# MINUTES
# BROWN COUNTY HOUSING AUTHORITY
# Monday, August 17, 2015, 3:00 p.m.
# City Hall, 100 N. Jefferson Street, Room 604
# Green Bay, WI 54301

**MEMBERS:** Ann Hartman–Chair, Adam DeKeyser, and Corday Goddard

**MEMBERS EXCUSED**: Sup. Andy Nicholson, Tom Deidrick

**OTHERS PRESENT:** Robyn Hallet, Pat Leifker, Matt Roberts, Nicole Tiedt, Stephanie Schmutzer, Kim Flom, and Zaland Wardak.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the June 15, 2015, meeting of the Brown County Housing Authority.

A. DeKeyser made a motion to approve minutes from June 15, 2015, meeting of Brown County Housing Authority, which was seconded by C. Goddard. Motion carried.

**COMMUNICATIONS:**

2. Letter from HUD dated April 23, 2015, regarding final SEMAP score for FY ending December 31, 2014.

R. Hallet stated that HUD resent this letter to the BCHA, due to the Authority never receiving the letter dated April 23, 2015. She explained that the letter confirmed the Brown County Housing Authority's anticipated SEMAP score.

3. Letter from HUD dated August 11, 2015, regarding SEMAP quality control monitoring.

R. Hallet explained that the BCHA was chosen by HUD to undergo a SEMAP Quality Control Remote Review.

A. Hartman asked if this review will require any specific attention from BCHA members. R. Hallet stated that she and ICS staff will provide needed data for HUD. Once the results of the report are available, she will share it with the BCHA members. She added that she is not aware of the time and length of the review.

A. Hartman asked if this letter is an indication that the BCHA is doing something wrong. R. Hallet stated that she had emailed HUD asking for the reason why GBHA was picked for the review. She stated that to date HUD had not responded to her email.

**REPORTS:**

4. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications
P. Leifker stated that for the month of July, the BCHA collected 272 applications.

B. Unit Count
P. Leifker stated that for the month of July the BCHA had a unit count of 2,757.

C. Housing Assistance Payments Expenses
P. Leifker stated that for the month of July, the Housing Assistance Payments Expenses were $1,052,411.

D. Housing Quality Standard Inspection Compliance
P. Leifker stated that for the month of July, the BCHA conducted 445 inspections, of which 219 passed the initial inspection; 88 passed the re-inspection; 102 failed; and 36 resulted in a no show.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
P. Leifker stated that for the month of July, the BCHA had 108 port outs with an associated HAP expense of $95,632. In July, ICS was under-spent by $143.26. P. Leifker stated that for the month of July, the Family Self-Sufficiency Program was under-spent by $3311.37.

F. Family Self-Sufficiency Program (client count, escrow accounts, graduates, participation levels, new contracts, and homeownership)
N. Tiedt stated that for the month of July ICS had 77 current participants in the FSS program. She indicated that for level one there were 44 individuals, for level two 12, for level three 11, and for level four ten individuals. There were nine new contracts signed and a total of three new graduates from the FSS program.

N. Tiedt stated that for the month of July there were 34 escrow accounts currently open, with a total of $4,240 deposited into the account. The highest single deposit was $484. There are currently 57 homeowners and one new homeowner for the month of July.

G. VASH Reports (active VASH, and new VASH)
N. Tiedt explained that that there are a total of 30 VASH clients. Of the 30 clients, 20 are BCHA VASH Vouchers and the remaining ten are Racine's and Appleton's Vouchers. There were also no new VASH participants for the month of July.

H. Langan Investigations Criminal Background Screening and Fraud Investigations
P. Leifker stated that for the month of July, there were a total of nine new investigations, nine were closed, and four still remain active. Langan processed a total of 156 applicants, 155 were approved and one was denied.

P. Leifker showed the breakdown of the fraud investigations per municipality. He explained that the majority are within Green Bay. He also displayed a chart showing the initial applications by municipality for the month of July.

R. Hallet asked for the reason behind the fairly large percentage of applicants that fall under the title of Not Reported. P. Leifker stated that these applicants are in fact applicants of different counties, making them non-preference applicants. R. Hallet asked if, in the future, the title could be changed to "Non-Preference." P. Leifker replied this change could be made.

I. Quarterly Active Cases Breakdown Report
P. Leifker explained that the report is broken down into four categories based on whether the applicants are elderly and disabled, not elderly/ disabled with earned income, not elderly/disabled with no earned income and with dependents, and finally not elderly/disabled with no earned income and no dependents. The percentages per category decrease in that order.

J. Quarterly End of Participation Report
P. Leifker stated that this chart indicates the number of terminations ICS has had in the second quarter for 2015. The vast majority of the terminations were voluntary or family obligations violations. Reasons for family obligations violations range from not turning the necessary paperwork to moving without notification.

K. Denial Reasons
P. Leifker explained that this table is a quarterly breakdown of reasons why Langan and Associates have denied initial applications. There were six denials in the last quarter. All denials are due to either a website that ICS does not have access to.

