

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, May 17, 2021, 3:30 p.m.
Meeting Held Through Cisco WebEx

ROLL CALL:

Tom Diedrick-Vice Chair	<u> X </u>	Ann Hartman	<u> X </u>
John Fenner	<u> X </u>	Sup. Megan Borchardt	<u> X </u>
Corday Goddard-Chair	<u> X </u>		

OTHERS PRESENT: Patrick Leifker, Megan Walker (ICS), Dave Diedrick, Cheryl Renier Wigg, Mark Steuer, Stephanie Schmutzer & Kathy Meyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the April 19, 2021 meeting of the Brown County Housing Authority.

A motion was made by J. Fenner seconded by M. Borchardt to approve the minutes from the April 19, 2021 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Appointment of Ann Hartman to the Brown County Housing Authority for a five-year term expiring on April 30, 2026.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications
There were 125 preliminary applications for April.
- B. Unit Count
The unit count for April was 2,885.
- C. Housing Assistance Payments Expenses
The April HAP expense totaled \$1,478,769.
- D. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Not reported on during BCHA Meeting.
- E. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In April there were 77 active FSS clients, 75% of clients in level one; 19% of clients in level two; 3% of clients in level three and 3% of clients in level four. There was 1 new contract signed, 0 graduates, 48 active escrow accounts and 47 active homeowners.
- F. VASH Reports (new VASH and active VASH)
For April there were 0 new VASH clients, for a total of 42 active VASH clients.
- G. Langan Investigations Criminal Background Screening and Fraud Investigations
For April there were 4 new investigations, 2 active and 2 closed. Of the 58 background checks, 57 were approved, 1 denied. Fraud Investigations were in the City of Green Bay. Initial applications majority were in Green Bay, followed by Allouez, New Franken, Howard and Suamico.

A motion was made by A. Hartman, seconded by T. Diedrick to receive and place on file. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

4. Consideration with possible action regarding the award of Emergency Housing Vouchers to the Brown County Housing Authority.

P. Leifker stated that on May 10th, he was notified that the Housing Authority was awarded 35 additional vouchers designated for Emergency Housing Vouchers (EHV). These vouchers have an effective date of July 1, 2021. P. Leifker stated these vouchers are to assist individuals and families who are experiencing homelessness (there are four categories under homelessness) that they can qualify for these vouchers.

P. Leifker explained how the EHV vouchers were awarded to BCHA, and summarized how the EHV vouchers are administered and noted that they vary slightly from the standard Housing Choice Vouchers units.

P. Leifker stated that BCHA has 14 days to respond to the award letter, and can either decline the award, accept the full allocation, accept the full allocation *and* more should more vouchers become available, or accept a lesser voucher total (minimum of 25 vouchers). Responses are required to be submitted to HUD by May 24th, 2021.

Discussion occurred regarding needs, apartment availability, if additional staff would need to be hired to administer these vouchers, and benefits of accepting the EHV vouchers.

A motion was made by J. Fenner, seconded by M. Borchardt to accept all 35 Emergency Housing Vouchers. Motion carried.

5. Consideration with possible action to review "Renewal Term" of BCHA's contract with Integrated Community Solutions to continue program administration for another two-year term through December 31, 2023.

P. Leifker summarized the contract renewal terms between BCHA and Integrated Community Solutions.

Discussion occurred.

A motion was made by T. Diedrick, seconded by A. Hartman to approve the 2-year contract renewal term commencing on January 1, 2022 through December 31, 2023. Motion carried.

6. Update regarding Berkshire Ashwaubenon Project by General Capital.

P. Leifker provided a brief update on the presentation to the Board back in October 2020 by General Capital regarding their Berkshire Ashwaubenon Project. They were approved for their Low Income Housing Tax Credits application. We had provided a letter of support for 8 project-based vouchers within that development. P. Leifker stated he will develop and publish an RFP. P. Leifker stated he will have this RFP for your review at the June meeting.

A motion was made by J. Fenner, seconded by A. Hartman to receive and place on file. Motion carried.

7. Consideration with possible action on the approval of the BCHA subcommittee governing document.

P. Leifker stated at the last meeting we had approved for the BCHA to create a subcommittee and to move forward as one of our goals for 2021-2022 and part of that conversation was a recommendation by John, Megan, and Patrick to recommend participants for the subcommittee. P. Leifker stated that he thought it would be best to start with a governing document.

P. Leifker reviewed the governing document with the Board and opened the floor for discussion.

Discussion occurred.

J. Fenner and C. Goddard volunteered to sit on the subcommittee.

A motion was made by A. Hartman, seconded by J. Fenner to approve the BCHA subcommittee governing document. Motion carried.

8. Consideration with possible action on approval of the Passbook Savings Rate, which determines asset calculations for housing assistance payments.

P. Leifker stated that this is the standard annual approval. P. Leifker summarized what the Passbook Savings Rate and how the calculations are determined.

P. Leifker stated that his recommendation to the Board is we remain the passbook savings rate at zero percent.

A motion was made by M. Borchardt, seconded by T. Diedrick to approve keeping the passbook savings rate at zero percent. J. Fenner abstained from voting. Motion carried.

9. Review of ICS's Annual Report for 2020 for the housing programs, self-sufficiency programs and customer service.

M. Walker reviewed the annual report for 2020 for the housing program. M. Walker stated that ICS was able to maintain their entire program throughout the year during the pandemic but noted that inspections was the only thing impacted by the pandemic.

A motion was made by J. Fenner, seconded by M. Borchardt to receive and place on file ICS's Annual Report for 2020. Motion carried.

BILLS AND FINANCIAL REPORT:

10. Consideration with possible action on acceptance of BCHA BILLS.

P. Leifker reviewed the bills.

A motion was made by J. Fenner, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

11. Consideration with possible action on acceptance of BCHA Financial Report.

P. Leifker presented the financial report.

A motion was made by M. Borchardt, seconded by T. Diedrick to accept and place on file the BCHA Financial Report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

12. Executive Director's Report.

P. Leifker stated that as was previously mentioned, the BCHA will have to create a Request for Proposal (RFP) in response to the LIHTC Award for the Berkshire Ashwaubenon. P. Leifker asked the commissioners if they would be willing to create an RFP that would have a wider scope to potentially explore other Project Based Voucher opportunities with other developers/owners. The BCHA Board was open to the idea that the RFP would have a wide scope and the PBV selection committee will review any proposals that are received before the Board offers their final approval.

OTHER: No other business.

Date of next scheduled meeting: June 21, 2021.

A motion was made by J. Fenner, seconded by A. Hartman to adjourn the meeting. Motion carried.

Meeting adjourned at 4:30pm