

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, November 15, 2021, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay WI 54301

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), Matt Roberts (ICS), Christina Peterson (ICS), Stephanie Schmutzer, Carolyn Skenandore (ADRC) & Kathy Meyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 18th, 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 October 18th, 2021 meeting of the Brown County Housing Authority as well as item #2, approval of the minutes from the November 11th, 2021 meeting of the Brown County Housing Authority Subcommittee. Motion carried.

2. Approval of the minutes from the November 11th, 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 October 18th, 2021 meeting of the Brown County Housing Authority as well as item #2, approval of the minutes from the November 11th, 2021 meeting of the Brown County Housing Authority Subcommittee. Motion carried.

COMMUNICATIONS:

None

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications

There were 132 preliminary applications for October.

B. Unit Count

The unit count for October was 2,848

C. Housing Assistance Payments Expenses

The October HAP expense totaled \$1,505,976

D. Housing Quality Standard Inspection Compliance.

423 Total, 195 passed on first visit, 88 passed on re-eval, 105 failed and 35 were a no show.

- E. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

In October there were 84 active FSS clients, 72 of clients in level one; 10 of clients in level two; and 2 clients in level three, and 0 in level four. There were 2 new contracts signed, 1 graduate, 54 active escrow accounts and 50 active homeowners.

- F. VASH Reports (new VASH and active VASH)
For October there were 2 new VASH clients, for a total of 41 active VASH clients.
- G. Langan Investigations Criminal Background Screening and Fraud Investigations
For October there were 18 new investigations, 15 active and 3 closed. Of the 131 background checks, 127 were approved, 4 were denied, and 0 pending. Fraud Investigations majority in Green Bay, followed by De Pere and Howard. Initial applications, majority were in the city of Green Bay, followed by De Pere and Ashwaubenon.

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

OLD BUSINESS:

- 4. Consideration with possible action to provide a letter of interest to the Oneida Supportive Housing project (Edge of the Woods Place) in their request for Project Based Voucher units.

Representatives from Blueline Development, Beaux Simone Consulting and Wise Women Gathering Place were invited to join the meeting to present information about the proposed Oneida Supportive Housing Project (Edge of the Woods Place) in their request for Project Based Vouchers.

P. Leifker provided some background information to the board members on the federal regulations. This project was previously discussed and approved at the July 2020 BCHA meeting, however due to some changes within the project, it is being brought back to the Board for an updated letter of interest to reflect the BCHA's continued interest.

Beverly Scow and Brenda John from Wise Women Gathering Place provided background information on the project and supportive services they offer to families and communities.

Christian Pritchett from Blueline Development provided an overview of Blueline Development.

J. Fenner asked if there was a larger map of the project location. Project location is at 1409 Velp Ave., Green Bay.

J. Fenner asked for clarification on voucher administration. P. Leifker stated that the voucher administration would be handled just like all the other project-based vouchers. Eligibility would be determined by individuals applying for the program using the eligibility requirements. J. Fenner expressed concern about the vouchers being made available to everyone. P. Leifker stated there would be selection criteria as previously discussed.

A motion was made by M. Borchardt, seconded by A. Hartman to provide an updated letter of interest to the Oneida Supportive Housing Project in their request for Project Based Vouchers.

NEW BUSINESS:

- 5. Consideration with possible action on the approval of BCHA Board Resolution 21-01 to formally accept HUD's allocation of Emergency Housing Vouchers to the BCHA and the Adoption of the Memorandum of Understanding with the Balance of State's Continuum of Care.

P. Leifker stated this is a formality. Brown County Housing Authority was awarded and accepted thirty-five Emergency Housing Vouchers. HUD is recommending prior to the end of the year, that we have a formal board resolution stating we've accepted the vouchers and the adoption of a Memorandum of Understanding.

A motion was made by J. Fenner, seconded by A. Hartman to approve the recommendation of a formal board resolution and memorandum of understanding. Motion carried.

6. Consideration with possible action on the approval of the ICS Budget for 2022.

M. Roberts from ICS presented the 2022 ICS budget. M. Roberts stated that the budget is standard, it does not have any unique initiatives. M. Roberts addressed the cost increases ICS is dealing with. M. Roberts stated that their Housing Software (MRI) vendor has increased their cost by 12% just in this year alone and stated that one initiative in 2022 will be for ICS to complete an analysis of other software programs available.

Discussion occurred on housing software options.

A motion was made by J. Fenner, seconded by A. Hartman to approve ICS's budget for 2022. Motion carried.

7. Consideration with possible action on the approval of the Brown County Housing Authority's Budget for 2022 and Budget Resolution 21-02.

P. Leifker presented the BCHA budget for 2022 and budget resolution 21-02. P. Leifker noted that this budget is similar to previous years.

P Leifker highlighted the changes among the available funds.

P. Leifker reviewed the administrative salaries, noting the salaries were reduced due to no longer having a planner director and finance director's time allocated to the BCHA Budget.

P. Leifker reviewed the legal fees.

P. Leifker stated we added \$6,000 for contract cost stating we are exploring with Nan McKay & Associates (NMA) to do a revision of our administrative plan.

Discussion occurred on the budget. P. Leifker made mention to the BCHA that BCHA Staff and ICS Staff have already been in conversation about monitoring administrative expenses in future years. Currently, the BCHA is projected to utilize some of the Administrative Fee reserves for 2022; while this is acceptable on a short term basis, it will not be sustainable over numerous years and adjustments may need to be made to account for the administrative expenses.

P. Leifker stated that the resolution needs to be provided to HUD.

A motion was made by A. Hartman, seconded by M. Borchardt to approve Brown County Housing Authority's budget for 2022. Motion carried.

8. Consideration with possible action on the approval of revisions to the Brown County Housing Authority's Administrative Plan regarding Chapter 17 VI.C.

P. Leifker stated that this revision will allow applicants to select the Project Based Property they wish to specifically apply to. Each Project Based Contract/Property is unique and we have noticed delays and issues with leasing up units due to these variances with each property. P. Leifker explained the proposal.

A motion was made by J. Fenner, seconded by M. Borchardt to approve the revisions to the Brown County Housing Authority's Administrative Plan regarding Chapter 17 VI.C. Motion carried.

BILLS AND FINANCIAL REPORT:

9. 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.

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

P. Leifker reviewed the financial report.

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

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

11. Executive Director's Report.

P. Leifker stated one member of the Brown County Housing Authority Subcommittee stepped down. Brief discussion on vacancies for this subcommittee.

OTHER: No other business.

Date of next scheduled meeting: December 20th, 2021 at 3:30pm at City Hall, Room 604

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

Meeting adjourned at 4:24pm