MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, February 17, 2014, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

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

MEMBERS ABSENT: Sup. Andy Nicholson

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

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 16, 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 December 16, 2013, meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Letter from HUD dated January 10, 2014, regarding award of Federal FY 2013 Family Self Sufficiency Coordinator funding.

R. Hallet explained that Integrated Community Solutions (ICS) had received a response from the Department of Housing and Urban Development (HUD) regarding an application for renewal of Family Self-Sufficiency funding. The funding had been awarded to the amount anticipated. However, BCHA nor ICS had not been aware that the funding would be prorated, meaning that we will only received 98.3% of the amount awarded, or about $1,500 less. ICS has several ideas for dealing with this less-than-expected amount and anticipates no problems.

3. Letter from HUD dated January 28, 2014, regarding preparing for the HCV Program in 2014.

R. Hallet gave details on the Get Ready 2014 letter that had been sent to the Authority from HUD. The proration for HCV funding came in at much more favorable levels than the previous year. The new level is 99% of Housing Assistance Payments. For Administrative Funds, the level is at 75%, which is what we were hoping for. However, included in the recently-passed appropriations bill, HUD now has authority to recoup funds through an offset if housing authorities have an excess reserve. This new development may necessitate the Authority to spend down its reserves in the future to avoid losing funds. HUD does not yet know the exact level of reserves which PHAs will be permitted to retain.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

   A. Preliminary Applications
   P. Leifker reported that ICS had collected 105 preliminary applications in the month of January 2014.

   B. Unit Count
   It was reported by P. Leifker that the Unit Count for the month of January 2014 was 2,811.

C. Housing Assistance Payments Expenses
P. Leifker explained that the Housing Assistance Payments Expenses were $1,112,441 in the month of January, 2014.

D. Housing Quality Standard Inspection Compliance
P. Leifker went on to explain that 457 total inspections had been conducted in January, 2014, of which 272 passed, for an initial passing rate of 59.5%. Of the initial failures, 80 passed the re-inspection, for a rate to 17.5%. There were 105 failures, an equivalent of 23%.

A. Hartman inquired if these figures were similar to past inspection rates. M. Roberts replied that yes, these present figures were very much in line with past results. A. Hartman inquired if a 20% failure rate was typical. M. Roberts replied this figure was not unusual.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Y. Tice reported that there were 273 port-outs for the month of January, with an associated Housing Assistance Payment Expense of $219,852. Monthly administration expenses were under spent by $1,701. Family Self-Sufficiency funding was under spent by $544.

T. Diedrick stated that fraud recovery dollars tended to increase at this time of year. The Authority can anticipate seeing this number increase over the next few months.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, new contracts, homeownership)
N. Tiedt reported that there were 78 Family Self-Sufficiency clients in the month of January, 2014. There were 26 escrow accounts, one graduate, and one new contract for the same period. There were 64 individuals currently on the Homeownership program.

G. VASH Reports (active VASH, new VASH)
It was reported by N. Tiedt that there were 20 individuals on the VASH program in the month of January, 2014. There were no new individuals coming into the program during the same period.

H. Langan Investigations Criminal Background Screening and Fraud Investigations
P. Leifker reported that there were six new Langan investigations assigned in January, 2014. Four previous investigations were closed and there were four still active. In the same time period, 93 applications were processed and all were approved.

P. Leifker presented visual information demonstrating that seven of the fraud investigations were in Green Bay, one was in Pulaski; for initial applications, the majority (73%) were in Green Bay, but there are others from various other municipalities as well.

T. Diedrick pointed out that the given information indicated that the Brown County Housing Authority had realized some success in moving people out of higher-density areas and into the suburbs. He stated that eight or nine years ago, Green Bay was at about 85%. P. Leifker clarified that the given information specifies locations of applicants, but the numbers for participants are similar; the last time these numbers were gathered, it showed about 67% of voucher holders to be in Green Bay.

