail Creek Apartments that were displaced from the Port Plaza Towers. No one has contacted ICS about wanting to move from their new residences. There is no time limit set for these people regarding contacting ICS if they would want to move from their new home.

NEW BUSINESS:

4. Approval of Voucher Payment Standards for 2012

D. Payne stated she reviewed HUD's new Fair Market Rents. There was a drastic drop last year which lead to BCHA's Payment Standards for outside the City of Green Bay being over the 110% limit. This year there wasn't a drop, but not a great increase either. D. Payne is proposing to set the Payment Standards at 100% inside the City limits and 103% outside the City. This will keep the amount of the decrease fairly even between the two Payment Standards; but still maintain the dual Payment Standards. As required by HUD, all clients had been throughout the year that the Payment Standard could decrease.

M. Welch questioned if the number "962" in column 3 for the "2012 FMR 100%" was the only significant decline. R. Hallet clarified that it is not in fact a decrease because the number above it, "984" for "2011 FMR 100%" in fact is incorrect. (It should have started 959), so the 2012 number is in fact a slight increase, not a drop.

R. Hallet questioned that although clients have been informed about this, is ICS anticipating concerns expressed by clients about a decrease in their Housing Assistance payments? D. Payne stated that ICS does anticipate client phone calls and will be explaining the changes in funding to them.

M. Welch stated it would be beneficial to re-state the reason for the different Payment Standards within and outside of the City limits. D. Payne explained this is an effort to de-concentrate the number of Vouchers used within City limits. It would allow more people who are able to, to live outside the City of Green Bay.

A motion was made by D. Hallet and seconded by A. Hartman to approve the Voucher Payment Standards for 2012. Motion carried.

A motion was made by D. Hallet and seconded by A. Hartman to move back to agenda item 2 to finish the remaining reports after the completion of agenda item 4. Motion carried.

5. Discussion and possible action regarding Brown County Administration Committee's request that whenever possible constituent committees meet after normal work hours.

R. Hallet stated that this request to hold the BCHA meetings at a later time came to her attention because staff reviews the minutes of the Administration Committee monthly. This was a concern brought about by Supervisor Rob Miller and agreed upon by the Administration Committee. R. Hallet stated that we do not have to change our time, but it should be brought up for discussion.

A. Hartman questioned if the meeting time has always been at 3:00 P.M. R. Strong confirmed that it had, and that other committees also meet during business hours. R. Strong stated that there have been BCHA meetings held during non-office hours to accommodate the public either when it was requested or if an important/popular issue was being discussed. It is up to the commissioners to decide a meeting time. R. Strong also stated that we do not receive much citizen participation at the BCHA meetings. A. Hartman questioned if this was because of the time or the content. R. Hallet stated that no one has contacted her questioning when the meeting is or had any issue with the time.

D. Hallet stated that we do not need to take action. T. Diedrick questioned whether or not the commissioners change the meeting time to later in the day for a two-to-three month time period to see if citizen participation increases. D. Hallet stated that she would prefer not to change the time. ICS is flexible in their time, but would prefer not to change the time.

R. Strong stated that the feedback he has received from the Administration Committee on this issue is that it would be discouraging community members from joining the BCHA due to the time being during the business day. It would also be difficult for the people being served to make these meeting. D. Payne stated that when the Annual Plan's Public Hearing/ Resident Advisory meeting time was changed to noon this year, there were more citizens in attendance than in previous years with nighttime meetings. M. Roberts explained that in the past ICS offered late office hours one day a week, but this was discontinued because of a lack of clients using these hours.

R. Hallet summarized that the overall experience with meeting times indicates that participation in certain events by clients is in fact better if the meeting is held during the day rather than the evening. M. Welch stated that there are many elderly and disabled people in the population we serve and that meetings during the day may be a better time to serve this population.

T. Diedrick stated that if there is something on a future agenda that may have some public interest, BCHA should move the meeting time to after business hours to better accommodate the public, but leave the normal meeting time as-is. All agreed. M. Welch suggested that this issue be revisited in 6 months to see if we have received any requests for evening meetings.

