



**"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  
SEPTEMBER 25 – 29, 2023**

**MONDAY, SEPTEMBER 25, 2023**

\*6:30 pm

Mental Health Task Force

Room 200, Northern Building  
305 E. Walnut Street

**TUESDAY, SEPTEMBER 26, 2023**

(No Meetings)

**WEDNESDAY, SEPTEMBER 27, 2023**

(No Meetings)

**THURSDAY, SEPTEMBER 28, 2023**

\*8:30 am

Aging & Disability Resource Center board of Directors

ADRC  
300 S. Adams Street

**FRIDAY, SEPTEMBER 29, 2023**

(No Meetings)

**BUDGET NOTICE – Upcoming Budget Meeting Dates** are scheduled for Wednesday, October 25, 2023 @ 9AM, and if needed, to be continued on Thursday, October 26, 2023 @ 9AM; If required, a Veto Session is scheduled for Monday, November 6, 2023 @ 6PM.

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

# 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

E-Mail: BC\_County\_Board@browncountywi.gov

Honorable Donald Zuidmulder  
Guy Zima, Eric Hoyer, Ph.D.,  
Eric Drzewiecki, Randy Schultz,  
Rev. Steve Fewell,  
Officer Sheila Carlson

## **MENTAL HEALTH TASK FORCE**

**SEPTEMBER 25, 2023**

**6:30 PM**

**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 THE AGENDA**

- I. Call meeting to order by Reverend Fewell.
- II. Approve/Modify Agenda.

#### **Comments from the Public**

1. Nomination/election of Chair.
2. Nomination/election of Vice Chair.
3. Set date/time/location of next meeting along with discussion on best meeting dates/times/locations for future meetings.
4. Discussion on scope and agenda(s) of Task Force – Highlighting three to five objectives along with a tentative length of time for each objective.
5. Such other matters as authorized by law.
6. Adjourn.

Supervisor Patrick Evans - Agenda Organizer

Notice is hereby given that action 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.



**ADRC BOARD OF DIRECTORS  
PUBLIC NOTICE OF IN-PERSON MEETING  
Thursday, September 28th, 2023, 8:30 AM  
300 S ADAMS ST GREEN BAY WI 54301**

**Optional Public Virtual Attendance Meeting Instructions:**

**Join by PC:**

<https://bcwi.webex.com/bcwi/j.php?MTID=mb91d87218daa44611fa957004d22bc42>

**Join by phone:**

Dial 1 (415) 655-0003 Entering Meeting Number: 2437 785 8927 Press # #

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

Time	Agenda Item	Handout	Action Required
8:30	1. Pledge of Allegiance		
8:31	2. Introductions		
8:33	3. Review of the Agenda	Yes	
8:35	4. Approval of the minutes of the regular meeting of August 24, 2023	Yes	Yes
8:40	5. Comments from the public a. Must be limited to items not on the agenda. b. State name and address for the record c. Comments will be limited to five minutes. d. The Board's role is to listen and not discuss comments or act on those comments at this meeting		
8:45	5. Finance Report, Update and Review		
	a. Review of the August 2023 finance report	Yes	Yes
	b. Review of Donor Directed Donation	Yes	Yes
9:00	6. Futuring/Foresight Review-Elieen Littig	Yes	
9:20	7. ADRC Directors Report		
	a. Central Kitchen Update	Yes	
	b. Director Evaluation Process and Next Steps		
9:50	8. Unit Review: Programing and Grounded Café-Jeremy Slusarek	Yes	
10:20	9. Advocacy Opportunities- Announcements- Emergency Management Drill Report		
10:25	10. Adjourn and Next Meeting- <b>October 26<sup>th</sup>, 2023, 8:30</b>		Yes


Robert Johnson, Chairperson  
Aging & Disability Resource Center of Brown County

Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County at (920) 448-4300 two days before the meeting so that arrangements can be made.

**ADRC Vision: All people are valued, celebrated, and connected to a life of possibilities**



# SEPTEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 	Public Safety 6:00 pm	Ed & Rec 5:30 pm	7	8	9
10	11 Executive Cmte 6:00 pm Rescheduled to October 17 (Budget and Regular)	12	13	14	15	16
17	18	19	COUNTY BOARD 7:00 pm	20	21	22
24	25 Mental Health Subcommittee 6:30 pm	26 Land-Cons 5:30 pm PB&T 5:45 pm Rescheduled to October 2 (Budget and Regular)	27 Human-Services 5:30 pm Rescheduled to October 5 (Budget and Regular)	28 Admin 5:30 pm Rescheduled to October 16 (Budget and Regular)	29	30

## BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center Board of Directors (July 27, 2023)
- Housing Authority (August 21, 2023)
- Solid Waste Board (August 21, 2023)

**To obtain a copy of Committee minutes:**

[https://www.browncountywi.gov/government/minutes\\_and\\_agendas/](https://www.browncountywi.gov/government/minutes_and_agendas/)

OR

Contact the Brown County Clerk's Department

## PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING

July 27, 2023

**PRESENT IN-PERSON:** Robert Johnson, Jim Pecard, Marvin Rucker, Dennis Rader, Amy Barhite, Amy Bushman, Jessica Nell, Amy Payne, Jose Garcia Chevrestt

**EXCUSED:** Eileen Littig, Michael Conley-Kuhagen, Terri Gulyas

**ABSENT:** Patrick Hopkins

**ALSO PRESENT:** Eric Seubert, Hannah Bushman, Devon Christianson, Heather Bawyn, Jennifer Fogarty, Christel Giesen, Allison Crass (virtually)

The meeting was called to order by Chair Johnson at 8:32AM

### PLEDGE OF ALLEGIANCE

### INTRODUCTIONS

Chair Johnson introduced Allison Crass of Curative Connections who joined the meeting virtually and Hannah Bushman, daughter of board member Amy Bushman. Introductions were made around the room and virtually.

*Board member Jose Garcia Chevrestt joined the meeting at 8:34am.*

### ADOPTION OF AGENDA

Director Christianson reported that Sherry Schuelke, ADRC Regional Quality Specialist, is not able to join us today and will reschedule for a future meeting. Ms. Rader/Ms. Nell moved to amend the agenda to eliminate item #6 Sherry Schuelke-Regional Quality Specialist. **MOTION CARRIED with no negative vote.**

### APPROVAL OF MINUTES OF REGULAR MEETING OF MAY 25, 2023

Ms. Barhite/Mr. Pecard moved to approve the minutes for the May 25, 2023, meeting as presented. **MOTION CARRIED with no negative vote.**

### COMMENTS FROM THE PUBLIC: None

*Allison Crass left the meeting at 8:42am*

*Allison Crass rejoined the meeting at 8:44am*

### ADRC BOARD MEMBER FUTURING: ARTIFICIAL INTELLIGENCE, AMY BUSHMAN

Ms. Bushman shared that the reason she chose Artificial Intelligence (AI) for her topic is due to frustrations she experienced when interacting with providers when accessing medical care, and process errors resulting in missed benefits when applying for SSI-E. AI might assist by eliminating the need to repeat my story many times and by analyzing and determining what benefits I might be eligible for, so I did not miss the opportunity.

Ms. Bushman explored how AI might assist the ADRC to improve service delivery in the future using benefits counseling and home delivered meals as possibilities. She discussed potential benefits such as:

- reduced time spent on decision making and policy analysis,
- support training efforts for new staff
- create efficiencies relative to
- free up time to spend with customers,
- free up financial resources to serve additional customers due to growing population or to fill unmet needs,
- provide opportunity for ADRC to become more of a community center,
- predicting the individualized need for preventative programming or services.

AI is still new and there will be opportunities for refining as the tool is developed and advanced. Discussion regarding the potential benefits and possible risks with decision making, and judgement are elements that may not be suitable for AI.

### REPORT OF THE EXECUTIVE AND FINANCE/ PERSONNEL AND NOMINATIONS COMMITTEE MEETING

- a. ADRC Board Terms for 2024: Director Christianson reviewed the 2024 ADRC Board of Directors Member and Appointments noting that Ms. Littig and Mr. Radar will complete their second term at the end of 2024 at which time we will be seeking two new board members to represent the older adult population.

Ms. Nell stated that she will continue serving on the ADRC Board until further notice as her move out of the county has been delayed. She noted however, that she also represents the ADRC on the Brown County Transportation Coordinating Committee (TCC) and requested that the Board appoint a new representative. Director Christianson stated that the item will be on the agenda for the next meeting.

- b. ADRC Board Nominations and Approvals, Eric Seubert, New Board Member: Chair Johnson shared that the Executive & Finance and HR & Nominations Committees met and are recommending Eric Seubert for the ADRC board. He is a peer specialist who has personal and professional experience with mental health services including individuals experiencing homelessness in Brown County. Mr. Seubert will represent those who experience and advocate for mental health and his term would begin next month.

