MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, December 16, 2013, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Tom Diedrick–Chair, Ann Hartman–Vice Chair, Corday Goddard, Adam DeKeyser

MEMBERS ABSENT: Sup. Andy Nicholson

OTHERS PRESENT: Rob Strong, Robyn Hallet, Stephanie Schmutzer, Charles Androsky, Pat Leifker, Nicole Tiedt, Yvette Tice, and Matt Roberts

APPROVAL OF MINUTES:

1. Approval of the minutes from the November 20, 2013, meeting of the Brown County Housing Authority

A motion was made by A. Hartman and seconded by A. DeKeyser to approve the minutes from the November 20, 2013 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program

A. Preliminary Applications
P. Leifker reported that Integrated Community Solutions had collected 95 preliminary applications in November.

B. Unit Count
It was stated by P. Leifker that the Unit Count for November was 2,877.

C. Housing Assistance Payments Expenses
P. Leifker explained that the Housing Assistance Payments Expenses were $1,144,521 in November.

D. Housing Quality Standard Inspection Compliance
M. Roberts reported that 346 inspections had been conducted in November. Of those 59.53% passed on the first evaluation, 15.61% passed on the reevaluation, and 24.86% failed the inspection.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Y. Tice explained that there were 293 port-outs with an associated cost of $229,332. In the month of November ICS was underspent by $5,248. FSS was underspent by $5,863.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
N. Tiedt reported that the FSS Program had a total of 77 clients in the month of November. For the same month, the FSS Program had 28 escrow accounts, one

graduate, and two new contracts. There were 65 homeownership clients during this period.

G. VASH Reports (active VASH, new VASH)
N. Tiedt explained that there were 19 VASH clients in the month of November, with zero added.

N. Tiedt stated that due to a positive reaction from the community towards the FSS program and the newspaper article recently published after the FSS Graduation Ceremony, an anonymous donor had provided a significant monetary Christmas gift for one of the FSS graduates.

H. Langan Investigations Criminal Background Screening and Fraud Investigations
P. Leifker reported that there were three new Langan investigations assigned in the month of November. Five previous investigations were closed, three were still active. There were 179 new applications processed, of which 176 were approved. Three applications were denied.

P. Leifker presented breakdowns of new investigations and applicants by municipality. He reported that the majority came from the City of Green Bay. Ashwaubenon represented the second largest originating municipality for new applicants.

A. Hartman inquired if the reason for this may be because Ashwaubenon has many apartments, to which M. Roberts clarified that this was correct. There are many apartments on Marvel Lane as well as on Holmgren Way.

M. Roberts directed attention to a breakdown of fail items for November. He reported that the majority were due to windows and electrical issues. A. Hartman asked if the failures of windows were due to the windows being loose. M. Roberts replied that a failure could be designated because the owner had not installed storm windows or if the windows are not opening as intended. In some cases, windows will not stay open and must be propped up.

A. Hartman inquired if the appliance failures were due to appliances not working as intended. M. Roberts clarified that a variety of issues could lead to an appliance being designated a "failure," including leaking seals and broken shelving.

OLD BUSINESS:
None

NEW BUSINESS:
3. Discussion and possible action on appointment of Interim Secretary/ Executive Director

The Authority thanked R. Strong for his service to the City and to the BCHA. R. Strong stated that due to the gap in leadership created by his retirement and the appointment of a new Executive Director, he was recommending R. Hallet for the role of Interim Director over the Authority until a permanent Executive Director is in place. R. Hallet inquired if the Mayor had made the decision if an Interim Director would be appointed. R. Strong stated that even if an Interim Director were appointed, R. Hallet's familiarity and knowledge of the programs and policies make her appropriate for directorial responsibilities over the Authority.

T. Diedrick expressed approval for this action and asked for a motion to appoint R. Hallet as Interim Director over the Authority until such time as a new Executive Director is in place. A. Dekeyser made the motion and seconded by A. Hartman. Motion carried.

4. Approval of Resolution #13-03 Approving Operating Budget

S. Schmutzer reported that HUD has requested that a resolution be approved for the Operating Budget. Official approval of the Resolution is required before submittal to HUD.

A. Hartman made a motion to approve Resolution #13-03 and seconded by A. Dekeyser. Motion carried.

5. Discussion and possible action on Depository Agreement with Nicolet National Bank

S. Schmutzer reported that HUD requires an agreement between the Authority and the depository.

A. Dekeyser asked what factors qualified Nicolet National Bank to act as the Authority's depository. R. Hallet explained that the decision had been made before S. Schmutzer's hire date, and that at the time the financial conditions at Nicolet National Bank were more favorable to the Authority than other financial institutions. A. Dekeyser inquired if the funds rolled up into Brown County as a whole or if it was kept separate. S. Schmutzer clarified that the BCHA is a separate entity with its own EIN number. As such, it is completely separate from Brown County.

A. Hartman made a motion to approve the Depository Agreement with Nicolet National Bank and seconded by C. Goddard.

A. Dekeyser asked how often our banking arrangements are reviewed. T. Diedrick suggested that it be reviewed on a two-to-three year basis. A. Dekeyser suggested that a biannual basis would allow the Authority to maintain a more favorable financial position with its acting depository.

C. Goddard made a motion to approve the Depository Agreement with Nicolet National Bank with biannual renewal, seconded by A. Dekeyser. Motion carried.

6. Discussion and possible action on Insured Cash Sweep account at Nicolet National Bank

S. Schmutzer explained that there are certain insurance requirements within the Authority's agreement with Nicolet National Bank. The Authority must approve an Insured Cash Sweep account in order to maintain proper FDIC insurance over deposited funds.

C. Goddard made a motion for approval of the Insured Cash Sweep account to insure the Authority's deposited funds with Nicolet National Bank, seconded by A. Hartman.

A. Dekeyser inquired if the Authority's current deposits were being insured to the level specified by the motion. S. Schmutzer explained that the Authority was changing the type of depository account to a Sweep account, which provides for the insurance. Motion carried.

INFORMATIONAL:
T. Diedrick expressed his desire for the Authority to continue meeting on the third Monday of every month. The Authority agreed to keep this meeting schedule until such time as a new Executive Director is in place.

BILLS:
T. Diedrick asked for a motion to approve the monthly bills. A. Dekeyser made the motion, seconded by A. Hartman. Motioned carried.

FINANCIAL REPORT:
A. Dekeyser inquired if the financial reports could be reconfigured to include a column which illustrated a year-over-year comparison. S. Schmutzer replied that the Quickbooks program does not allow this, but she may be able to devise a way to make it possible.

A. Dekeyser asked the negative amount of net income illustrated on the report would get reconciled at the end of the year. S. Schmutzer stated that the negative figure was partially due to the Authority overspending to utilize reserve funds.

STAFF REPORT:
A. Hartman inquired as to how long the gap between Executive Directors would be. R. Strong explained that the hiring process was in motion and a fair estimate would be March 2014; although the role could be filled sooner.

7. Date of next meeting: January 20, 2014

A motion was made by A. Dekeyser and seconded by A. Hartman to adjourn. Motion carried.

Meeting was adjourned at 3:30pm.

caa:RAH:jld