

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, January 21, 2019, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**MEMBERS:** Corday Goddard– Chair, Tom Diedrick – Vice Chair, Ann Hartman and John Fenner

**OTHERS PRESENT:** Adam Kofoed, Chuck Lamine, Stephanie Schmutzer, Andy Dilling, Patrick Liefker, Cheryl Renier-Wigg, Michelle Heeler and Cora Haltaufdeheid

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the December 17, 2018, meeting of the Brown County Housing Authority.

A motion was made by T. Deidrick, seconded by A. Hartman to approve the minutes from the December 17, 2018, meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

**REPORTS:**

2. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications  
There were 107 preliminary applications for December.
  - B. Unit Count  
The unit count for December was 2,873.
  - C. Housing Assistance Payments Expenses  
The December HAP expense totaled \$1,297,971.
  - D. Housing Quality Standard Inspection Compliance  
There were a total of 375 inspections conducted for December. Out of the 375 inspections; 182 passed initial inspection, 80 passed re-inspection; 78 failed; and 35 were a no show.
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
For the month of December there were 306 port outs with an associated HAP expense of \$287,319. ICS was over spent by \$2,069.29 and the FSS underspent by \$43.48.
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
In December there were 73 active FSS clients, 51 clients in level one; 15 clients in level two; 1 client in level three and 8 clients in level four. There were 2 new contracts signed, 2 graduates, 37 active escrow accounts and 47 active homeowners.
  - G. VASH Reports (new VASH and active VASH)  
For December there were no new VASH clients, for a total of 33 active VASH clients.
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations  
For December, there 32 total investigations, 18 new investigations, 12 active cases and 2 cases closed. There were 76 new applications processed, 75 were approved and 1 was denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay, DePere and Oneida. Applications by Municipality is as follows: Green Bay, Howard and De Pere.

- I. Quarterly Langan Denials report  
Reviewed the fourth quarter breakdown checks done by Langan and Associates.
- J. Quarterly Active Cases Breakdown
  - 56 percent of the head of households are elderly or disabled;
  - 30 percent of the head of households are not elderly or disabled but there is earned income in unit;
  - 11 percent of the head of households are not elderly or disabled with no earned income but with dependents;
  - 3 percent of the head of households are not elderly or disabled with no earned income and no dependents.
- K. Quarterly End of Participation  
Reviewed the further quarter of 2018 terminations. Top three are absorption, voluntary terminations and family obligation violation.
- L. Quarterly Customer Service Satisfaction  
83 percent indicated customer service was excellent, 11 percent very good, and 5 percent good.

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

**OLD BUSINESS:**

**NEW BUSINESS:**

- 3. Consideration with possible action to on request from Cardinal Capital to amend their PBV (Project Based Voucher) contract with BCHA.

A. Kofoed stated that Cardinal Capital Management is requesting that the contract at Veterans Manor Green Bay be amended. This is a 50 unit complex, 49 of which have project based vouchers and 1 unit that is a non-project based voucher. They are requesting an amendment to their contract to make their units from fixed to floating units.

A. Kofoed stated that Cardinal Capital Management has two other contracts with us, one at Trail Creek and one at Woodland with the floating system.

A motion was made by A. Hartman, seconded by J. Fenner to approve the request from Cardinal Capital to amend their PBV contract with BCHA. Motion carried.

- 4. Consideration and review of Habitat for Humanity's report on the Western Avenue project.

A. Kofoed introduced Michelle Heeler, Family Services Director and Cora Haltaufderheid, Executive Director with Greater Green Bay Habitat for Humanity.

A motion was made by A. Hartman, seconded by J. Fenner to open the floor. Motion carried.

M. Heeler and C. Haltaufdeheid gave a presentation via PowerPoint on Habitat for Humanity's Western Avenue Project. C. Haltaufdeheid gave a brief history of the program, and what Habitat for Humanity does for our community. Other information included twin homes built in 2017 on the corner of Walnut and Baird.

The homes for the Western Avenue project were completed in October 2018. Five homes were put up, and all are owner-occupied; and are appraised at between \$142,000-\$148,000. These lots were purchased in 2011 and at the time of the purchase, there was no infrastructure, no water and sewer laterals. Greater Green Bay Habitat for Humanity came to the BCHA in December of 2016 for funding, and BCHA approved a maximum of \$115,000

for reimbursement infrastructure funding for the construction of these homes. M. Heeler and C. Haltaufdeheid are at today's meeting seeking additional funding of \$56,037.52 due to the unforeseen costs incurred for lateral installation to storm water management. M. Heeler and C. Haltaufdeheid thanked the Authority for their time and consideration.

A motion was made by A. Hartman, seconded by T. Deidrick to close the floor. Motion carried.

5. Consideration with possible action on the Intergovernmental Agreement between Brown County and the BCHA for administration services for the BCHA.