Mr. Rader/Ms. Bushman moved to approve Mr. Seubert for the ADRC board beginning with the August meeting. **MOTION CARRIED with no negative vote.**

- c. Organizational Chart: Director Christianson reviewed the 2024 organizational chart and agency structure and stated the objectives are to provide quality service for a growing customer population, rebalance the departments, support employees and align teams, create efficiencies, and function within the resources available. She noted that when vacancies occur, we take the time to review the programs, strategic plan and needs before filling positions. Director Christianson reviewed the proposed position changes reflected in the organizational chart and recommended by the Executive & Finance and HR & Nominations Committees.

The proposed allow for the creation of a Discovery Team focused on customers connecting the ADRC at the initial point of contact (calls and walk-ins) emphasis on hiring multilingual staff. The plan demonstrates a commitment to being competitive in recruitment and retention by hiring and maintaining positions at midpoint as well as to developing a tiered system that will allow for increases related to performance and longevity. Director Christianson noted that increase to midpoint for Grounded Café team members is dependent on the financial success of the café and that the proposed changes reflected in the organizational chart have been approved and recommended by the Executive & Finance and HR & Nominations Committees.

Mr. Rader/Ms. Barhite moved to approve the 2024 Organizational Chart and changes as presented. **MOTION CARRIED with no negative vote.**

## **BUDGET REVIEW**

### ADRC 2024 Budget Review and Approval

Ms. Bawyn reported that the ADRC has prepared a balanced budget noting the following revenue variances:

- Net increase from Brown County to assist with covering the 2023 COLA.
- Temporary funds including ARPA which will end on 9/30/24 and ILSP grant that will end 3/31/25.
- Projected increases in revenues from café sales due to the Grounded refresh and the food truck.
- Increase in home delivered meal donations based on numbers of meals served and increased suggested contribution.
- Increase in Grounded donations based on projected increased sales.

Ms. Bawyn also noted the shift in general vs. designated donations based on current trends, and recent information that Brown County will not assist the ADRC with 2024 COLA should the Bounty Board approve a COLA increase with the 2024 budget.

Ms. Bawyn then reviewed the 2024 projected expense variances including:

- Increase in café costs due to projected increase in sales.
- Reduction in caregiver expenses due to loss of ARPA funds.
- Reduction in temporary staffing agency expense because the contract with Sustainable Kitchens will end in April 2024.
- Increase cost of meals for the Older Americans Act nutrition program.
- Increase in volunteer expense for mileage reimbursement for home delivered meal delivery. ADRC is currently reimbursing at 59% and have projected an increase to 65%.
- Increase in the maintenance of a multi-function device (copier, printer, and fax machine) that had been erroneously allocated to BC is now appropriately at the ADRC.
- Reduction in indirect Brown County costs or chargebacks for services.

- No capital expenses are noted in 2024 as we are in the process of gathering information.

Discussion regarding the proposed budget and the importance of planning for 2025 budget with the loss of ARPA funds at the end of 2024 ensued.

Ms. Bushman/Mr. Rucker moved to approve the 2024 ADRC Budget as presented. **MOTION CARRIED with no negative vote.**

#### **ADRC DIRECTOR'S UPDATE**

Update provided by Director Christianson who requested to reorder the items on her report as some board members need leave the meeting.

a. Aging Plan Annual Review

Director Christianson reported that the annual review provided reflects an update on our existing three-year plan.

Mr. Pecard/ Mr. Garcia Chevestt moved to approve the. **MOTION CARRIED with no negative vote.**

*Mr. Garcia Chevestt left the meeting at 10:11am*

*Mr. Rucker left the meeting at 10:14am*

b. Strategic Initiatives 2024-2029

Director Christianson reviewed the Strategic Initiatives document highlighting that ADRC is comprised of and responsible for programs, people, governance, finances, and communication. She proceeded to review each of the elements stating that the ADRC position to assist customers and families as the heart of our mission.

**No action was taken as there was no quorum.**

c. Update on ADRC Central Kitchen

Director Christianson reported that the central kitchen task force that includes Chair Johnson, Vice Chair Gulyas, and former chair Randy Johnson, continues work toward evaluating and developing the project. More information is needed related to role of the ADRC board and the Brown County Board through this process.

**No action was taken as there was no quorum.**

#### **LEGISLATIVE UPDATES**

Director Christianson reviewed the 2023-2025 WI Budget Summary and noted that advocacy efforts helped with the increases that were awarded

Ms. Bushman shared that her follow-up after Aging Advocacy Day has resulted in Representative Shae Sortwell accompanying her on an ADRC home delivered meal route on August 10, 2023.

