

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, February 18, 2019, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

ROLL CALL:

Tom Deidrick-Vice Chair	<u> X </u>	Ann Hartman	<u> Exc </u>
John Fenner	<u> X </u>	Sup. Andy Nicholson	<u> X </u>
Corday Goddard-Chair	<u> X </u>		

OTHERS PRESENT: Adam Kofoed, Stephanie Schmutzer, Patrick Liefker, Kathy Meyer, Zach Chartrand, and Erik Hoyer.

APPROVAL OF MINUTES:

1. Approval of the minutes from the January 21, 2019 meeting of the Brown County Housing Authority.

Correction to the minutes to remove Sup from members being present at the January 21, 2019 meeting.

A motion was made by T. Deidrick, seconded by J. Fenner to approve the minutes from the January 21, 2019 meeting of the Brown County Housing Authority with the correction to the members present. Motion carried.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
There were 115 preliminary applications for January.
 - B. Unit Count
The unit count for January was 2,819.
 - C. Housing Assistance Payments Expenses
The January HAP expense totaled \$1,311,493.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 317 inspections conducted for December. Out of the 317 inspections; 172 passed initial inspection, 58 passed re-inspection; 63 failed; and 24 were a no show.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
P. Liefker stated he did not have January's numbers. He will have those numbers next month.
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
In January there were 79 active FSS clients, 55 clients in level one; 13 clients in level two; 1 client in level three and 8 clients in level four. There were 7 new contracts signed, 1 graduate, 35 active escrow accounts and 47 active homeowners.
 - G. VASH Reports (new VASH and active VASH)
For January there were no new VASH clients, for a total of 33 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations
For January, there 31 total investigations, 1 new investigation, 26 active cases and 4 cases closed. There were 128 new applications processed, 126 were approved and 2 were denied. The breakdown for fraud investigations by Municipality is as follows: Green Bay, DePere and Oneida. Applications by Municipality is as follows: Green Bay and DePere.

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

OLD BUSINESS:

3. Update on ICS Letter to HUD regarding the portability waiver.

P. Liefker stated this was a request made during budget time. P. Liefker noted that this had been done previously and it was agreed that it would be done again. This involves submitting a new waiver limiting portability and/or if we could require a minimum length of time that they would have to be a Brown County resident. P. Liefker stated that this is still in progress; as they did not want to submit anything to HUD during the government shutdown. It is anticipated that the waiver we will be submitted within the next thirty days.

4. Update on HUD waiver for Chuck Lamine's appointment as the Executive Director of the BCHA.

A. Kofoed explained that the government shutdown delayed the process of C. Lamine's waiver. A. Kofoed spoke to the field representative at HUD and the waiver is in the queue. He noted that waivers used to be processed in the field office; however the process has changed and the waivers are now processed through HUD. A. Kofoed talked about the options if C. Lamine's waiver is not approved. Three potential options for an executive director include: 1) Director of Administration; 2) Principal Planner/Transportation in PALS; or 3) Keep Adam as permanent Executive Director.

J. Fenner asked if there was a requirement to have both? A. Kofoed stated no, it was not a requirement with HUD, that HUD actually prefers to have just an Executive Director, not both an Executive Director and a Housing Administrator.

A motion was made by A. Nicholson, seconded by T. Deidrick to hold this topic until next meeting. Motion carried.

5. Update on the government shutdown and writing letters to elected officials.

A. Kofoed provided an update from last month's meeting. It appears that the government is open. He stated that we will receive payments for March and April. He noted that it was standard procedure for HUD to provide two months of payments, and then reevaluate.

A. Kofoed stated that in regards of BCHA board members writing letters to elected officials, HUD does have anti-lobbying rules. He stated that you may contact elected officials as individuals but contacting elected officials on behalf of the board is not allowed.

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

NEW BUSINESS:

6. Review and approval of Resolution No. 2019-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2018.

P. Leifker stated every year by March 1st we have to complete the SEMAP certification to HUD. HUD then reviews it and determines if the PHA is a Troubled PHA, Standard PHA or a High Performing PHA. BCHA / ICS has been identified as a High Performing PHA for the last five consecutive years. P. Leifker stated that based on the projections that are provided, we anticipate as being identified as a High Performing PHA again with the 2018 certification.

A motion was made by A. Nicholson, seconded by T. Deidrick to approve Resolution No. 2019-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2018. Motion carried.

7. Consideration and review of the BCHA Contingency Plan in case of funding lapse or government shutdown.

A Kofoed reviewed the BCHA Contingency Plan should another government shutdown occur or if there is a lapse in funding.

A motion was made by A. Nicholson, seconded by T. Deidrick to receive and place on file. Motion carried.

BILLS AND FINANCIAL REPORT:

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

A. Kofoed presented the BCHA bills. He stated most of it is for wages for both Brown County and the City of Green Bay. A. Kofoed reviewed the expenses for him to attend a training conference in Seattle the week of March 4th, 2019.

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

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

Adam K. presented the BCHA financial report.

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

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

10. Executive Director's Report.
 - a. Wisconsin Housing Authority State Statute 66.

A. Kofoed summarized the memorandum regarding Housing Authority State Statute Chapter 66.1201.

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

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

A. Kofoed introduced Brown County accountant, David Diedrick, administrative coordinator, Kathy Meyer and recognized Patrick Liefker from ICS in securing another year of funding for the family self-sufficiency program.

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

12. Date of next meeting: March 18, 2019.

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