

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, July 16, 2018, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 310**  
**Green Bay, WI 54301**

**MEMBERS PRESENT:** Corday Goddard – Chair, Tom Diedrick – Vice Chair, Sup. Andy Nicholson (arrived at 3:37 p.m.), Ann Hartman and John Fenner

**OTHERS PRESENT:** Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Pat Leifker, Dave Wouters, Sue Mills and Wayne Micksch

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the May 18, 2018, meeting of the Brown County Housing Authority Project Based Voucher Advisory Sub-committee.

A motion was made by A. Hartman, seconded by J. Fenner to approve the minutes from the May 18, 2018, meeting of the Brown County Housing Authority Project Based Voucher Advisory Sub-committee. Motion carried.

2. Approval of the minutes from the May 21, 2018, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by A. Hartman to approve the minutes from the May 21, 2018, meeting of the Brown County Housing Authority. Motion carried.

3. Approval of the minutes from the June 25, 2018, special meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by T. Diedrick to approve the June 25, 2018, special meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

**REPORTS:**

4. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications  
For the month of June, there were 98 preliminary applications.
  - B. Unit Count  
The unit count for June was 2,827
  - C. Housing Assistance Payments Expenses  
The June HAP expense totaled \$1,300,617
  - D. Housing Quality Standard Inspection Compliance  
Of 355 inspections conducted for June, 188 passed initial inspection, 67 passed reinspection, 81 failed and there were 19 no shows.

- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
In June, there were 361 port outs with an associated housing assistance payment expense of \$326,750. ICS was overspent by \$573.81 and FSS was overspent by \$85.50.
- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
There were 68 active FSS participants, with 43 participants in level one, 15 participants in level two, two participants in level three and eight participants in level four. There were zero new contracts, two graduates, 36 active escrow accounts and 43 homeowners.
- G. VASH Reports (new VASH and active VASH)  
There were zero new VASH Participants for June for a total of 29 total VASH participants.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations  
There were two new investigations assigned with 17 active investigations. There were 123 new applications processed, all which were approved, with one pending further information. The breakdown for fraud investigations by municipality is as follows: Green Bay - 84 percent, De Pere - 11 percent, and Howard - 5 percent.
- I. Quarterly Langan Denials report  
There were three denials made by Langan and Associates. Reasons for denial included possession of THC and two with disorderly conducts convictions. These were initially missed because in one the household member was added after the initial background was done, the second was pending and was found guilty after ICS had done their background check, and third was found on a website ICS does not have access to.
- J. Quarterly Active Cases Breakdown  
Case breakdown is as follows:  
Head of household is elderly or disabled is at 55 percent; Head of household is not elderly or disabled but has earned income is 32 percent; Head of household is not elderly, disabled, has no earned income but with dependents, 11 percent; and Head of household is not elderly, disabled, no earned income and no dependents is 2 percent.
- K. Quarterly End of Participation  
The second quarter of 2018 had a total of 103 terminations, of which 32 percent were voluntary terminations, followed by family obligations violations at 13 percent and port outs that have been absorbed at 15 percent.
- L. Quarterly Customer Service Satisfaction  
78 percent indicated customer service was excellent, 16 percent very good, seven percent good, one fair and one poor. This achieves the goal of 90 percent per quarter at either excellent or very good.

A motion was made by A. Nicholson, seconded by A. Hartman to receive and place on file the Report on Housing Choice Voucher Rental Assistance Program. Motion carried.

5. ICS's Annual Report for 2017.

P. Leifker handed out a copy of ICS's 2017 Annual report. He informed Authority members this is an overview of the program participation broken down with HCV participation, FSS participation, homeowner participation and customer satisfaction surveys for the entire 2017 year. All of the information is comparable to what it was the past three years and is a good reference for program demographics.

C. Goddard asked if there was anything in the report that would make them want to do anything different. P. Leifker stated not in terms of program evaluation. However, next year will mark the fifth year of these annual reports, so it will then include correlations to previous years' data so one can easily see trends.

A motion was made by A. Hartman, seconded by A. Nicholson to receive and place on file ICS's Annual Report for 2017. Motion carried.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

6. Consideration with possible action regarding Family Unification Program Vouchers.

R. Hallet reminded Authority members that last month it was reported the BCHA had the opportunity to apply for Family Unification Program (FUP) Vouchers. These vouchers have an application deadline of July 26, 2018. At the last meeting it was discussed how many vouchers were needed in the community for this program as well as the Mainstream program. At that time information was not yet available to indicate the level of community need and approval was given to apply for up to 200 additional vouchers for either FUP and/or the Mainstream program. The Mainstream voucher application has been submitted requesting from HUD a total of 175 vouchers. That would leave 25 for FUP vouchers if the Authority were to maintain the 200 limit. R. Hallet explained that the need for Mainstream Vouchers was found to be up to 400 individuals. This is not taking into consideration the possibility of some people being double counted if they have applied for various programs and further does not account for the fact that some of these people may not meet the requirements to qualify for a voucher. Considering those factors, she is estimating approximately 200 vouchers are needed for the Mainstream. Information was provided to Authority members regarding the justification of these numbers. She reminded everyone the Mainstream vouchers are for non-elderly individuals with disabilities who are transitioning out of institutionalization or at risk of institutionalization and could be homeless.

