

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, August 20, 2012, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301



MEMBERS PRESENT: Tom Diedrick–Chair, Rich Aicher–Vice Chair, Darlene Hallet, Ann Hartman

MEMBERS ABSENT: Ald. Andy Nicholson

OTHERS PRESENT: Rob Strong, Robyn Hallet, Matt Schampers, Ka Vang, John Heugel, Chip Law, DonElla Payne, Matt Roberts, Kim Houlton, Micheal Kadow, Dave Wouters, Harry Maier, Dan Process, Brent Miller, Patrick Faulds, Wendy Bushman, Ben Fauske, Victoria Parmentier, Kelly Runge, Adam Younke, Bree Decker, Lisa Anderson, Nicole Tiedt, Courtney Lindsley, Greg Geiser, Jamie Perttu, Dawn Dewitt, Lori DeGrave, Randall Gast, Troy Streckenbach, Tom Kniola

Due to the number of people from the public in attendance, introductions were made of all Authority members and others at the table.

APPROVAL OF MINUTES:

1. Approval of the June 23, 2012 minutes of the Brown County Housing Authority

A motion was made by A. Hartman, seconded by D. Hallet to approve of the June 23, 2012 minutes of the Brown County Housing Authority. Motion carried.

T. Diedrick requested that the agenda order be changed to take item #2 next, then item #6, followed by item #5, and item #3 last. Items #4 and #7 would be tabled to a future meeting.

A motion was made by R. Aicher, seconded by D. Hallet to approve the changes to the agenda. Motion carried.

COMMUNICATIONS:

2. Letter from Brown County Executive and Chairman of the Board of Supervisors regarding decision to assume management of the Housing Choice Voucher Program

T. Diedrick stated that the letter from the Brown County Executive and Chairman of the Board of Supervisors regarding decision to assume management of the Housing Choice Voucher Program was received and will be placed on file.

R. Hallet reported two late communications: a letter to the BCHA Commissioners from R. Gast regarding item #6, and a letter from Astar Capital Management informing the BCHA about the upcoming renovations to Green Bay Family Apartments on Lime Tree Terrace and Parkview Terrace.

6. Request by ICS to respond to BCHA's decision to take the HCV Program "in-house"

T. Diedrick invited R. Gast to speak. R. Gast introduced himself as an attorney with Hanaway Ross Law Firm, an Allouez Village Trustee, and Chairman of Integrated Community Solutions' (ICS) Board. He explained the history of ICS and its predecessor, the Housing Allowance Office, as part of the experimental housing allowance program in the early 1970s and thus ICS' administration of the Housing Choice Voucher Program for 40 years. He introduced the members of the ICS' Board of Directors: D. Wouters, K. Runge, M. Kadow, J. Muenster, K. Houlton, B. Fauske, and a former ICS Board member, H. Maier. He noted that ICS consistently receives high performance ratings from HUD and typically operates under budget. He stated that ICS is probably the only corporation in Northeast Wisconsin that has experience with administering the HCV Program. He explained that ICS has established other programs, such as Family Self Sufficiency and Leaving Homelessness Behind that fulfill their non-profit mission of moving people from dependency upon assistance programs to independence. He referred to the handout that was distributed, pointing out ICS values and the ancillary programs that ICS administers. He explained the for-profit arms that ICS has added, including Personnel Connection and Star One Staffing. He further explained how these for-profits increase ICS' cash flow to mitigate HUD funding and also serve to assist clients in achieving self sufficiency. He mentioned that ICS borrowed money to pay for these for-profit arms and that once the debt is paid off, they intend to use the revenues generated by reinvesting them into the community with

other programs to assist low income populations and further their mission. He shared statistics regarding the numbers of families served through ICS' various programs and referenced the chart in the handout demonstrating the amount ICS has underspent on the HCV program. He highlighted the various accomplishments and awards ICS has received.

R. Gast then moved on to his response portion of his presentation: he stated that near the end of July members of the ICS management team were informed of BCHA's decision to take the HCV program in-house and they were very surprised by this decision. He explained that the HCV program is by far the largest program ICS administers and thus is the foundation to all their other programs. He stated they wouldn't be able to sustain the other programs without the HCV program and they are concerned about the various resources ICS has in place to administer these programs. He said that losing the HCV Program would cause ICS' employees to lose their jobs. He explained that one of the options the BCHA might consider is going out for Request for Proposals, but one consideration is that ICS is the only entity in Northeast Wisconsin that has the infrastructure and capability to administer the HCV program; there are some national organizations, but they are not located locally. He reiterated that ICS has done very well in administering the HCV program and have not received any notices of default from the existing contract and they would be willing to respond to them if there were any. He also explained that ICS created efficiencies in administering the program as a result of funding cuts. They would be willing to listen to and work with the BCHA with any concerns of the operations of the program. He reiterated that they are willing to work with the BCHA to renegotiate a contract and work through any concerns because if they lose this contract, their whole organization will be in jeopardy. He asked the BCHA for their consideration and to provide direction soon, not only for the sake of the organization, but also for the ICS staff who are anxious about their employment situation.

