

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, July 15<sup>th</sup>, 2024 at 3:30pm**  
**Brown County Northern Building Room 200**  
**305 E. Walnut St, Green Bay, WI 54301**

**MEMBERS:** Jessica Adams – Chair, Marissa Heim – Vice Chair, John Fenner, Jessica King and Ann Hartman

**ROLL CALL:**

Jessica Adams	_____	John Fenner	_____
Marissa Heim	_____	Jessica King	_____
Ann Hartman	_____		

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the June 17<sup>th</sup>, 2024, meeting of the Brown County Housing Authority.
2. Approval of the minutes from the July 10<sup>th</sup>, 2024 meeting of the Brown County Housing Authority Subcommittee.

**COMMUNICATIONS:**

3. BCHA/ICS Updates
  - a. Calendar of Anticipated Due Dates
  - b. Discussion regarding progress and updated timeline

**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, participation levels, new contracts, graduates, escrow accounts, and homeownership)
  - G. VASH Reports (new VASH and active VASH)
  - H. Criminal Background Screening and Fraud Investigations by Municipality
  - I. Quarterly Langan Denials Report
  - J. Quarterly Active Cases Breakdown
  - K. Quarterly End of Participation Breakdown
  - L. Quarterly Customer Service Satisfaction
  - M. Quarterly Update regarding the Landlord Incentive Program

**OLD BUSINESS:**

5. Closed Session: Regarding Service Provider Contract Issues:
  - a. Open Session: **Motion and Record Vote** pursuant to Wis. Stats. Sec 1985(1), **regarding going into Closed Session** pursuant to Wis. Stats. Sec (19.85(1)(e), **for purposes of** deliberating or negotiating the purchasing of public properties, the investing of public funds, or **conducting other specified public business, whether competitive or bargaining reasons require a closed session (Regarding Service Provider Contract Issues)**;
  - b. Convene in to Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Authority shall convene into Closed Session pursuant to Wis. Stats. Sec 19.85(1)(e), the purposes of deliberating or negotiating 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 (regarding Service Provider Contract Issues); and

- c. Reconvene into Open Session: The Authority shall reconvene into Open Session for possible voting and/or other action regarding the above mentioned matters that were discussed in closed session, and/or regarding other Agenda items.

**NEW BUSINESS:**

6. Consideration with possible action on the staffing levels for ICS.

**BILLS AND FINANCIAL REPORT:**

7. Consideration with possible action on acceptance of BCHA bills.
8. Consideration with possible action on acceptance of BCHA financial report.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

9. Executive Director's Report

Date of next meeting: **August 19<sup>th</sup>, 2024**

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at (920) 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made.