The FUP vouchers will serve families whose children are already in out-of-home care or at risk of losing their children to out-of-home care because of inadequate housing, as well as youth that have left or are leaving foster care and would become homeless. R. Hallet presented to the Authority the draft Statement of Need, which indicates there is a need for 65 FUP vouchers. Since they have already applied for 175 Mainstream vouchers, staff is requesting approval to apply for 65 Mainstream vouchers, which would exceed the 200 total which was approved last month.

C. Goddard clarified and asked if they are asking for 40 more vouchers than what was originally approved. R. Hallet stated that is correct.

A. Nicholson asked for the definition of Mainstream vouchers. R. Hallet stated it is for non-elderly clients with disabilities who are transitioning out of institutionalization or at risk of institutionalization and could be homeless.

T. Diedrick asked if this request is specifically for the FUP vouchers. R. Hallet replied yes.

A. Hartman inquired why "16 years" is listed as she thought youth could stay in the foster system until they are 18 years of age. R. Hallet replied that it is because they can choose to leave the foster care system prior to turning 18. However, youth cannot apply for the FUP vouchers until they are 18 years of age.

A. Hartman inquired once a youth turns 18, if they can stay in foster care if their foster family allows for them to stay. A. Nicholson stated he believed that was correct. C. Renier-Wigg stated that she also believed that was correct and that when a child turns 18, the foster family can ask them to leave.

A. Nicholson asked about the meaning of "institutionalization". R. Hallet replied that includes facilities such as hospitals, nursing homes, CBRFs but not prisons. He then asked what happens if they don't fill the vouchers they are requesting. R. Hallet replied that it would count against them as a housing authority and stated that is why they are looking at this very carefully as they do not want to apply for too many vouchers. They want to make sure they have enough as once they tell the community about the availability of these vouchers, they anticipate many community members will be making themselves known they may be eligible for them, resulting in more applicants than there are vouchers.

A. Hartman asked what CoC means. R. Hallet stated Continuum of Care, explaining that HUD now requires that different homeless providers, which a housing authority is not considered a homeless provider, to collaborate with other housing providers in their communities to create a continuum of care, which is a collaboration of agencies. R. Hallet explained that locally they have the Brown County Homeless and Housing Coalition, of which the BCHA is a member. She explained the Brown County Coalition is one of the local coalitions that is part of the larger Balance of State CoC.

C. Goddard then asked Authority members for their feedback regarding the request for an increase in FUP vouchers. T. Diedrick stated that he does support the request. A. Nicholson asked where the information for the "need" came from. R. Hallet stated that the information for the Mainstream vouchers came from the Aging and Disability Resource Center (ADRC) as well as the Brown County Homeless and Housing Coalition. The information for FUP vouchers came from a variety of sources, including Brown County Health & Human Services, the CoC prioritization list and Golden House (regarding victims of domestic violence). A. Nicholson then asked if any of the analysis came from any type of independent study or organization that is more independent than agencies that she has just described. R. Hallet replied the most independent would be the CoC Prioritization list. R. Hallet explained that HUD requires communities to have a coordinated entry system so those looking for housing services can go to nearly any agency and if that agency is qualified, will do a specific needs assessment, from which the individual or family is then added to the prioritization list. This listing prioritizes those who are in need of housing based on the number of barriers they have. An agency that does not use it would refer individuals to one of the agencies that do use it where the person would then be entered onto the prioritization list. R. Hallet explained the needs assessment asks what their barriers are, where they sleep last night or the past month, if they have children, and if they are

elderly or disabled, etc. A. Nicholson asked if applicants are asked about their criminal record or if they have been in prison. R. Hallet replied that because she herself hasn't been trained to provide these needs assessments, she is not aware of all the questions. J Fenner asked if this information is asked during background checks. R. Hallet replied yes. R. Hallet clarified that just because someone is being placed on the prioritization list doesn't mean that they are going to get the services, as they still need to meet the qualifications for the specific programs.

A. Hartman asked if agencies go out and look for people. R. Hallet replied no, as people who are in need of the services come to them. C. Goddard asked R. Hallet if the FUP vouchers are serving a particular community that is not well serve right now. R. Hallet replied yes.

A motion was made by T. Diedrick, seconded by J. Fenner to approve the increase of the number of Family Unification Program Vouchers to apply for. Motion carried. (4-1)(No – A. Nicholson)

7. Consideration with possible action regarding award of BCHA Public Service Grants.

R. Hallet stated all the applications and proposals have been submitted and reviewed by the evaluation panel. There were seven applicants and all very worthy. The total grant amount to be given is \$150,000. R. Hallet went through the scoring based on the eight criteria. They would like to approve three applicants: Family Services for \$75,000 to employ a Youth Navigator; Freedom House Ministries for \$44,880 for After Care case management; and House of Hope for \$30,120 to expand their facility.

