

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, March 25, 2024, 3:30 p.m.
Brown County Northern Bldg., Room 200

ROLL CALL:

Ann Hartman - Chair	<u> X </u>	Jessica King	<u> X </u>
John Fenner	<u> X </u>	Jessica Adams	<u> X </u>
Marissa Heim	<u> X </u>		

OTHERS PRESENT: Patrick Leifker, Colton Pangrazzi (Accountant), Anna Plager (Accountant), & Kathy Meyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 19th, 2024 meeting of the Brown County Housing Authority.

A motion was made by J. Adams, seconded by J. Fenner to approve the minutes from the February 19th, 2024 meeting of the Brown County Housing Authority. Motion carried.

2. Approval of the minutes from the March 14th, 2024 meeting of the Brown County Housing Authority Subcommittee.

A motion was made by J. Adams, seconded by J. Fenner to approve the minutes from the March 14th, 2024 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

3. Appointment of Marissa Heim to the Brown County Housing Authority.

Receive and place on file the appointment of Marissa Heim to the Brown County Housing Authority.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

A Preliminary Applications

There were 166 preliminary applications for February.

B. Unit Count

The unit count for February: 2,714

C. Housing Assistance Payments Expenses

The February HAP expense totaled \$1,671,769

D. Housing Quality Standard Inspection Compliance.

242 total inspections, 242 that passed initial inspection, 22 passed the re-evaluation, 32 failed and 23 were no shows.

E. Program Activity/52681 B (administrative costs, portability activity, SEMAP)

Not reported.

- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
In February there were 65 active FSS clients, 47 clients in level one; 11 clients in level two; 6 clients in level three and 1 client in level four. There were 0 new contracts signed, 1 graduates, 56 active escrow accounts and 53 active homeowners.
- G. VASH Reports (new VASH and active VASH)
For February there was 0 new VASH clients, for a total of 39 active VASH clients.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations.
Four investigations, all within the City of Green Bay limits. Applications by municipalities, the largest was Green Bay, followed by Other, Village of Allouez and De Pere.

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

OLD BUSINESS:

None

NEW BUSINESS:

5. Closed Session: Regarding Service Provider Contract Issues:

- a. Open Session: **Motion and Record Vote** pursuant to Wis. Stats. Sec 1985(1), **regarding going into Closed Session** pursuant to Wis. Stats. Sec (19.85(1)(e), **for purposes of** deliberating or negotiating the purchasing of public properties, the investing of public funds, or **conducting other specified public business, whether competitive or bargaining reasons require a closed session (Regarding Service Provider Contract Issues)**;

A motion was made by J. Adams, seconded by J. Fenner, to convene in closed session pursuant to Wis. Stats. Sec (19.85(1)(e) for the purpose of Service Provider Contract Issues. Motion carried.

- b. Convene in to Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Authority shall convene into Closed Session pursuant to Wis. Stats. Sec 19.85(1)(e), the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (regarding Service Provider Contract Issues); and

A motion was made by J. Adams, seconded by M. Heim, to return to open session. Motion carried.

- c. Reconvene into Open Session: The Authority shall reconvene into Open Session for possible voting and/or other action regarding the above mentioned matters that were discussed in closed session, and/or regarding other Agenda items.

6. Closed Session: Regarding Brown County Housing Authority Contract Administration:

- a. Open Session: **Motion and Record Vote** pursuant to Wis. Stats. Sec 1985(1), **regarding going into Closed Session** pursuant to Wis. Stats. Sec (19.85(1)(e), **for purposes of** deliberating or negotiating the purchasing of public properties, the investing of public funds, or **conducting other specified public business, whether competitive or bargaining reasons require a closed session (Regarding Brown County Housing Authority Contract Administration)**;

A motion was made by J. Adams, seconded by J. King, to convene in closed session pursuant to Wis. Stats. Sec (19.85(1)(e) for the purpose of Brown County Housing Authority Contract Administration. Motion carried.

- b. Convene in to Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1), the Authority shall convene into Closed Session pursuant to Wis. Stats. Sec 19.85(1)(e), the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (regarding Brown County Housing Authority Contract Administration); and

A motion was made by J. Adams, seconded by J. King, to return to open session. Motion carried.

- c. Reconvene into Open Session: The Authority shall reconvene into Open Session for possible voting and/or other action regarding the above mentioned matters that were discussed in closed session, and/or regarding other Agenda items.

BILLS AND FINANCIAL REPORT:

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

P. Leifker reviewed the bills.

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

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

P. Leifker presented the BCHA financial report.

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

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Executive Director's Report

P. Leifker provided an update on the Request for Proposals (RFP) published. We received one response; however, they requested to withdraw their proposal at this time.

J. Fenner asked about the status of the Wise Women Gather Place development; P. Leifker provided an update that the last information that was shared with the BCHA was the development was still looking for a suitable location and funding sources.

P. Leifker reminded the Board that April's meeting was previously adjusted to April 22nd and will be held one week later than normal.

P. Leifker noted his upcoming vacation days during the month of April.

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

Meeting adjourned at 4:50pm