#### **ANNOUNCEMENTS**

- ADRC Grounded food truck will be serving the Nelson Foundation Board as the major funder of the truck today.
- Story Corp will arrive at the ADRC on August 10<sup>th</sup> and will be here for one month. Director Christianson will send the press release to board members as soon as it is available.
- Please join the ADRC All Agency Meeting on Tuesday, August 8<sup>th</sup> from 1:30 to 4:30pm at the ADRC.
- Chair Johnson thanked Ms. Fogarty for her time and work with the board and shared that she will be moving on from the ADRC with her last day on August 11, 2023.

#### **NEXT MEETING**

The next **ADRC Board Meeting** is **Thursday, August 24, 2023, at 8:30AM** at ADRC of Brown County, 300 South Adams Street, Green Bay WI 54301.

The meeting adjourned at 10:36AM.

Respectfully Submitted,  
Christel Giesen  
Assistant Director



**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, August 21<sup>st</sup> , 2023, 3:30 p.m.**  
**Brown County Library; 515 Pine St.**

**ROLL CALL:**

Ann Hartman - Chair	<u>  X  </u>	Jessica King	<u>  X  </u>
John Fenner	<u>  X  </u>	Jessica Adams	<u>  X  </u>
Melissa Edison	<u>  X  </u>		

**OTHERS PRESENT:** Patrick Leifker, Colton Pangrazzi (Accountant), Tom Maier (ICS Board), April Clark (ICS) & Kathy Meyer

**GUESTS:** Noel Halvorsen, NeighborWorks Green Bay

P. Leifker requested an adjustment of the agenda to take item numbers 3, 4, Special Election and item 11, and then resume the original agenda. All Board Members were in favor of the adjustment of the agenda.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the May 15<sup>th</sup>, 2023 meeting of the Brown County Housing Authority.
2. Approval of the minutes from the July 20<sup>th</sup>, 2023 meeting of the Brown County Housing Authority Subcommittee.

A motion was made by J. Adams, seconded by J. Fenner to collectively approve the minutes from the May 15<sup>th</sup>, 2023 meeting of the Brown County Housing Authority, the July 20<sup>th</sup>, 2023 meeting of the Brown County Housing Authority Subcommittee. Motion carried.

**COMMUNICATIONS:**

3. Resignation of Corday Goodard from the Brown County Housing Authority.

P. Leifker stated that C. Goodard accepted a position in another state and has resigned from the Brown County Housing Authority. P. Leifker stated that C. Goodard wanted to share his appreciation and kind words to all of the commissioners he has served with over the years.

J. Fenner suggested sending Corday a letter of appreciation for his service on the Brown County Housing Authority. P. Leifker will draft a letter and bring it back to the Board at the September meeting for signatures.

A motion was made by J. Fenner, seconded by M. Edison to send a letter of appreciation to Corday Goodard for his many years of service on the Brown County Housing Authority. Motion carried.

4. Appointment of Jessica King to the Brown County Housing Authority.

P. Leifker stated that J. King was appointed on July 19, 2023 and is fulfilling the remainder of C. Goodard's term.

A motion was made by J. Adams, seconded by M. Edison to receive and place on file the appointment of Jessica King to the Brown County Housing Authority. Motion carried.

5. Communication from HUD regarding the FY2022 SEMAP Submission for the Brown County Housing Authority.

P. Leifker reviewed the communication from HUD in regard to the Section 8 Management Assessment Program (SEMAP) certification. We received an overall performance rating of High, we scored 100% on all of the indicators that are identified.

A motion was made by J. Fenner, seconded by J. Adams to receive and place on file the Communication from HUD regarding the FY2022 SEMAP Submission for the Brown County Housing Authority. Motion carried.

6. Communication from HUD regarding the Quality Assurance Division's review of the Brown County Housing Authority's Emergency Housing Voucher Program.

P. Leifker reviewed the documentation received from HUD Quality Assurance Division (QAD) regarding our Emergency Housing Voucher Program. The review was conducted by QAD staff who remotely reviewed our program files for the Emergency Housing Voucher Program.

There were three findings that were identified. P. Leifker reviewed the three findings along with correction action items in response to the findings.

P. Leifker did submit an official response on behalf of the Housing Authority identifying the items that were required action and identifying the corrective actions, and HUD accepted the correction action steps.

A motion was made by J. Adams, seconded by J. King to receive and place on file the Communication from HUD regarding the Quality Assurance Division's review of the Brown County Housing Authority's Emergency Housing Voucher Program. Motion carried.

### **SPECIAL ELECTION OF BCHA VICE-CHAIR:**

Meeting was turned over to P. Leifker to conduct the election of the Chair and/or Vice-Chair of the Brown County Housing Authority.

P. Leifker stated that the Housing Authority Bylaws state that at our annual meeting every other year in the month of May we need to conduct the full election of the officers.

