MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, September 19, 2016, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Corday Goddard, and Andy Williams

MEMBERS EXCUSED: Tom Deidrick

OTHERS PRESENT: Cheryl Renier-Wigg, Stephanie Schmutzer, Pat Leifker, Mackenzie Reed-Kadow and Attorney Kristen Hooker

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 15, 2016, meeting of the Brown County Housing Authority.

A motion was made by A. Williams and seconded by C. Goddard to approve the minutes from the August 15, 2016, Brown County Housing Authority meeting. Motion carried.

COMMUNICATIONS:

2. Letter from HUD dated August 23, 2016, regarding Calculation of 20 percent Limit under the Project-Based Voucher Program

S. Schmutzer explained that the BCHA has applied for Project Based VASH vouchers and this letter states the BCHA is not over the 20 percent limit, and therefore would be eligible to project base more vouchers.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

   A. Preliminary Applications
      P. Leifker reported that for the month of August there were 124 preliminary applications received.

   B. Unit Count
      The unit could for the month of August was 3,114.

   C. Housing Assistance Payments Expenses
      The HAP expenses totaled $1,312,054.

   D. Housing Quality Standard Inspection Compliance
      There were a total of 380 inspections, of which 239 passed the initial inspection, 45 passed the reevaluation, 68 resulted in a fail, and 28 were no-shows.

   E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
      No report was provided.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
M. Reed-Kadow reported there were 86 participants in the FSS program. Of that number, 53 participants were at level one, 14 were at level two, nine were at level three, and ten were at level four. There were eight new contracts established, zero graduates, 36 open escrow accounts, and 51 homeownership clients.

M. Reed-Kadow shared a FSS success story about a participant who is two classes away from getting her Associates Degree in Early Childhood Education. She still has a few years left on her FSS contract so she has decided that after graduation in December she will enroll in the spring to pursue her four year teaching certificate.

G. VASH Reports (new VASH and active VASH)
P. Leifker reported that there were no new VASH clients for the month of August and there were 25 active participants in the VASH program.

H. Langan Investigations Criminal Background Screening and Fraud Investigations
For the month of August there were two new investigations assigned, five previous investigations were closed, and one remains active. There were 27 new applications processed, all of which were approved. P. Leifker then displayed the charts of the initial applications for August broken down by municipality, showing the greatest number of applications from residents of Green Bay. Fraud investigation by municipality was similar with the majority occurring in Green Bay, followed by Ashwaubenon and De Pere.

OLD BUSINESS:

4. Discussion and possible action regarding BCHA loan on property at 1239 St. Clair Street in Green Bay, WI.

A motion was made by C. Goddard and seconded by A. Williams to go into closed session to discuss the details of this loan with Attorney K. Hooker. Motion carried.

A. Hartman read the closed session language. Roll call vote was taken with all in agreement to go into closed session. Closed session began at 3:35pm.

The Authority returned to regular order of business.

A motion was made by A. Nicholson and seconded by A. Williams to refer back to staff and Sheriff's department. Motion carried.

NEW BUSINESS:

5. Discussion and approval to write off a BCHA loan for $3,982.

S. Schmutzer explained that this loan was more than 30 years old. The previous owners are both deceased, and the property was sold. She explained that there is no way to recoup the money from the family. BCHA found out about it well after the estate was settled.

A. Williams questioned when the couple died. S. Schmutzer stated the husband passed away several years ago and the wife passed away in approximately 2014.

C. Goddard questioned what other options the Authority had. S. Schmutzer stated that there was not any other option since the estate has already been settled and both parties are deceased. A. Williams stated that it would not be worth the money to pursue it because the Authority would be required to reopen the estate which would cost a lot of money. Pursuing this could potentially cause other loan clients to incur legal fees as well and would reflect poorly on the Authority.

A. Nicholson questioned how the Authority could prevent this from happening again. S. Schmutzer stated that they are still working with Corporation Counsel on this issue. There is a document that Corporation Counsel is providing the Authority which would reaffirm the mortgages. This will be discussed further in an upcoming agenda item.

A motion was made by C. Goddard and seconded by A. Williams to write off the loan in the amount of $3,982. Motion carried.

6. Appointment of Cheryl Renier-Wigg as BCHA Executive Director.

C. Renier-Wigg stated that a part of the Assistant Director's job is the Executive Director of both the housing authorities. She stated that she has been working with the housing authorities for a long time, but not in this capacity.

A. Nicholson questioned what R. Hallet's title was. S. Schmutzer stated she is the Housing Administrator. A. Nicholson questioned if C. Renier-Wigg will be replacing the position R. Strong and K. Flom held. C. Renier-Wigg confirmed.

A motion was made by A. Nicholson and seconded by C. Goddard to appoint C. Renier-Wigg as the BCHA Executive Director. Motion carried.

7. Discussion and action regarding Request for Proposals for Project Based VASH Vouchers

S. Schmutzer explained that the Authority is looking to send out information to see if there is interest from developers or property owners in using Project Based VASH vouchers for current or upcoming developments.

A motion was made by A. Nicholson and seconded by A. Williams to approve the Request for Proposals for Project Based VASH vouchers. Motion carried.

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

S. Schmutzer stated that the meeting was open to the public and questioned if there was anyone in attendance who would like to speak on the 2016 BCHA Annual Agency Plan. Public meeting was closed as no one in attendance had any questions or comments on the BCHA 2016 Annual Agency Plan.

