MINUTES
BROWN COUNTY HOUSING AUTHORITY
Friday, September 25, 2015, 3:00 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Ann Hartman–Chair, Tom Deidrick (via phone), Adam DeKeyser, and Corday Goddard

MEMEBERS EXCUSED: Sup. Andy Nicholson-Vice Chair

OTHERS PRESENT: Robyn Hallet, Matt Roberts, Pat Leifker, and Zaland Wardak

A. Hartman asked for a motion to take the agenda out of order so item #2 could be addressed first. C. Goddard made a motion. The motion was seconded by A. DeKeyser. Motion carried.

2. Approval to suspend the rules to allow Tom Deidrick to participate in the meeting via a form of technology as a reasonable accommodation.

A. Hartman asked for a motion to suspend the rules to allow T. Deidrick to participate at the meeting via a form of technology as a reasonable accommodation. A. DeKeyser made a motion to approve this intention while including that T. Deidrick would be recognized as a member of the quorum and that this be a permanent accommodation for future meetings. C. Goddard seconded the motion. Motion carried.

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 17, 2015, meeting of the Brown County Housing Authority.

C. Goddard made a motion to approve the minutes for the August 17, 2015 meeting for the Brown County Housing Authority. Motion was seconded by A. DeKeyser. Motion carried.

COMMUNICATIONS:
None

REPORTS:
None

OLD BUSINESS:
None

NEW BUSINESS:

3. Approval of Audited Financials for FYE December 31, 2015. (This agenda item included a typographical error: it should be for FYE 2014 not 2015.)

R. Hallet gave a summary of the Audited Financials for the FYE December 31, 2014. She stated that page three of the handout provides the highlights for the financials. She explained that the Authority's assets exceeded their liabilities for the end of fiscal year 2014, by $4,170,751. This is a decrease of $74,447 in total asset minus liabilities, from fiscal year 2013. This decrease was due to low funding from HUD, which forced the Authority to use its reserves. The reserves fell from a total of $507,208 as of December 31, 2013, to $208,195 as of December 31, 2014. The next highlight showed the excess of revenues over expenses. This section showed a simple breakdown of the expenses. R. Hallet stated that $1,157,680 was spent on HCV Administration and $13,662,696 was paid out as HAP.

A. DeKeyser made a motion to approve the Audited Financials for FYE December 31, 2014. Motion was seconded by C. Goddard. Motion carried.

4. Discussion and approval to award the Contract for Administration of the Housing Choice Voucher to the responsive and responsible vendor whose overall proposal offers the best value for the BCHA.

R. Hallet stated that there were three proposals presented to the five members of the RFP Selection Committee. The five members scored their proposals independently and met to review the proposals and the scoring. After discussion, questions were issued to one vender for clarification, whose responses where then shared with the committee members. After the answers were received, the committee had the opportunity to modify their scores. All the committee members scored consistently with Vendor number one receiving the highest score, while Vendor number three received the lowest score. Vender number one was ICS. R. Hallet stated that the selection committee is therefore recommending ICS to the Authority members for award of the contract. C. Goddard asked how long the contract will be for. R. Hallet stated that the contract includes an initial four year agreement with the BCHA. After the initial four years, both parties have the option of renewing the contract for two additional years. The two year extension can also be renewed three separate times, making ICS a potential contractor with the BCHA for the next ten years. ICS has earned the right to continue its contractual obligations with the BCHA. The members of the BCHA congratulated ICS on their success.

C. Goddard stated that since he was not part of the selection committee, he was curious to know if there were any changes proposed in ICS's proposal. M. Roberts stated that no significant changes were made. T. Deidrick asked if ICS has provided to the Authority information regarding their future intentions, goals, and overall plan of operation. R. Hallet responded by stating that the RFP had clearly identified what was to be expected from a possible contractor. She further stated that the RFP requested the selected vendor to provide an operating plan 60 days before the initiation of the contract.

C. Goddard made a motion to approve the award of the contract for the Administration of the Housing Choice Voucher to Integrated Community Solutions, Inc. Motion was seconded by T. Deidrick. Motion carried.