With the resignation of C. Goddard, A. Hartman is currently serving as the Chair. P. Leifker asked A. Hartman if she is interested in continuing serving in the Chair position for the Brown County Housing Authority. A. Hartman stated she is willing to stay on as Chair. Other Board members were supportive of A. Hartman serving as the Chair.

P. Leifker asked if there was anyone interested in serving in the Vice-Chair position of the Brown County Housing Authority. J. Fenner nominated J. Adams as Vice Chair. A motion was made by J. Fenner, seconded by M. Edison to appoint J. Adams as Vice Chair of the Brown County Housing Authority. Motion carried. J. Adams abstained from vote.

Meeting turned over to A. Hartman to conduct the remainder of the meeting.

### **REPORTS:**

7. Report on Housing Choice Voucher Rental Assistance Program:

- A Preliminary Applications  
There were 155 preliminary applications for July.

- B. Unit Count  
The unit count for July: 2,547.
- C. Housing Assistance Payments Expenses  
The July HAP expense totaled \$1,531,578.
- D. Housing Quality Standard Inspection Compliance.  
374 total inspections, 267 that passed initial inspection, 39 passed the re-evaluation, 26 were no shows, and 4 failed.
- 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 July there were 67 active FSS clients, 47 clients in level one; 12 clients in level two; 6 clients in level three and 2 clients in level four. There were 3 new contracts signed, 0 graduates, 53 active escrow accounts and 48 active homeowners.
- G. VASH Reports (new VASH and active VASH)  
For July there was 1 new VASH clients, for a total of 37 active VASH clients.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations.  
For July there were 6 total investigations, 5 active, 1 closed. April Clark stated that as far as the new applications, we are currently testing the use of a third-party criminal background service through our housing software, so Langan did not receive a waiting list to review for July or August. Of the fraud investigations that Langan was researching in July 100% were in the City of Green Bay.
- I. Quarterly Langan Denials Report.  
Quarter 2 denial reasons for April, May and June. April – 3 disorderly conduct and domestic violence, 1 lifetime sex offender, 4- possession of THC, 2- resist/obstruct an officer and 1 battery. In May 1 – battery, 2 – possession of TCH, 1 – disorderly conduct and domestic violence, and 1 – possession of Meth. June – 2 disorderly conduct, 1 criminal damage to property and 4 – possession of THC.
- J. Quarterly Active Cases Breakdown.  
58% Head of Household Elderly or Disabled, 30% Head of Household/Disabled with Earned Income, 9% Head of Household/Not Elderly/Disabled with No Earned Income and with Dependents, 3% Head of Household with No Earned Income and No Dependents.
- K. Quarterly End of Participation Breakdown.  
The top reasons for termination in the 2nd quarter were 74 Port-Out Absorbed, 23 Voluntary Termination, 18 Family Obligations, 13 Zero Assistance/Over Income, 11 Deceased, 5 HQS, 4 Late Annual, and 2 Criminal Activity.
- L. Quarterly Customer Service Satisfaction.  
79% Excellent, 20% Very Good, 1% Good, 0% Fair and 0% Poor.
- M. Quarterly Update regarding the Landlord Incentive Program.  
A. Clark stated \$124,000 of authorized payment, this is between 217 payments (includes both the \$1,000 or \$500 payments). So far in 2023 we have 31 new landlords. As of August, we have 94 more HAP contracts than we did at this time last year.

P. Leifker stated in regard to the report of Langan Investigations Criminal Background Screening and Fraud Investigations, where we would previously breakdown the initial applications we were receiving by municipality, as April identified because of a change in process we are unable to gather the same data as we were gathering. We are open to discussion about trying to collect the information about where are initial applications are coming from, but are unable to gather in the same manner as previously.

Question asked how time consuming it would be to collect that information again as done previously? A. Clark stated that the data would be accessible, but would be a manual compiling of the data, and a little more time consuming (approximately 30-60 minutes). P. Leifker stated that he and ICS staff can discuss and see what alternatives they can come up with to be able to provide similar data. P. Leifker clarified the data collected.

A motion was made by J. Fenner, seconded by M. Edison to receive and place on file. Motion carried.

#### **OLD BUSINESS:**

None.

#### **NEW BUSINESS:**

8. Consideration with possible action on the approval of the revised Memorandum of Understanding with the Wisconsin Balance of State Continuum of Care regarding the Emergency Housing Voucher Program.

P. Leifker stated this was one of the items that was in response to the Quality Assurance Division's review of the Emergency Housing Voucher Program.

