

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, August 19, 2024, 3:30 p.m.**  
**Brown County Central Library Meeting Room 1**

**ROLL CALL:**

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

**OTHERS PRESENT - BCHA:** Patrick Leifker, Colton Pangrazzi (Accountant) & Kathy Meyer  
**OTHERS PRESENT - ICS:** April Clark (Director of Operations), Joe Kahler (Senior Accountant), Matt Roberts (Executive Director), Andrew Dilling (Board), Tom Maier (Board)

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the July 15<sup>th</sup> , 2024 meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by J. King to approve the minutes from the July 15<sup>th</sup> , 2024 Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

2. BCHA / ICS Updates.
  - a. Discussion regarding Progress and Updated timeline
  - b. Update on the ICS Financial Processes and Procedures documentation
  - c. ICS Budget to Actual Report

J. Kahler provided the financial update. J. Kahler stated that they are caught up with everything that was due for July. J. Kahler stated that he and the other accountant are fully trained and have processes and procedures in place, this will be an ongoing process. The budget to actual report can now be provided on a monthly basis. M. Roberts stated that the consultant is no longer onsite.

P. Leifker stated that a copy of ICS’s budget to actual report is provided in the agenda packet.

J. Adams stated that a question from the board is where is the funding for the contractor coming from. M. Roberts stated that there were no allocations in the budget for the consultant but noted that the Professional Services line item is overspent, but the budget overall year-to-date is underspent. Discussion occurred.

Board would like to see this report again at the end of next quarter.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:
  - A Preliminary Applications  
There were 134 preliminary applications for July.
  - B. Unit Count  
The unit count for July: 2,738.

- C. Housing Assistance Payments Expenses  
The July HAP expense totaled \$1,806,240.
- D. Housing Quality Standard Inspection Compliance.  
226 total inspections, 73% that passed initial inspection, 9% passed the re-evaluation, 11% failed and 7% 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 July there were 66 active FSS clients, 86% in level one; 9% in level two; 5% in level three and 0% in level four. There were 4 new contracts signed, 0 graduates, 39 active escrow accounts and 53 active homeowners.
- G. VASH Reports (new VASH and active VASH)  
For July there were 0 new VASH clients, for a total of 40 active VASH clients.
- H. Criminal Background Screening and Fraud Investigations by Municipality. Applications by municipalities, highest in the city Green Bay, followed by Allouez, Bellevue and Ashwaubenon. Fraud: 5 total investigations, 3 within the city of Green Bay and 2 in DePere.

P. Leifker stated he would like to ask the Board to make a motion to adjust the agenda and move agenda item #4 to after agenda item #8.

A motion was made by J. Fenner, seconded by A. Hartman to adjust the agenda as discussed. Motion carried.

**NEW BUSINESS:**

- 5. Consideration with possible action regarding the recommendations of the BCHA Subcommittee as it relates to a potential Landlord Liaison Position.

P. Leifker stated that at the July BCHA Subcommittee meeting, discussion occurred around potentially exploring a Landlord Liaison position for the BCHA. The primary purpose for this position would be to continue to enhance relationships with landlords throughout the community and continue to open up housing opportunities for our program participants.

P. Leifker wanted to bring this to the Board for approval, and then next steps would be to create a job description and determine compensation.

P. Leifker stated he had conversations with ICS and they are open to exploring this position, this would create a change in the organizational chart, compensation and ensuring we can fund this position.

Discussion occurred.

A motion was made by J. King, seconded by A. Hartman to approve creating a job description for the Landlord Liaison position. Motion carried. P. Leifker asked for clarification on the motion. Discussion occurred.

P. Leifker asked that the motion identify that staff will create a job description with ICS, then staff will bring a request in September for a budget adjustment for the addition of this position for year-end, future years included, as part of the budget.

A motion was made to approve the revised motion as stated by Patrick. Motion carried.

**BILLS AND FINANCIAL REPORT:**

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

P. Leifker reviewed the bills.

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

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

P. Leifker presented the BCHA financial report.

P. Leifker noted that the one variance is the landlord incentive program.

Question asked about investment income. C. Pangrazzi stated it's the interest we're collecting on our bank accounts. P. Leifker stated we'll verify that the number is correct. P. Leifker pulled up 2023 actuals and feels we're in line with last years.

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

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

8. Executive Director's Report

P. Leifker stated that the Housing Authority a second off-set of our housing assistance payments. HUD determined we had too much funding in our housing assistance payment account so they took some of that and gave that to other housing authorities that are in need. That will impact us and limits our ability to pull more individuals off of our waiting list.

P. Leifker was asked to host a round table discussion for housing authorities throughout the state, primarily within the Green Bay/Fox Valley region. This was attended and requested by Principal Deputy Assistant Secretary for HUD out of DC. This was attended by twelve housing authority executive directors in the area.

P. Leifker recently had a conversation with the President of the National Women's Shelter Network. P. Leifker was asked to be a panel presenter at a national conference in January in DC.

**OLD BUSINESS:**

4. 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. Fenner, seconded by A. Hartman, to convene in closed session pursuant to Wis. Stats. Sec (19.85(1)(e), for the purpose of discussing 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 Service Provider Contract Issues); and

A motion was made by J. Fenner seconded by A. Hartman 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.

A motion was made by J. Adams seconded by J. King to dissolve the Intergovernmental Agreement with Brown County effective December 31<sup>st</sup>, 2024 and to hire Patrick Leifker as the BCHA's Executive Director beginning January 1<sup>st</sup>, 2025. Motion carried.

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

Meeting adjourned at 4:47pm