5. Discussion and approval to fund an additional internship position.

R. Hallet reminded the Authority that there had been two interns over the summer. From the two, only one currently remains. She enjoyed the structure of having two interns and wishes to seek approval of financing an additional intern. She mentioned that the Authority has the ability to finance the cost of hiring an additional paid internship position due to HUD's recent increase in the proration of the Administrative Fees. The difference in the proration fees was estimated to be around $80,000. Since ICS had indicated that they will not use these funds to alter their budget, R. Hallet feels that there is more than enough funding for an additional internship, since the cost of one internship only amounts to less than $7,000 annually. A. Hartman asked if an increase in the current intern's hours has been a consideration for reducing the current workload. R. Hallet stated that an increase in an intern's hours heavily depends on the intern's school schedule. She also mentioned that some interns have other work obligations, which influences their availability of hours for this internship.

R. Hallet stated that she would like this motion to be flexible in light of the hours that both interns will work. C. Goddard asked for the timeframe of the new internship position and if it would exceed a year. He asked this question to clarify that any changes in HUD's regulations regarding the Administrative Fees would influence the Authority's ability to fund an additional internship in the future. R. Hallet stated that a change in the Administrative Fees is a possibility, but having an intern rather than a full time employee does allow for more flexibility if termination due to lack of funding becomes an issue. A. Hartman asked for clarification on how long she wishes to keep the second intern. R. Hallet stated that she would like to have a second intern through at least the end of the summer of the next year. A. DeKeyser asked how quickly the funds can be used to hire a new intern. R. Hallet stated that the funds can be used immediately.

C. Goddard made a motion to approve the funding for an additional internship position until the end of summer, 2016. Motion was seconded by T. Deidrick. Motion carried.

INFORMATIONAL:

6. Lead the Way Training

R. Hallet introduced the new Lead the Way Training, organized and administered by HUD. She explained that although this training is not required, it is strongly suggested by HUD to the Commissioners and Executive members of the Authority. It is an online training; therefore, members of the Authority can complete the training at their own leisure. HUD's intentions with this training are to ensure that the Commissioners of an Authority are more involved and knowledgeable in the programs they oversee. HUD is focusing on governance by putting responsibility upon the commissioners for the consequences of an Authority's actions. R. Hallet mentioned that the GBHA suggested

that the training be conducted in a group setting or that members of the GBHA could complete specific topics in the training prior to addressing them in a group setting. Although receiving the training in a group setting is not necessary, this suggestion seems an effective and beneficial way to understanding the content more in depth.

A. Hartman asked about the time it would potentially take to receive all of the training. R. Hallet stated that she is still unsure of the exact timeframe. She stated that she took about forty minutes on one segment and had still not finished the segment. It was vaguely mentioned to her that the training might take two and a half hours; this in her opinion may be referring to the time needed to complete each segment. A. Hartman asked how many segments are provided. R. Hallet stated that there are nine supposed segments but even those segments might branch into additional topics. A. Harman asked if the suggestion to meet in groups implied that each member would complete a segment individually and then meet as a group to discuss the content. R. Hallet replied yes. A. DeKeyser stated that it is his understanding that a segment does not have to be completed all in one sitting. R. Hallet agreed and added that the program allows a trainee to stop and resume their training at any time. A. Hartman asked if there will be any content in the training that will not pertain to the members of the BCHA. R. Hallet replied yes and that there is content addressing both the HCV Program and the Public Housing Program, therefore there will be content that the members of the BHCA will be able to skip. A. DeKeyser asked if the training will be free, which R. Hallet affirmed.

T. Deidrick expressed that he feels commissioner training is important.

R. Hallet explained that, from experience, there is not a lot of reading material. This training format also includes videos and other interactive assessment type activities. A. Hartman asked if any member of the Authority is seriously considering committing time to the training. C. Goddard stated that he would commit time to the Fundamentals of Oversight, section of the training. He also recommended that all the members of the Authority should complete this section prior to meeting as a group. R. Hallet stated that she will email the Authority on further information regarding creation of an online account for the website. R. Hallet ended the discussion by confirming C. Goddard's statement that the Authority will discuss as a group after each member has finished training on the Fundamentals of Oversight portion of the training.

BILLS:
R. Hallet stated that to her knowledge there was nothing significant or out of the ordinary with the bills.

C. Goddard made a motion to approve and place the bills on file. Motion was seconded by T. Deidrick. Motion carried.

FINANCIAL REPORT:
R. Hallet stated that S. Schmutzer had mentioned that there were no items, significant or out of the ordinary, for the Financial Report.

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

STAFF REPORT:

7. Date of next meeting: October 19, 2015.

C. Goddard made a motion to adjourn the meeting. The motion was seconded by A. DeKeyser. Motion carried. The BCHA meeting for September 25, 2015, ended at 3:29 pm.

ZW: RAH: JD