

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, July 18, 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, Anna Plager (Finance), Matt Roberts (ICS) & Kathy Meyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the June 20th, 2022 meeting of the Brown County Housing Authority.

A motion was made by A. Hartman, seconded by M. Borchardt to approve the minutes from the June 20th, 2022 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Communication from HUD regarding the Brown County Housing Authority's "Limited Financial Management Review Report Dated June 16th, 2022."

P. Leifker stated staff received a communication last month about a Limited Financial Management Review. P. Leifker explained the letter. No discussion.

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

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications
There were 134 preliminary applications for June.
- B. Unit Count
The unit count for June, 2,722.
- C. Housing Assistance Payments Expenses
The June HAP expense totaled 1,499,310
- D. Housing Quality Standard Inspection Compliance.
342 total inspections, 59% that passed initial inspection, 13% passed the re-evaluation, 9% were no shows, and 19% failed.
- E. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In June there were 68 active FSS clients, 72% clients in level one; 19% clients in level two; 9% clients in level three and 0 clients in level four. There was 1 new contract signed, 1 graduate, 51 active escrow accounts and 49 active homeowners.

- F. VASH Reports (new VASH and active VASH)
For June there were 0 new VASH clients, for a total of 29 active VASH clients.

G. Langan Investigations Criminal Background Screening and Fraud Investigations

For June there were 9 total investigations, 5 active, 4 closed. Approved applications:101, denied 3, and pending 0. Fraud by municipality: 80% in Green Bay, followed by 20% Howard. Applications by municipality: 88% in Green Bay, 5% in De Pere, 2% in Ashwaubenon, and 2% in Howard.

H. Quarterly Langan Denials Report.

The Langan denial report was reviewed.

I. Quarterly Active Cases Breakdown.

Head of Household is either Elderly or Disabled, 56%; Head of Household is not Elderly or Disabled but have earned income, 29%; Head of Household is not Elderly or Disabled, there is no earned income but there are dependents, 11%; Head of Household is not Elderly or Disabled, there is no earned income or dependents in the household, 4%.

J. Quarterly End of Participation.

The top reasons for termination in the 2nd quarter were Voluntary Termination (25%), Port Outs Absorbed (25%), Family Obligations Violation (18%) and Zero Assistance/Over Income (10%).

K. Quarterly Customer Service Satisfaction.

83% Excellent, 15% Very Good, and 2% Good.

L. Program Activity/52681-B (administration costs, portability activity, SEMAP).

In May there were 338 Port Outs with an associated HAP expense of \$391,926 Through May 2022, ICS was underspent in their Administrative Expenses by \$28,008.40. With the FSS Program, ICS is currently overspent through May 2022 by \$204.63.

P. Leifker reported on some changes in the program. Family Self Sufficiency Program. HUD came out with a final rule. HUD has put a cease on Housing Authority's leasing up any new family self sufficiency clients until all of the revised policies have been put into place. HUD has put on webinars that both Patrick and Megan have attended so Patrick is in the process of updating the FSS Action Plan.

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

OLD BUSINESS:

NONE

NEW BUSINESS:

4. Consideration with possible action on the approval of the revisions to Chapter's 1-7 of the Brown County Housing Authority's Administrative Plan.

P. Leifker stated BCHA and ICS staff went through the entire plan review with Nan McKay and Associates and as a result, there have been numerous changes to the Admin Plan that will require Board approval prior to those being effective.

P. Leifker reviewed and summarized key areas that have been revised to Chapters 1-7. Discussed occurred.

A motion was made by M. Borchardt, seconded by A. Hartman to approve the revisions to Chapters 1-7 of the Brown County Housing Authority's Administrative Plan. J. Fener abstained from vote. Motion Carried.

BILLS AND FINANCIAL REPORT:

5. 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.

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

P. Leifker presented the BCHA financial report.

A motion was made by M. Borchardt, seconded by J. Fenner to accept the financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

7. Executive Director's Report

a. Fall WAHA Conference

If anyone is interested in attending the conference, please let P. Leifker know.

b. Project Based Voucher RFP Selection Committee

P. Leifker stated we are putting the RFP out for project based vouchers to be published Wednesday. BCHA provided a letter of support for Bay City Lofts and they received the tax credits they requested.

P. Leifker asked if anyone is interested in participating on the RFP Selection Committee. If you are interested, please let P. Leifker know.

J. Fenner asked for an update on the Berkshire Property in Ashwaubenon. P. Leifker provided a status update on this project.

A motion was made by J. Fenner, seconded by M. Borchardt to accept, and place on file the Director's report. Motion carried.

Date of next scheduled meeting: August 15th, 2022

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