A. Kofoed stated that this is the same agreement that was sent to the board members after the meeting in December. The agreement outlines and clarifies the responsibilities, administering the program, state statutes and working with ICS.

C. Goddard questioned "group home facilities" on page 3, # 9 of the agreement. We have never done anything with group homes. A. Hartman stated that this is maybe something to consider in the future. A. Kofoed stated that this is not something that we are necessarily going to do, but some of the roles based off of the state statutes that the Housing Authority can do.

J. Fenner asked if the agreement was passed by the County Board? C. Lamine stated that the County Board passed the resolution. The County Board gave authorization to sign the Intergovernmental Agreement.

C. Goddard stated that A. Nicholson could not be in attendance today, but asked if we should discuss if we should set some goals to focus on the elimination of homelessness which would result in a reduction of housing programs needed. C. Goddard suggested 1) we wait to have this conversation when A. Nicholson is in attendance, and 2) this is not related to this Agreement.

T. Deidrick asked if we need to talk about this model's impact on a budgetary standpoint compared to the traditional model. A. Kofoed stated that in terms of impacting staff they are currently salaried and it would not impact the administrative budget. If the BCHA applied for additional grants and/or programs that would require additional staff that staff would apply for programs that have administrative fees or funds that would help fund new programs. A. Kofoed also stated that for the first year or possibly longer, staff and the BCHA board should discuss potential ideas or future visions for the board. This will ensure Brown County staff is proficient in the housing choice voucher program and this year's budget will likely not be effected.

A motion was made by T. Deidrick, seconded by J. Fenner to approve the Intergovernmental Agreement. Motion carried.

6. Update regarding the government shutdown and its effect on the BCHA.

A. Kofoed stated that the government shutdown will have an effect on the housing authority program. There appears to be appropriated funds to keep the voucher payments running through February; however, funding for March seems uncertain at this time. There is a possibility of tapping into the HUD-held reserves.

A. Kofoed stated he attended a webinar by the Housing Coalition. A. Kofoed summarized a few points that are most relevant to the Housing Authority Program. The 300 out of 7,000 HUD employees that are working, HUD failed to renew 650 contracts in January and are expecting another 500 in February – those are mostly for Section 202. The Housing Choice Voucher programs are normal for right now, but is a case-by-case scenario. There is a lot of anxiety from Housing Authority staff in terms of how funding will affect their jobs in March

& April. There has been an increase of calls from landlords and tenants seeking more information. Letters to landlords have started going out informing them what may happen. There are concerns about future landlord recruitment as well. We need more timely communication from HUD. We should work on a contingency plan for February.

P. Leifker from ICS stated as of today there is not a whole lot of concern. Landlords received payment in January, likely to get paid in February. P. Leifker stated ICS received a lot of phone calls late December when the shutdown occurred from clients with questions and concerns.

T. Deidrick asked if funding does not become available, what would happen to the staff at ICS? P. Leifker stated that this would become part of the contingency plan that ICS, and BCHA staff would have to explore. P. Leifker stated theoretically, if there is no administrative funding available, then much like government employees on furlough we would have to explore this option for the staff.

Discussion occurred about holding an emergency meeting if necessary to work on a contingency plan.

C. Goddard asked about the Authority advocating for any legislation, advocating for any type of appropriations; and use any appropriated funds. A. Kofoed stated this was an area that he wanted to get verification. You as individuals can reach out to representatives. A. Kofoed stated there is nothing wrong with stating that you are a volunteer, this is your passion, but he is not comfortable with members stating they are acting on behalf of the board.

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

7. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer presented the BCHA bills. She stated there was nothing out of the ordinary with the bills.

A motion was made by T. Deidrick, seconded by A. Hartman to approve the BCHA bills. Motion carried.

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

S. Schmutzer presented the BCHA financial report. She stated she is closing out the year and she is assisting A. Kofoed with this process.

A motion was made by A. Hartman, seconded by T. Deidrick to accept the BCHA financial report. Motion carried.

#### **ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

9. Executive Director's Report.

A. Kofoed conducted an open discussion with the board on discussing the future direction of the board. An informal agreement was made that staff would try each month to develop discussions and present on specific ideas, best practices, and other information material to help guide discussions about the future vision of the board. A. Kofoed discussed having a small survey available after the meeting for an objective way to evaluate if the item discussed was a potential vision for the future.

P. Leifker mentioned that discussions and the survey could help in BCHA 5 year plan update when A. Hartmann and T. Deidrick mentioned past surveys and evaluating the board's performance.

A. Brown County Planning and Land Services Director's Report.

C. Lamine thanked staff and board members for their hard work and attending tonight's meeting. He mentioned that the City of Green Bay is being a strong partner in the transition process.

B. Date of next meeting: February 18, 2019

A motion was made by T. Deidrick, seconded by A. Hartman to adjourn. Motion carried.