

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, January 17, 2022, 3:30 p.m.
Green Bay City Hall Room 604

ROLL CALL:

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

OTHERS PRESENT: Patrick Leifker, Dave Diedrick, Megan Walker (ICS) & Kathy Meyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 8th, 2021 meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by M. Borchardt to approve the minutes from the December 8th, 2021 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications
There were 72 preliminary applications for December.
- B. Unit Count
The unit count for December 2,836.
- C. Housing Assistance Payments Expenses
The December HAP expense totaled \$1,516,408.
- D. Housing Quality Standard Inspection Compliance.
222 that passed initial inspection, 80 passed the re-evaluation, 32 were no shows, and 90 failed. M. Walker explained that ICS is just now going in and doing the re-inspections.
- E. Program Activity/52681B (administrative costs, portability, activity, SEMAP)
- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In December there were 80 active FSS clients, 59 clients in level one; 9 clients in level two; 2 clients in level three and 0 clients in level four. There were 0 new contracts signed, 2 graduates, 54 active escrow accounts and 51 active homeowners.

- G. VASH Reports (new VASH and active VASH)
For December there was 0 new VASH clients, for a total of 39 active VASH clients.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
For December there were 19 total investigations, 11 active and 8 closed. Initial applications: majority were in Green Bay with De Pere and Ashwaubenon to follow. M. Walker stated there is a new process for new applications. Previously ICS was doing background checks when applications came and when pulled from the last background

checks were also being completed by Langan. To avoid duplicate work, ICS is no longer conducting background checks, and Langan is only doing them when they get pulled from the waiting list. 77 New Applications (TIF's) reviewed, 60 approved, 4 denied and 4 pending. Fraud: 8 in Green Bay, 2 in Howard and 1 in Wrightstown.

- I. Quarterly Langan Denials Report.
November: battery charge, possession of marijuana, disorderly conduct, possession of THC. December: possession of THC and paraphernalia and possession of marijuana.
- J. Quarterly Active Cases Breakdown.
57% Head of Household Elderly or Disabled, 28% Head of Household is not Elderly or Disabled with earned income, 11% Head of Household, Disabled with no Earned Income and with dependents, 4% Head of Household not Elderly, Disabled with no Earned Income and no Dependents.
- K. Quarterly End of Participation.
The top reasons for termination in the 4th quarter were Voluntary Termination (37%), Family Obligations Violation (25%), and Port Outs Absorbed (14%).
- L. Quarterly Customer Service Satisfaction.
79% Excellent, 7% Very Good, 4% Good and 10% Poor

A motion was made by M. Borchardt, seconded by A. Hartman to receive and place on file. Motion Carried.

OLD BUSINESS:

None

NEW BUSINESS:

- 3. Consideration with possible action on the approval of FY 2020 Audited Financial Statements.

D. Diedrick presented the financial statements. D. Diedrick highlighted key areas of the financial statements and reviewed the management's discussion and analysis.

D. Diedrick stated that there were no material weaknesses or significant deficiencies identified by the auditors.

D. Diedrick stated that another Brown County staff employee will also be assisting with day-to-day finance operations for the Housing Authority.

A motion was made by A. Hartman, seconded by J. Fenner to approve the FY 2020 Audited Financial Statements. Motion Carried.

- 4. Consideration with possible action on determination of how to handle future requests for letters of interest of Project Based Vouchers from developers.

P. Leifker stated that this is in response to the recent situation to reschedule a BCHA meeting to accommodate a developer's request for a letter of interest from the BCHA for their development.

Through discussions with C. Goddard, it was determined that it would be best to discuss this with the BCHA Board and see if there were possible alternate options to accommodate similar requests.

Discussion occurred.

The BCHA Board recommended that P. Leifker draft a Standard Letter of Interest and bring back to the next BCHA Board meeting for consideration and approval.

A motion was made by M. Borchardt, seconded by J. Fenner to have P. Leifker draft a Standard Letter of Interest and bring back to the next BCHA meeting for consideration and approval. Motion Carried.

5. Consideration with possible action to approve the schedule of BCHA meetings for 2022.

P. Leifker presented the proposed dates of the BCHA meetings for 2022 for approval. The November meeting was moved up due to falling the week of Thanksgiving.

Ann Hartman stated she will need to be excused from the February BCHA meeting.

A motion was made by J. Fenner, seconded by A. Hartman to approve the schedule of the meeting dates for 2022. Motion Carried.

6. Review of the goals established by the BCHA for 2021.

P. Leifker proposed combining agenda items #6 and #7 to discuss at the same time as the goals are for 2021-2022. P. Leifker reviewed the goals and provided a brief update of each goal.

- Creation & implementation of a subcommittee of the BCHA.
- Explore ways that the BCHA can partner with communities and/or developers to provide more affordable housing options throughout Brown County.
- Create, develop & implement an outreach campaign, targeted to program participants, landlords, developers & the community.
- Evaluate policies within the Administrative Plan for the BCHA to ensure the policies that we have established to govern the HCV program are working in their intended manner.
- Evaluate & implement new approaches to increase landlord engagement within the HCV program.

P. Leifker opened the floor up for discussion for any additional goals the Board would like to establish for 2022. Discussion occurred. No new goals established.

A motion was made by M. Borchardt, seconded by J. Fenner to accept the review of our goals and place on file. Motion Carried.

7. Consideration with possible action to establish goals for BCHA for 2022.

See item #6 above.

BILLS AND FINANCIAL REPORT:

8. Consideration with possible action on acceptance of BCHA Bills.

P. Leifker reviewed the bills.

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

9. Consideration with possible action on acceptance of BCHA financial report.

P. Leifker asked that this item be postponed until our February meeting.

A motion was made by J. Fenner, seconded by M. Borchardt to postpone until the February meeting. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

10. Executive Director's Report

P. Leifker provided an update on the interested party to fill the fifth board member position. P. Leifker submitted the information to County Executive staff, but the interested party removed herself from consideration as she intends to retire in the near future, and could not commit to a 5-year term. Discussion occurred.

P. Leifker stated that BCHA was awarded our family self-sufficiency grant for 2022. When Patrick receives formal notification, he will pass that along to the Board.

Date of next scheduled meeting: February 21, 2022

A motion was made by J. Fenner, seconded by M. Borchardt to adjourn the meeting. Motion carried. Meeting adjourned at 4:17pm