

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, October 18, 2021, 3:30 p.m.
Meeting Held Through Cisco WebEx

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, Megan Walker (ICS), Matt Roberts (ICS), Stephanie Schmutzer & Kathy Meyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 20th, 2021 meeting of the Brown County Housing Authority.

A motion was made by J. Fenner seconded by A. Hartman to approve the minutes from the September 20th, 2021 meeting of the Brown County Housing Authority as well as item #2, approval of the minutes from the October 14th, 2021 meeting of the Brown County Housing Authority Subcommittee. Motion carried.

2. Approval of the minutes from the October 14th, 2021, meeting of the Brown County Housing Authority Subcommittee.

A motion was made by J. Fenner seconded by A. Hartman to approve the minutes from the September 20th, 2021 meeting of the Brown County Housing Authority as well as item #2, approval of the minutes from the October 14th, 2021 meeting of the Brown County Housing Authority Subcommittee. Motion carried.

COMMUNICATIONS:

3. Brown County Housing Authority Formal Appeal Request submitted to HUD for review of the Fair Market Rents proposed for FY 2022.

P. Leifker stated this is a follow-up to last month's meeting. Brown County did see a decrease in the fair market rent that is being proposed for in 2022. P. Leifker shared the formal appeal letter that he sent to HUD. We have until January 7th, 2022 to provide updated data. P. Leifker stated he has been in contact with a firm that recently did the City of Green Bay Housing study to see if they can conduct an analysis on our behalf. P. Leifker stated the firm can make the deadline, he is just waiting to hear back on cost and scope of the study.

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

REPORTS:

- 4 Report on Housing Choice Voucher Rental Assistance Program:

- A Preliminary Applications
There were 158 preliminary applications for September.
- B. Unit Count
The unit count for September was 2,847
- C. Housing Assistance Payments Expenses
The September HAP expense totaled \$1,503,678

- D. Housing Quality Standard Inspection Compliance.
408 Total, 50% passed on first visit, 12% passed on re-eval, 29% failed and 9% were a no show.
- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
Not reported on during BCHA Meeting.
- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
- In September there were 84 active FSS clients, 72 of clients in level one; 11 of clients in level two; and 1 client in level three. There were 5 new contracts signed, 2 graduates, 54 active escrow accounts and 51 active homeowners.
- G. VASH Reports (new VASH and active VASH)
For September there were 0 new VASH clients, for a total of 40 active VASH clients.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
For September there were 17 new investigations, 13 active and 4 closed. Of the 118 background checks, 115 were approved and 2 were denied. Fraud Investigations majority in Green Bay, 2 in Howard and 2 in De Pere. Initial applications, majority were in Green Bay, followed by outside of Brown County, followed by Ashwaubenon and De Pere.
- I. Quarterly Langan Denials Report.
Reviewed the third quarter breakdown checks done by Langan and Associates.
- J. Quarterly Active Cases Breakdown.
- Head of Household is either Elderly or Disabled: 57%
 - Head of Household is not Elderly or Disabled but have earned income: 28%
 - 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%
- K. Quarterly End of Participation.
Reviewed the third quarter of 2021 terminations, there were 90 total terminations.
- L. Quarterly Customer Service Satisfaction.
For third quarter: 74 percent indicated customer service was excellent, 19 percent very good, 5 percent good, and 2 percent fair.
- M. Map of Participants by Municipality.
P. Leifker shared an updated participant map for the entire county.

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

OLD BUSINESS:

None.

NEW BUSINESS:

5. Consideration with possible action to approve revisions to the BCHA's Administrative Plan Chapter 4 in regards to the Waiting List Selection Method (4-III.C).

P. Leifker stated he was contacted by the HUD Milwaukee Field Office to determine if BCHA had the ability to assist with disaster assistance for individuals who were displaced by

Hurricane Ida in Louisiana. It was determined that BCHA has the financial capacity and the voucher capacity to assist individuals who were impacted by Hurricane Ida.

P. Leifker stated he had conversations with C. Goddard and he is in agreement that this is something that the Housing Authority should be actively pursuing. P. Leifker explained that the only requirement that was needed was an administrative plan revision to our waiting list. Per the CARES Act waivers, we were able to implement that revision within our administrative plan. P. Leifker stated we had the ability to make these revisions prior to Board approval, but are required to be approved by the BCHA board prior to the end of the year.

P. Leifker reviewed the revision.

Discussion occurred. P. Leifker stated we have initially allocated 100 vouchers, but will review if further assistance is needed. P. Leifker clarified that the individuals impacted will likely remain living in their current region, we are just offering the vouchers and the subsidy that goes along with that.

A motion was made by J. Fenner, seconded by M. Borchardt to approve the revision to the BCHA's Administrative Plan Chapter 4 in regards to the Waiting List Selection Method (4-III.C) and approve the vouchers. Motion carried.

6. Consideration with possible action on approval of the established pay bands with Integrated Community Solutions.

M. Roberts from ICS is seeking board approval to adjust eight of the ten existing pay bands that were originally established in 2013. M. Roberts explained that these should be updated to better reflect the current marketplace. The salary adjustments will be effective January 1, 2022.

Question asked if this was done with a class and compensation study? M. Roberts stated the last class and compensation study was completed in 2017. M. Roberts explained that the requested pay band adjustment was done through research and inquiries with other agencies as well as information ICS receives after making offers to potential candidates.

A motion was made by J. Fenner, seconded by A. Hartman to approve eight pay band adjustments. Motion carried.

BILLS AND FINANCIAL REPORT:

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

P. Leifker reviewed the bills.

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

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

P. Leifker reviewed the financial report.

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

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Executive Director's Report.

P. Leifker stated he is currently spending a significant amount of time working with HUD on the disaster assistance vouchers.

BCHA and ICS working on budget in preparation for our meeting next month.

Discussion occurred on filling the vacant position on the board. P. Leifker will purchase a card so all board members can sign it at our next meeting and send to T. Diedrick.

OTHER: No other business.

Date of next scheduled meeting: November 15, 2021 at 3:30pm at City Hall, Room 604

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

Meeting adjourned at 4:00pm