L. Customer Service Satisfaction
N. Tiedt stated that for the majority of graphs showed, ICS was assessed by its clients to provide very good to excellent service for their provided programs.

5. Report on use of Administrative Reserves and HCV lease up.

P. Leifker explained that for the month of July, 839 clients were pulled from the waiting list and 655 tenant information forms were issued of which 184 were closed due to various reasons, including not being returned. For the months of July and August, ICS issued a total of 591 vouchers, out of which 276 are waiting for the RTA to be returned, 106 wish to port out, 126 are waiting on an inspection, and 83 have leased up. The last table on the written report shows the waiting list as of the August 10th, and the final item shows the additional cost to date, which is well within the amount the BCHA, had agreed to pay for.

A. Hartman asked if the number of port outs is unusually high. M. Roberts replied that the number was as expected or predictable, due to the categories being pulled from the waiting list.

**OLD BUSINESS:**
None

**NEW BUSINESS**:

6. Public hearing to receive input on the Brown County Housing Authority 2016 Annual Agency Plan.

R. Hallet stated that a public hearing is required for the Annual Plan. A. Hartman stated that there are no citizens present, which R. Hallet reported is not unusual. R. Hallet stated no action is therefore needed on this item. P. Leifker stated that ICS does hold a second public hearing, in conjunction with the Resident Advisory Board Meeting in the beginning of September. A. Hartman asked if there are a fair amount of people who attend the secondary hearing, to which P. Leifker replied that it's a regular standing meeting of a core group of clients, but both meetings are publicized so the public has an opportunity to attend.

7. Review and approval of Brown County Housing Authority 2016 Annual Agency Plan.

P. Leifker stated that the Authority's Annual Plan is a brief version of the Five Year Plan which was approved last year for 2015. The document is an update, stating what was changed in the Administrative Plan, including progress on some goals established in the Five Year Plan. P. Leifker directed the Authority's attention to item six in the Annual Plan and explained that this item identifies any changes that have been made to the Admin Plan. He directed the Authority's attention again to item ten and explained that this item identifies any goals that were established with the Five Year Plan, adding that at the bottom of each item, it shows the progress that has been made to meet those goals.

A motion was made by C. Goddard. A. DeKeyser inquired about Section 6(a), the first administrative plan update. M. Roberts clarified that the change that was previously made was to adjust the second preference to include any homeless resident, not just homeless with children. Motion was seconded by A. DeKeyser. Motion carried.

**INFORMATIONAL:**

8. Status of Audit by Office of Inspector General.

R. Hallet stated the OIG Audit is coming to a close. Staff has received the draft audit report. The draft report allowed for written comments, so comments were sent. She stated that the draft report cannot be released; but it is her assumption that the final draft will be available in time for the next scheduled BCHA meeting.

A. Hartman asked if there could be any indications given as to how the audit went. K. Flom stated that overall it was good and that there will be presentation given on the subject when the Authority has access to the information.

9. Report of responses received for Request for Proposals for the Administration of the Housing Choice Voucher Program.

R. Hallet stated that three proposals were received from the RFP. The list includes ICS; Nan McKay and Associates out of San Diego, California; and NEWCAP Inc. out of Oconto, Wisconsin. The selection committee consists of herself, K. Flom, S. Schmutzer, A. DeKeyser, and A. Hartman. This committee will review the proposals and take the necessary steps to identify the best candidate for the administration of the HCV Program.

**BILLS:**
S. Schmutzer explained that the checks included in agenda are checks that have already been sent out, due to the fact that there was not a July meeting. She provided another spreadsheet that showed the checks for the month of August. S. Schmutzer indicated that the only unusual item was the legal fees, explaining that the Authority had to take some people to court; this issue is being handled by N. Gerhard and W. VandeCastle.

A. DeKeyser made a motion to approve and place the bills on file, which was seconded by C. Goddard. Motion carried.

**FINANCIAL REPORT:**
S. Schmutzer stated that the financial reports are for the months January to July.
She stated that the Authority will have to ask for its reserves from HUD due to the increased amount of lease ups.

C. Goddard made a motion to approve and place the Financial Report on file, which was seconded by A. DeKeyser. Motion carried

**STAFF REPORT:**
10. Date of next meeting: September 21, 2015.

R. Hallet stated that T. Deidrick is on medical leave and therefore will not be able to attend the next meetings, for an undetermined time. She stated that this will make it more difficult for a quorum to be achieved. She added that if anyone is unable to attend the next meeting, to inform her as soon as possible. A. DeKeyser stated that he will not be able to make it to the September 21, 2015, meeting. R. Hallet stated that she is checking with the Brown County Corporate Council if it's permissible to attend a meeting via phone call.

A motion was made by A. DeKeyser, seconded by C. Goddard to adjourn the meeting. Motion carried. The BCHA meeting for August 17, 2015, ended at 3:27 pm.

ZW:RAH:JD