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

P. Leifker explained that this is a Plan that has to be submitted to HUD, reporting on goals and progress every five years. That Plan was submitted in 2015. P. Leifker explained that every following year that is not the five year reviews HUD requires an Annual Plan be submitted. This Plan identifies the progress made on the goals that were set in the Five Year Plan. He

explained that on page three the progress report identifies the goals and the progress that has been made.

P. Leifker explained that many of the goals that have been set are being worked towards. He stated that BCHA has been identified as a high performer by HUD. He also explained another goal which is insuring the high integrity of the HCV program which involves the continuation of working with Langan and Associates. He also stated that one of the big things they have identified is the success they have had with enrolling in the Wisconsin State Tax Refund Intercept Program. This program has gotten a lot more administrative and HAP dollars back through the overpayments that are owed.

A. Williams questioned if the Authority will get feedback from HUD when it is received. P. Leifker stated that HUD generally does not provide feedback on the Annual Plans.

A motion was made by A. Williams and seconded by C. Goddard to approve the Brown County Housing Authority 2016 Annual Agency Plan. Motion carried.

10. Approval of Audited Financials for FYE December 31, 2015.

S. Schmutzer stated that page nine provides the revenues and expenditures for the year, showing the 2015 versus the 2014 information. The change in position means that BCHA ended up with $23,000 in excess revenues over expenses.

One thing she wanted to bring to the Authority's attention was that out of the 40,882 vouchers that could have been leased up throughout the year 34,254 were used. That means that only 6,628 vouchers were not used for the whole year. This speaks to the importance of ICS's efforts to keep the numbers high.

S. Schmutzer stated that because the Authority gets more than $750,000 in funds, a federal audit has to be submitted. Through this audit, the Authority was found to be a low risk auditee, meaning that the BCHA is well-run and doesn't have issues.

A motion was made by A. Nicholson and seconded by C. Goddard to approve the audited financials for FYE December 31, 2015. Motion carried.

INFORMATIONAL:

11. Feedback from landlord solicitation on a possible landlord liaison position.

P. Leifker reminded the Authority that at a previous meeting the position of a Landlord Liaison was brought up. The Authority requested that ICS follow up with landlords to get their input. He stated ICS reached out to 20 landlords and heard back from two. Of the two one of them was an apartment association, so some of those individual's comments may have come from other landlords in the association. He stated that the landlords identified the need for quicker response times, quicker turn around for payments to start, and quicker inspections. ICS is now evaluating what that means for them and how they can better achieve those requests.

A. Hartman questioned if those improvements were things landlords had told ICS in the past. P. Leifker stated that this was not something new, but was validation of what they thought a lot of the landlords wanted.

A. Hartman questioned if P. Leifker had any idea why the inspections did not happen as quick as the landlords would like. He stated that he thinks sometimes the expectations are unrealistic.

He added that ICS's inspections are about a two to three week time frame from when it is requested to when the inspection takes place.

C. Renier-Wigg questioned if ICS should consider another inspection position instead of the Landlord Liaison position. P. Leifker stated that it may not exclusively be related to inspection staff, but also to other staff responsiveness. For this reason ICS is looking more closely at how this position should be structured, if it will be inspection, a specialist, or a customer service representative; examining all of it to determine which would be most beneficial.

A. Williams questioned the process at ICS when an inspection is needed. P. Leifker stated that it would go directly to M. Roberts and he will follow up with the inspectors to get them scheduled. He stated that because the inspectors are rarely in the office, calls generally don't go directly to them. A. Williams questioned why the calls go to M. Roberts. P. Leifker explained that M. Roberts started at ICS as the Inspection Lead and has retained that piece of the position.

A. Williams questioned if ICS will get back to the Authority after they do more research into the position. P. Leifker confirmed.

A motion was made by A. Nicholson and seconded by A. Williams to receive and place on file. Motion carried.

12. Status of re-recording all BCHA loans approaching 30 years or more

S. Schmutzer explained that a lot of the information for this was already pulled together, and staff is just waiting on approval of the form from Corporation Counsel. This form would allow the Authority to rerecord the loans without requiring an initial recording to be done again which would require signatures from all of them property owners.

A. Hartman questioned if S. Schmutzer had a timeline on when this would be completed. S. Schmutzer stated that she had hoped to have already received the form from Corporation Counsel, but neither she nor R. Hallet has received it yet.

C. Renier-Wigg questioned how many loans are being rerecorded. S. Schmutzer stated there are approximately 25.

C. Goddard questioned if rerecording the loans would protect the Authority from not getting repaid for the loans. S. Schmutzer confirmed and advised that rerecording would extend the time on the mortgage for another 30 years.

A. Nicholson expressed concern that this demonstrates that there is a problem, that there was an oversight by someone who should be watching this. He requested that this be reviewed again next month when we have the information from Corporation Counsel and also that staff provide the exact number of the loans in question for next month.

A motion was made by A. Nicholson and seconded by A. Williams to hold until October's meeting. Motion carried.

BILLS:
S. Schmutzer stated there were only three bills to report on. She added that the largest bill was for the City of Green Bay for wages and other office supply bills.

A motion was made by A. Williams and seconded by A. Nicholson to approve the bills. Motion carried.

FINANCIAL REPORT:
S. Schmutzer explained that there wasn't anything significant to point out this month.

A motion was made by A. Nicholson and seconded by A. Williams to receive and place on file. Motion carried.

STAFF REPORT:
13. Date of next meeting: October 17, 2016

A motion was made by A. Nicholson and seconded by A. Williams to adjourn the meeting. Motion carried. Meeting adjourned.

MW: RAH