INFORMATIONAL:

6. NAHRO Commissioners' Corner articles

R. Hallet stated that she had given out other NAHRO articles, specifically for commissioners in the past, so this is a continuation. One article discusses the importance of training. The other article discusses the Resident Commissioner, which the BCHA is not required to have since it does not have Public Housing, but is still an interesting article.

BILLS:

A motion was made by T. Diedrick and seconded by D. Hallet to approve the October bills. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

STAFF REPORT:

R. Strong stated that there is a group that would like to do low-income tax credit housing in an existing building in the downtown area. This group is still putting together a competitive application, but would like to see if there is interest from the BCHA in financing and/or project-basing 5 units for this project. This group is looking for as much as a \$500,000 loan from the BCHA for this. R. Strong is trying to see if there is any interest in this project. If yes, there will be more information at a future meeting concerning this project and its details. The BCHA Commissioners all agreed they would be interested in hearing more about this project from the developer.

A. Hartman shared an incident she had heard of regarding a registered sex offender who moved to the area and is not living with his girlfriend who is on the Housing Choice Voucher Program because doing so would disqualify his girlfriend from receiving HCV assistance. She is not happy that a sex offender is living in her neighborhood, but it is good news that the public is learning that such individuals cannot live with recipients of HCV.

M. Welch asked a community member in attendance at the meeting if there was an issue she wished to address. Sandy Juno brought up concerns about the portability issues the Housing Choice Voucher program has been seeing. She is concerned about the number of people coming to the community only to take their voucher and leave (port out) while there are long time members of this community who are not getting the help they need. She would like to know what the BCHA is doing to stop this, and also if more data concerning this issue could be provided.

D. Payne and R. Hallet explained the HUD regulations regarding residency and the requirements we have adopted locally for applicants to prove eligibility for a residency preference. D. Payne stated that she has been communicating with HUD about this issue. She explained she has sent HUD a data package detailing Brown County's portability numbers and her concerns. As a federally regulated program, there is little that the county can do to change this policy. ICS has attempted to have this changed or receive an exemption from this, but thus far HUD has not made any changes regarding this. R. Strong explained he has talked to various congressional representatives about this concern. Other Housing Authorities are experiencing this as well; it seems that people go to where the waiting list is the shortest, stay there for a short time until they can get a voucher and then relocate with their voucher. We expect to start seeing a decrease in port outs now that our waiting list is longer. M. Welch explained that portability data is available within the minutes.

The meeting was adjourned at 3:58 p.m.

rah:sjh

All Other
Financial Status Report
2011 Budget Year
As of September 30, 2011

	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
REVENUE					
Interest	\$ 4,661	\$ 3,297	\$ 4,396	94%	(1,364)
Loan Repayments	\$ -	\$ 30,401	N/A	N/A	30,401
Revenue on Sale of Property	\$ -	\$ 30,001	N/A	N/A	30,001
Bond Fees & Other	\$ 6,675	\$ 538	\$ 807	12%	(6,137)
Total Revenues	\$ 11,336	\$ 64,236	\$ 4,396	39%	29,036

EXPENDITURES

HO Assistance / DPCC	\$ 30,000		\$ -	0%	30,000	0%
Staff Training	\$ 6,200.00	339	\$ 453	7%	5,861	5%
Landlord Training	\$ 5,000		\$ -	0%	5,000	0%
Audit	\$ 4,413		\$ -	0%	4,413	0%
FSS - Merit Awards/Log Books	\$ 2,750		\$ -	0%	2,750	0%
Other	\$ 10,197	5,112	\$ 6,816	67%	5,085	50%

Total Expenditures

\$ 58,560	\$ 5,452	\$ 7,269	12%	53,109	9%
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Unrestricted Cash Balance	\$ 968,701.13
Restricted Cash Balance	\$ 455,603.31