R. Strong asked Troy Streckenbach, County Executive, if he would like to add anything. T. Streckenbach stated that the letter submitted by himself and the Chairman of the County Board of Supervisors speaks for itself.

OLD BUSINESS:

5. Discussion and possible action concerning alternative staffing options for Housing Choice Voucher Program

R. Strong gave an update, explaining at the previous meeting the Authority had directed staff to look at the possibility of taking the HCV Program in-house by January 1, 2013 at no additional cost. One of the models we looked at was to have City of Green Bay employ staff who would contract with the BCHA; this would allow for an easy transition since there is an existing structure in place including the City's Human Resources Department, personnel policies, health insurance, etc. However in talking to members of the Personnel Committee, he realized this model wasn't going to be well received; therefore this employment structure is no longer being considered. The BCHA will thus have to look at other options, one being for BCHA to run a business and bring people in as employees of the BCHA. Over the next month or so, staff will need to discuss with the Commissioners how to get to that point.

T. Diedrick stated that in response to County Executive Streckenbach's letter, the matter will need to be further discussed.

R. Aicher made a motion to have the BCHA form a subcommittee, consisting of T. Diedrick as Chair and himself as Vice Chair, along with staff, to further review staffing options, to take a look at program administration in-house, and to direct staff to further explore options. D. Hallet seconded the motion, and the motion was carried.

R. Strong announced that the Administration Committee of Brown County has the BCHA on their agenda so staff will be appearing at their meeting on August 23 to share what we can with the County representatives.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program
 - A. Preliminary Applications
 - D. Payne reported that there were 84 preliminary applications for July 2012.
 - B. Unit Count
 - D. Payne reported that the unit count for July was 2,898 units.

- C. Housing Assistance Payments Expenses
 - D. Payne stated that the HAP expense for July was \$1,151,331.00.
 - D. Housing Quality Standard Inspection Compliance
 - M. Roberts stated that there were 389 inspections for July 2012. He reported that 245 passed their first inspection with a 62.98%, 78 passed their re-evaluation inspection with a 20.05%, and 66 failed with a 16.97%.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - C. Law reported that the ICS administrative costs were under spent by the amount of \$160,610.48.
 - D. Payne stated that there were 176 port outs and 17 port ins for July 2012. She added that the 17 port ins were the VASH Vouchers.
 - F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
 - D. Payne reported that there were 98 FSS clients, 30 with escrow accounts, 0 FSS graduates, 1 new FSS contract, and 82 homeowners. She also added some clients did not want to follow through or work on goals so they were terminated. She stated that there were going to be 10-12 new FSS contracts coming up soon.
 - G. VASH Reports (active VASH, new VASH)
 - D. Payne repeated that there were 17 VASH Vouchers, none of which were new.
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations
 - D. Payne reported that there were 7 new investigations, 7 closed investigations, 9 active investigations, and 84 new applications.
4. Discussion and possible action on a request by Cardinal Capital Management to project base 52 vouchers for a veterans' housing project and Green Bay Veterans Project Section 8 Request
- T. Diedrick stated that this item will be tabled until a future meeting.

NEW BUSINESS:

None

INFORMATIONAL:

7. Review of WAHA District IV Commissioner Training

T. Diedrick stated that this item will be held for the next meeting.

BILLS:

There were no questions. R. Aicher motioned to approve the bills and the motion was seconded by A. Hartman. Motion carried.

FINANCIAL REPORT:

NONE

STAFF REPORT:

NONE

Meeting adjourned at 3:49 p.m.