A. Hartman asked if House of Hope is a new entity. R. Hallet replied they have been around since 2000 and they primarily help young women, up to age 24, with children.

A motion was made J. Fenner, seconded by T. Diedrick to approve the awards of the BCHA Public Service Grant. Motion carried. (4-1) (No – A. Nicholson)

8. Consideration with possible action on opportunity to apply for additional VASH Vouchers.

R. Hallet stated that HUD announced an opportunity for PHAs to apply for additional VASH Vouchers. BCHA currently has 30 vouchers. R. Hallet informed Authority members that HUD's first step is asking PHA's to express interest via email accompanied by a letter of support from a local VA that there is a need. The second step is that HUD will invite PHAs that have expressed interest to apply for a particular number of vouchers based on data HUD and the VA have regarding homeless veterans. They would determine the maximum number of vouchers PHAs could apply for. R. Hallet is asking in advance for approval to apply for the maximum number of vouchers that HUD indicates BCHA would be qualified for, if we are invited to apply.

A. Nicholson made a motion, seconded by A. Hartman to approve the opportunity to apply for additional VASH Vouchers.

A. Hartman asked if they had any idea how many additional vouchers that would be. R. Hallet replied it may be around five. R. Hallet stated she had asked the local VA office about how many would be needed and they stated five; furthermore, the information from HUD indicates the minimum number they would invite PHA's to apply for is five.

Motion carried.

9. Consideration with possible action on approval to changes to Chapter 8 (Housing Quality Standards) of the BCHA Administrative Plan.

P. Leifker stated this was brought forward to the BCHA in October regarding modification of the Housing Quality Standards (HQS) to allow municipal code violations to serve as a reason for an HQS deficiency and thus abatement of payments, if necessary. As staff reviewed this information, a revision to add some clarification was needed as it was open-ended and could be interpreted to apply to any municipal code violation, which could include non-housing related infractions such as jaywalking. This revision is to clarify that it is applicable only to municipal code violations regarding the physical condition of the unit and/or property. Any municipal code violations outside the scope of housing or building standards are not applicable to this policy.

A. Nicholson asked for clarification on what the changes mean. P. Leifker replied this would create a system that would allow the BCHA and ICS to abate payments if they are notified of outstanding municipal code violations only related to the unit and building itself.

C. Goddard asked that if it is the landlord who will not be paid until the violations are corrected. P. Leifker replied that was correct. C. Renier-Wigg stated that this is a way to make landlords who are not complying with housing code and receiving the benefits from ICS to comply.

T. Diedrick asked if they knew how many cases this would impact. P. Leifker stated that since the municipal code violation policy has been put in place, they have had 58 notices provided to ICS by municipalities within Brown County; of those 12 involved a tenant that was actively on the HCV program. And of those 12, eight of the units were eventually cleared; the four remaining units and two HCV participants have moved out and took their assistance to another unit; one client left the program all together and one has an unknown status. Nine of the 12 units were associated with just two landlords. ICS has received referrals from seven municipalities to this point. Overall, this policy change has been beneficial.

A motion was made by A. Nicholson, seconded by J. Fenner to approve changes to Chapter 8 (Housing Quality Standards) of the BCHA Administrative Plan. Motion carried.

10. Consideration with possible action regarding approval of BCHA contributing up to \$20,000 toward City Hall 6<sup>th</sup> Floor Remodeling.

C. Renier-Wigg stated they are doing extensive remodeling on the 6<sup>th</sup> floor of City Hall. Some of the improvements include asbestos removal, adding security measures, new ceilings and floors and updated electrical. C. Renier-Wigg stated since 6<sup>th</sup> floor does house the HUD agencies, she is requesting each of the PHA each contribute \$20,000 and that the RDA is contributing Federal Block Grant funds up to \$100,000. C. Renier-Wigg stated this is a way to partner with the City. Furthermore, there is no rental charge back for the PHA's use of the facilities. The funding will be coming from Administrative funds, which have over one million dollars.

A motion was made by T. Diedrick, seconded by A. Nicholson to approve the BCHA contributing up to \$20,000 toward City Hall 6<sup>th</sup> Floor Remodeling. Motion carried.

**BILLS AND FINANCIAL REPORT:**

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

S. Schmutzer stated the bills are from June and July and thus are a little longer than normal. She also mentioned that they are at the halfway point for the year and will be asking for mileage reimbursement forms from commissioners.

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

12. Consideration with possible action on acceptance of the BCHA financial report.

S. Schmutzer presented the BCHA financial report.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA financial report. Motion carried.

13. Review of Investments.

S. Schmutzer stated that prior to the investment change with Nicolet Bank, they were averaging \$729 per month in interest. After the change, which is with 1.8 percent interest, they are averaging \$3,406 per month in interest.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

14. Date of next meeting: August 20, 2018.

BCHA congratulated T. Diedrick on his retirement from Options for Independent Living.

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

jd:rh