C. Goddard inquired if the residents of the suburbs have access to the resources they need. R. Hallet clarified that the advantages of living in the suburbs may sometimes outweigh the disadvantages.

OLD BUSINESS:
None

NEW BUSINESS:
5. Authorization to award auditing contract to Schenck for 2013 rate of $8,025 and 2014 rate of $8,250 with options for three 1-year renewals.

R. Hallet explained that it is the practice every few years for the Brown County Housing Authority to seek bids from potential auditors. These auditors had submitted proposals for the Authority's newest auditing contract. This year the process was done in conjunction with the Green Bay Housing Authority. Vendors were weighed against various criteria, to which all bidders had been identical, so price became the determining factor. Schenck had emerged as the lowest responsive bidder. Schenck is also the incumbent auditor and thus is familiar with the BCHA programs.

T. Diedrick voiced support for offering the auditing contract for bid at regular intervals. This would help ensure proper oversight and effective use of funds.

A motion was made by C. Goddard and seconded by A. DeKeyser to authorize the awarding of the auditing contract to Schenk. Motion carried.

6. Review and approval of Resolution No. 14-01 certifying the Brown County Housing Authority Annual SEMAP submission for fiscal year ending December 31, 2013.

P. Leifker reported that the previous year, HUD had rated BCHA at 96.3% for its SEMAP score. This score designated BCHA as a High Performer. The full points were not awarded in the Lease-Up category last year due to discrepancies with the Tenant Protection Vouchers. The expected rating for this year is 100%, which will again put us in the High Performer category.

T. Diedrick stated that this was positive news. The Authority and ICS have worked very hard together over the past years to improve the program. This ranking was indicative of the positive results that had been achieved.

A. Hartman made a motion to approve the Brown County Housing Authority Annual SEMAP submission for the fiscal year 2013. C. Goddard seconded. Motion carried.

INFORMATIONAL:
7. Preliminary unaudited financials.

R. Hallet explained the unaudited financials are included in the packet. These numbers are subject to change, but indicate what we anticipate submitting to HUD.

A. DeKeyser inquired about the increase of HUD income from 2013 to 2014 and also the contract costs to ICS for administration increased. Are these related? Y. Tice explained that it appears there was an increase from 2013 to 2014 because in 2012 we had not spent as much, so HUD didn't give us as much in 2013, since we had reserves to use from 2012. As for the 2014 ICS admin costs being high, that is because, as previously agreed upon, BCHA provided ICS with two months of admin up front to provide for the cushion with the new funding structure.

T. Diedrick explained that the allowance of funding for the next year is based on the utilization during the first nine months of the previous year. T. Diedrick suggested that ICS administration begin forecasting 2015's level of funding after September of 2014.

BILLS:
The Authority examined the January 2014 billing summary.

A. Hartman made motion to accept the January 2014 bills and place on file. A. DeKeyser seconded the motion. Motion carried.

FINANCIAL REPORT:
The January 2014 financial report was reviewed.

STAFF REPORT:
T. Diedrick inquired on the progress of filling the position of Planning and Community Development Director. R. Hallet explained that there were four candidates being interviewed the next week. Depending on the hiring process, the position may be filled in the next month.

T. Diedrick inquired how R. Hallet was keeping up with duties as Interim Director. R. Hallet explained that her workload was not over-burdened and that the main negative aspect was the absence of R. Strong's expertise and knowledge.

R. Hallet explained that although the agenda lists March 17, 2014 as the next meeting date, she and M. Roberts had been working on coordinating a joint meeting of the BCHA and ICS Boards and she would like to propose the joint meeting take place on March 20, 2014, at 12:00 p.m. at the ICS office. The Authority agreed to this arrangement. The March 17, 2014, meeting was rescheduled to March 20, 2014.

A. DeKeyser made a motion to adjourn, seconded by C. Goddard. Motion carried.

Meeting was adjourned at 3:28 p.m.

ca:rah:jd