P. Leifker reviewed the revised Memorandum of Understanding (MOU) that was included in the agenda packet. The revision has been reviewed by both BCHA staff and the Balance of State staff and has been executed and just needs to be reviewed by the BCHA Board. P. Leifker stated that this doesn't require Board approval prior to the MOU being executed, it requires acknowledgement of the MOU after it has been executed, so staff needs the Board to identify they agree and received this information.

A motion was made by J. Adams, seconded by J. Fenner to approve the Memorandum of Understanding with the Wisconsin Balance of state Continuum of Care regarding the Emergency Housing Voucher Program. Motion carried.

9. Consideration with possible action on the approval of General Depository Agreement with Nicolet National Bank.

P. Leifker stated this was one of the items that was in response to the Quality Assurance Division's review of the Emergency Housing Voucher Program.

P. Leifker stated that a new General Depository Agreement (GDA) with our financial institution was necessary. The previous agreement that was on file was missing signatures by both parties and did not identify the accounts that were covered. P. Leifker stated this Agreement does require the Boards approval prior to authorization.

P. Leifker stated that the new GDA has been reviewed by Nicolet National Bank and upon review and approval by the BCHA Board will be returned to Nicolet National Bank for execution on their end. Once all parties have executed the GDA, it will be provided to HUD for completion of the Emergency Housing Voucher review.

P. Leifker explained the General Depository Agreement and accounts.

A motion was made by M. Edison, seconded by J. Fenner to approve the General Depository Agreement with Nicolet National Bank. Motion carried.

10. Discussion regarding the removal of the “local preference” within the Brown County Housing Authority’s waiting list.

P. Leifker stated this is a discussion item, to brainstorm with the Board some of the conversations ICS staff and Patrick have had recently with the HUD field office relative to some of the struggles we have been having with trying to successfully house individuals within Brown County. We are seeing a decline in the number of participants in our program, even though we continue to issue vouchers, and have enhanced our services, such as the landlord incentive program, ICS staff are being more of a resource for individuals experiencing difficulties in searching for housing, and offering more assistance, i.e. trying to connect individuals to case management that our program cannot necessarily offer, but we continue to see our numbers decline. P. Leifker stated he and ICS staff have monthly conversations with the field office to discuss what actions steps we are taking to increase utilization in the program. In a recent conversation, the idea of removing the local preference for our program was discussed.

P. Leifker explained what both local preference and non-preference is and their placement on the waiting list.

One of the reasons for this recommendation from HUD is because of the issue we continue to see in regard to portability within our jurisdiction. We are seeing, on a regular basis, individuals coming to our jurisdiction, establishing residency in order to qualify for the local preference, and then using the voucher in another jurisdiction. P. Leifker defined residency. P. Leifker explained the benefit for removing the residency preference.

P. Leifker opened up the floor for Board discussion.

Discussion occurred on pros/cons of maintaining our program as is, discussion of establishing residency, waiting timeframes, and what other housing agencies are doing.

Question asked as to what are the benefits of maintaining as is? P. Leifker stated collaboration with local agencies within our community that we are giving priority to individuals who have identified as a Brown County resident.

P. Leifker stated that more and more housing authorities are moving away from this and not identifying a preference and having individuals reside within their jurisdiction for the minimum timeframe that is required.

J. Adams stated she would like to talk to ICS more about this and see what other providers who are issuing vouchers and see what their preference is, because based on her experience, its not easy to establish residency.

Question asked about what is our current vacancy rate? P. Leifker stated he was not sure what that number is currently in Brown County.

P. Leifker stated his preference was to see if we can remove the local preference/non-preference but maintain the “subcategories” identified. P. Leifker stated he would need to verify through conversations with HUD that this is allowable.

Question was asked about how long our waiting list is? A. Clark reviewed the waiting list categories.

Question was asked about how long a voucher is good for, how long does a participant have to find housing? A. Clark explained the process.

Discussion occurred on why families get on our program and then once they receive the voucher, they leave our jurisdiction.

Question was asked about our timeline to make a decision? P. Leifker noted that HUD is recommending, as a way to increase our utilization, to explore some things we haven't done. HUD cannot force us to make a decision one way or another, so there really isn't a timeline. However, the sooner we do something to address this, the better off we'll be. P. Leifker stated he does not want to rush to make a decision, would like to gather all the information necessary to make an informed decision.

Question asked about how many port-in's we receive and how we handle this? P. Leifker explained how Brown County handles port-ins. A. Clark stated we receive a hand-full of port-ins from our jurisdictions.

A motion was made by J. Adams, seconded by M. Edison to table this item for further conversation. Motion carried.