Kv:rah

**Housing Choice Voucher Program
Financial Status Report
2012 Budget Year
As of July 31, 2012**

	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
REVENUE					
HAP Income	\$ 14,768,734	\$ 9,017,475	\$ 15,458,529	105%	(5,751,259)
Admin Fee Income	\$ 1,276,120	\$ 913,365	\$ 1,565,769	123%	(362,755)
FSS/HO Coordinator Income	\$ 135,462	\$ 79,022	\$ 135,466	100%	(56,440)
Fraud Recovery	\$ 115,000	\$ 103,458	N/A	N/A	(11,542)
Other Income (Interest & HO Payments)	\$ 2,614	\$ 3,793	N/A	N/A	1,179
Total Revenues	\$ 16,297,930	\$ 10,117,113	\$ 17,159,763	105%	(6,180,817)

EXPENDITURES

Program Expenditures					
HAP Payments	\$ 13,947,301	\$ 8,278,454	\$ 14,191,635	102%	5,668,847
ICS Admin	1,230,180	880,484	1,509,401	123%	349,696
FSS/HO Coordinator	135,462	79,022	135,466	100%	56,440
Total Program Expenditures	15,312,943	9,237,960	15,836,502	103%	6,074,983
Administrative Expenditures					
Software Upgrade	\$ 63,415	\$ 1,282	\$ 2,198	3%	62,133
Salaries	42,449	14,502	24,861	59%	27,947
Fringe Benefits	14,998	5,866	10,056	67%	9,132
Home Ownership Counseling	14,000	-	-	0%	14,000
Audit	7,718	-	-	0%	7,718
Insurance	5,576	5,309	9,101	163%	267
Other	17,737	10,170	17,435	98%	7,567
Total Administrative Expenditures	102,478	35,848	61,453	60%	66,630
Total Expenditures	\$ 15,415,421	\$ 9,273,808	\$ 15,897,956	103%	\$ 6,141,613.46

Cash Balance	\$ 1,541,546.94
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All Other
Financial Status Report
2012 Budget Year
As of July 31, 2012

REVENUE	Budget Amount	YTD	Annualized \$	Annualized %	Remaining Budget Balance
Interest	\$ 5,992	\$ 3,778	\$ 6,477	108%	(2,214)
Loan Repayments	\$ -		N/A	N/A	0
Revenue on Sale of Property	\$ -		N/A	N/A	0
Bond Fees & Other	\$ 6,675		\$ -	0%	(6,675)
Total Revenues	\$ 12,667	\$ 3,778	\$ 6,477	51%	(2,214)

EXPENDITURES

Development Loan	\$ 350,000		\$ -		
HO Assistance / DPCC	\$ 30,000	\$ 5,000	\$ 8,571	29%	25,000
Staff Training	\$ 6,200.00	\$ 1,138	\$ 1,951	31%	5,062
Landlord Training	\$ 5,000		\$ -	0%	5,000
Other	\$ 11,299		\$ -	0%	11,299
Total Expenditures	\$ 402,499	\$ 6,138	\$ 10,523	3%	396,361

Unrestricted Cash Balance	\$ 1,570,984.79
Restricted Cash Balance	\$ 446,281.96

**Brown County Housing Authority
List of Bills
August 20, 2012**

<u>Description</u>	<u>Amount</u>
Conversion Program	
Section 8 Program:	
* Green Bay City Treasurer - May 12, Salaries & Fringes	4,779.96
*Green Bay City Treasurer - May 12,Printing & Postage	24.47
*Green Bay City Treasurer - Purchasing Card	151.21
*Gannett Wisconsin Newspapers - Legal Notice	69.61
*Green Bay Housing Authority-Expenses for HAPPY Software	4,332.15
*HAPPY Software - Housing Pro Upgrade	31,855.20
*John C. Huegel - Legal Fee	270.00
* Matt Schampers - HOME Training	47.90
* Matt Schampers - Quickbooks Training	236.10
* Schenck Business Solutions - Audit Fee - FY 2011	3,825.00
*WISC Association of Housing Authorities - WAHA Training	42.00
*Vande Castle S.C. - Legal Fees	1,854.41
*Wisconsin Community Action Program - Housing Conference	300.00
Vande Castle S.C. - Legal Fees	900.00
Schenck Business Solutions - Audit Fee - FY 2011	640.00
Green Bay City Treasurer - Jun 12, Postage	24.49
HAPPY Software - Integrated Document Imaging Archive	12,150.00
80-81 CDBG Program:	
* Green Bay City Treasurer - May 12, Salaries & Fringes	751.88
84 CDBG Program:	
* Green Bay City Treasurer - May 12, Salaries & Fringes	254.07
WHNCP Program:	
B.C. Rental Rehab Loans:	
Revenue Bond Program:	
WHEDA Program:	
HCRI Program:	
HOME Program:	
HOME Program-Rpd CHDO Qualify:	
Total Bills	<u>\$ 62,508.45</u>

* Invoices were paid between Brown County Housing Authority meetings.