

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

ROLL CALL:

Tom Diedrick-Vice Chair	<u> X </u>	Ann Hartman	<u> Abs </u>
John Fenner	<u> X </u>	Sup. Megan Borchardt	<u> Abs </u>
Corday Goddard-Chair	<u> X </u>		

OTHERS PRESENT: Patrick Leifker, Megan Walker (ICS), Matt Roberts (ICS), David Diedrick & Kathy Meyer

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 21st , 2020 meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick seconded by J. Fenner to approve the minutes from the December 21st , 2020 meeting of the Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

None

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications
There were 65 preliminary applications for December.
- B. Unit Count
The unit count for December was 2,888.
- C. Housing Assistance Payments Expenses
The December HAP expense totaled \$1,459,950.
- D. Housing Quality Standard Inspection Compliance
Not reported on during BCHA Meeting.
- 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 December there were 74 active FSS clients, 55 clients in level one; 15 clients in level two; 1 client in level three and 3 clients in level four. There was 1 new contract signed, 0 graduates, 45 active escrow accounts and 47 active homeowners.
- G. VASH Reports (new VASH and active VASH)
For December there was 1 new VASH client, for a total of 40 active VASH clients.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations
Will be reported at February meeting.

- I. Quarterly Langan Denials report.
4th Quarter background checks completed by Langan and Associates. In October there were two for possession of THC, Cocaine and drug paraphernalia. In November there was 1 possession of THC, and December there were two possession of narcotic drugs. There was one denial for child abuse.
- J. 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 (30%), head of Household is not elderly of 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 (3%).
- K. Quarterly End of Participation.
87 total in quarter 4, the majority were Voluntary Termination, Family Obligations Violation and Deceased.
- L. Quarterly Customer Service Satisfaction.
Responses from Customer Service survey indicated "Excellent" on 84% of responses, "Very Good" on 14% of responses and "Good" on 2% of responses.

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

OLD BUSINESS:

None

NEW BUSINESS:

- 3. Consideration with possible action to approve revisions to BCHA Administrative Plan Chapter 4 to establish a preference for participants of the Family Unification Program who are receiving a FUP-Youth voucher.

P. Leifker stated a few years ago the Housing Authority applied for the Family Unification Program vouchers. The Family Unification Program (FUP) is a program under which housing choice vouchers are provided to two different populations: 1) families working with the child welfare agency who are looking to get the children placed back in the home and one of the barriers is stable housing and; 2) youths aged 18-24 who have left foster care or will leave foster care within 90 days and are at risk of becoming homeless. For the second population, P. Leifker stated there are provisions in the HUD regulations that identify services that can be provided by for up to 36 months; after 36 months, the FUP-Youth would be terminated from the program.

P. Leifker stated that through conversations with the service providing agencies that we have partnered with for FUP, it was discussed that in some situations the youth may not be ready to lose their housing assistance after 36 months.

P. Leifker reviewed the proposed revision in the administrative plan. Discussion occurred.

A motion was made by J. Fenner, seconded by T. Diedrick to approve the revisions to BCHA Administrative Plan Chapter 4 to establish a preference for participants of the Family Unification Program who are receiving a FUP-Youth voucher. Motion carried.

- 4. Consideration with possible action to approve the schedule of BCHA meetings for 2021.

P. Leifker presented the BCHA meeting schedule for 2021. P. Leifker stated that the two meeting dates in red vary from the normal 3rd Monday of the month. P. Leifker stated that he will be on vacation the 3rd Monday of March and is requesting that we hold our meeting on the 4th Monday of March. For September, the Wisconsin Association of Housing Authorities

(WAHA) annual conference takes place during the 3rd week of September, so Patrick is requesting that we hold our meeting on the 2nd Monday of September. A motion was made by T. Diedrick seconded by J. Fenner to approve the schedule of the BCHA meetings for 2021. Motion carried.

5. Consideration with possible action to establish goals for BCHA for 2021.

P. Leifker stated he and C. Goddard have been having conversations in terms of identifying goals that the Housing Authority might like to set for the upcoming year. P. Leifker opened up for discussion. Initial thoughts included: Continue have meetings during the pandemic; discuss this topic further when we have a full board present. Question asked about weight-list timeframe; Megan provided an update.

Two initial ideas discussed included that once the pandemic has slowed down and meetings can go back to an in-person format, should we discuss educating landlords concerning the housing program? A second idea brought up was to try to get a better sense of how the work the housing authority does fits into other work or programs going on in the county/community.

P. Leifker indicated that he will include these initial thoughts on the coversheet included in the next meeting packet.

A motion was made by J. Fenner, seconded by T. Diedrick to table this topic until our next meeting. 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 T. Diedrick, seconded by J. Fenner 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 financial report.

A motion was made by J. Fenner, seconded by T. Diedrick to accept and place on file the BCHA Financial Report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

8. Executive Director's Report.

P. Leifker indicated that Brown County has applied for funds through the Emergency Rental Assistance Program that was part of the most recent COVID relief bill. These funds are aimed to assist households that have been impacted by COVID and have rental or utility arrearages. P. Leifker will keep the board updated.

OTHER: No other business.

Date of next scheduled meeting: February 15th , 2021

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

Meeting adjourned at 4:00pm