P. Leifker stated he will continue to do research and gather information and bring to the board.

11. Consideration with possible action on the approval of the changes to the Project Based Voucher Contract with Neighborhood Housing Services of Green Bay, Inc dba Neighborworks Green Bay.

Noel Halvorsen from NeighborWorks joined the meeting.

P. Leifker provided a brief synopsis of the information provided in the agenda packet. P. Leifker stated that he, Noel Halvorsen and the property management company have been in conversations about revising our Project Based Voucher Contracts with Neighborworks.

In 2018, BCHA entered into 32 independent Project Based Vouch contracts that covered 130 individual project based units. At that time, HUD's guidance was that there were independent contracts for units that were not on contiguous parcels of land. In conversations with Neighborworks staff, a request was made to remove some of the smaller units from the project back voucher contracts and replace with the larger units. As part of those conversations, staff also thought of replacing the individual contracts with one revised contract. P. Leifker had conversations with HUD and was given permission to put them all into one contract. P. Leifker explained the Memorandum of Understanding, that is included in the agenda packet, along with the changes, between the BCHA and Neighborworks Green Bay.

A motion was made by J. Adams, seconded by J. Fenner to approve the Project Based Voucher Contract with Neighborhood Housing Services of Green Bay, Inc dba Neighborworks Green Bay. Motion carried.

12. Consideration with possible action to update the current members of the Brown County Housing Authority Subcommittee.

P. Leifker stated we are updating the members of the BCHA Subcommittee. C. Goodard was a member of the subcommittee, we need to remove him. C. Renier-Wigg has asked to step aside and has recommended another City of Green Bay staff, Will Peters, to replace her.

P. Leifker asks the Board to approve the subcommittee as it stands.

A motion was made by J. Adams, seconded by M. Edison to approve the current members of the Brown County Housing Authority Subcommittee. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

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

P. Leifker reviewed the bills.

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

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

P. Leifker presented the BCHA financial report.

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

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

15. Executive Director's Report

P. Leifker provided an update on the Bay City Lofts Development.

P. Leifker will be publishing an RFP for any new projects.

P. Leifker stated within the coming months, he will have some presentations for our board meetings, United Way and Golden House.

P. Leifker updated the board on the September WAHA conference.

**OTHER:**

A motion was made by J. Adams, seconded by J. Fenner to adjourn the meeting. Motion carried.

Meeting adjourned at 4:50pm

Next meeting is September 18<sup>th</sup>.

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## PROCEEDINGS OF THE BROWN COUNTY SOLID WASTE BOARD

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A regular meeting was held on **Monday, August 21<sup>st</sup>, 2023**  
at the Resource Recovery Office, 2561 South Broadway, Green Bay, WI 54304

1) Call to Order:

The meeting was called to order by Solid Waste Board Chair John Katers at 2:30 pm.

2) Roll Call:

Present:                    John Katers, Chair  
                                  Mark VandenBusch  
                                  John Myers  
                                  Bill Seleen  
                                  Mike VanLanen  
                                  Dave Landwehr  
                                  Norb Dantine  
                                  Sean Gehin

Excused:                    Michael Lefebvre

Also Present:             Dean Haen, Brown County P&RR  
                                  Chad Doverspike, Brown County P&RR  
                                  Mark Walter, Brown County P&RR  
                                  Katie Platten, Brown County P&RR  
                                  Mike Geiger, Town of Holland  
                                  Jon Logan, Brown County P&RR  
                                  Chris Blan, Brown County P&RR

3) Approval/Modification – Meeting Agenda

**A motion to approve the agenda with modification that Items 7, 8, and 9 are changed to Updates and Item 9 change project number to #2595 was made by Mike VanLanen and seconded by John Myers.** Unanimously approved.

**A motion to modify the agenda to keep Items 9 as an Approval was made by Dave Landwehr and seconded by John Katers.** Unanimously approved.

4) Approval/Modification – Minutes of June 19<sup>th</sup>, 2023 Meeting

**A motion to approve the minutes of the June 19<sup>th</sup>, 2023 meeting was made by Sean Gehin and seconded by Bill Seleen.** Unanimously approved.



5) Announcements/Communications

Director Dean Haen discussed the Customer Appreciation Days at the Waste Transfer Station, Recycling Transfer Station, and South Landfill in September 19 and 20th.

6) 2024 Budget – Request for Approval

Mr. Haen gave an overview and opened the discussion on the 2024 Budget for the Brown County Port & Resource Recovery Department. Changes and significant items that occurred during the current fiscal year included a successful table of organization change in terms of employee pay, operation of the South Landfill and rounding out the inventory of equipment, and planning for projects such as a 20 ft perimeter fence, access road, and horizontal gas leachate piping at the South Landfill.

The rate stabilization fund of roughly \$700,000 will not be utilized for a second year in a row due to the CPI estimated to increase by 3.6%. The fund may be utilized when the Outagamie County Northwest Landfill is built. The Gate Rate at the Waste Transfer Station will increase from \$58 to \$61 per ton. . The South Landfill Gate Rate will remain unchanged at \$53 per ton, which will hopefully incentivize customers to haul directly to the South Landfill. Bill Seleen asked how the rates are publicized, which Mr. Haen and Chad Doverspike answered that existing customers are sent an updated newsletter flyer and email. The website is updated with the updated rate sheet as well.

Road weight limit fees will begin in 2024 to incentivize gate rate haulers to haul directly to the South Landfill in the 6-8 week period when weight limits are in place. The Gate Rate during road weight limits will be \$71/ton.

Differences in early and late delivery charges at the Recycling Transfer Station, Waste Transfer Station and South Landfill were discussed. Mark Walter explained that these differences were due to the amount of equipment, employee overtime, and individual situation that happen at each facility.

Mr. Haen presented on the financial documents of the 2024 budget. How funds were reported was amended based on Brown County's Accountant's recommendations. An additional 60,000 tons of waste is expected to be brought to the South Landfill in 2024.

**A motion to approve 2024 Budget was made by John Katers and seconded by Mark VandenBusch. Unanimously approved.**

7) Project #2593 Recycling Transfer Station Tip Floor Metal Wall and Insulation RFB – Update

Mr. Doverspike explained the need for a metal wall replacement at the Recycling Transfer Station. The wall is a 14'-16' concrete wall with a 4' metal push wall above to accommodate recyclables being pushed up by a front end loader. An aluminum wall, which has been pushed in, begins above the metal push wall causing insulation to protrude into the warehouse area (former MRF area). Project #2593 will remove the existing metal push wall and aluminum wall, replacing the insulation, reinstalling the metal push wall and lastly installing an additional 4' metal push wall where the aluminum wall resided.

8) Project #2594 Office Parking Lot Seal RFB - Update

The parking lot of the Resource Recovery General Offices will be resealed and lines repainted after Project #2595 is completed. This is scheduled to be completed in the later part of September.

9) Project #2595 Office Concrete and Sidewalk Repairs RFB – Update

Project #2595 contains two bids. The first bid addresses damage to the existing asphalt in the semi-loading area of the Recycling Transfer Station that requires repair. In addition, the sidewalk at the exit of the lot onto South Broadway is cracked. The second bid of the project is to repair sections near the overhead doors at the same location. When bid through Brown County Purchasing, it was bid out as a bid with an option.

**A motion to approve the bid of \$42,436 for bid #1 and #2 combined for Project #2595 Office Concrete and Sidewalk Repairs RFB was made by Norb Dantine and seconded by John Katers. Unanimously approved.**

10) Free Battery Recycling – Update

The Brown County Hazardous Material Recovery Facility has begun accepting most batteries and battery-containing devices free of charge as of August 1<sup>st</sup>. This is in response to the recent fire at the South Landfill, and an increase in concern over battery-caused fire incidents throughout the state and country. Mr. Walter and Chris Blan led a discussion on the Department's efforts to inform and educate the public on the program change and its purpose. All of the Solid Waste Board members offered input on verbiage, design, and distribution of the draft hand-out that was created. By accepting most batteries free of charge, there will be an estimated \$5,000 per year decrease in revenue. Media for the program change is slated to begin shortly.

11) South Landfill - Update

The text/email communication system, ReadyOp, is now operational to notify customers of closures or delays due to adverse weather conditions.

The excavation and moving of clay project is 50% completed.

12) Director's Report - Update

Mr. Haen gave a brief update on completed and upcoming projects at the East Landfill and Waste Transfer Station.

There have been concerns made to Mr. Haen regarding glass debris along South Broadway caused by the turning of recycling trucks coming and hauling semis exiting the Recycling Transfer Station. Mr. Haen attended a local bike and pedestrian committee to discuss these concerns. The Department increased efforts in the last year to counter any glass debris by purchasing a street sweeper and sweeping in the required areas three times per week.

13) Such other Matters as Authorized by Law

None.

14) Adjourn

**A motion to adjourn was made by John Katers and seconded by Norb Dantine.**  
Unanimously approved.

Meeting ended at 3:32PM.

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John Katers, Chairman  
Solid Waste Board

Dean R. Haen, Director  
Port & Resource Recovery Department