

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, August 16, 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, April Clark (ICS), Cheryl Renier-Wigg, & Kathy Meyer

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the June 21<sup>st</sup> , 2021 meeting of the Brown County Housing Authority.

A motion was made by J. Fenner seconded by M. Borchardt to approve the minutes from the June 21<sup>st</sup>, 2021 meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

2. Resignation of Tom Diedrick from BCHA Board

**SPECIAL ELECTION OF BCHA VICE-CHAIR**

M. Borchardt volunteered as Vice-Chair of the Brown County Housing Authority.

A motion was made by A. Hartman seconded by J. Fenner that Megan Borchardt will serve as the Vice-Chair of the Brown County Housing Authority. Motion carried.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications  
There were 207 preliminary applications for July.

B. Unit Count  
The unit count for July was 2,822

C. Housing Assistance Payments Expenses  
The July HAP expense totaled \$1,494,058

D. Housing Quality Standard Inspection Compliance.  
351 Total, 43% passed on first visit, 24% passed on re-eval, 27% failed and 7% 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 July there were 77 active FSS clients, 75% of clients in level one; 20% of clients in level two; 2% of clients in level three and 3% of clients in level four. There were 7 new contracts signed, 0 graduates, 52 active escrow accounts and 51 active homeowners.

G. VASH Reports (new VASH and active VASH)  
For July there were 0 new VASH clients, for a total of 41 active VASH clients.

- H. Langan Investigations Criminal Background Screening and Fraud Investigations  
For July there were 14 new investigations, 14 active and 0 closed. Of the 157 background checks, 155 were approved, 1 denied, 1 pending. Initial applications 85% in the City of Green Bay, 5% in Howard, 3% in De Pere, 2% in Ashwaubenon, all others 1%. Fraud Investigations 72% in Green Bay, 14% in De Pere, 14% in Howard.
- I. Quarterly Langan Denials Report.  
No report.
- I. 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%.
- J. Quarterly End of Participation.  
The top reasons for termination in the 2<sup>nd</sup> quarter were Voluntary Termination (27%), Late Annual (5%), Zero Assistance/Over Income (18%), Deceased (14%), Family Obligations Violation (12%), Criminal Activity (2%) and Port Outs Absorbed (22%).
- K. Quarterly Customer Service Satisfaction.  
70% Excellent, 15% Very Good, 3% Good, 8% Fair, and 4% Poor.

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

**OLD BUSINESS:**  
None

**NEW BUSINESS:**

- 4. Consideration with possible action to revise Brown County Housing Authority By-Laws to allow for virtual meeting options.

P. Leifker stated staff worked with Brown County Corporation Counsel on the verbiage within our by-laws that would allow the BCHA to conduct meetings in a virtual manner while still meeting quorum and voting requirements.

P. Leifker shared the proposed revisions to the by-laws within Section 7. Virtual or Telephone Attendance of Members. P. Leifker stated that Corporation Counsel is recommending that BCHA review this verbiage and that this option will go before the Brown County Board of Supervisors. P. Leifker explained the option to the Board and opened the floor up for discussion.

A motion was made by J. Fenner seconded by A. Hartman to table this motion until the next BCHA meeting. Motion carried.

- 5. Consideration with possible action on reporting requirements for the BCHA subcommittee.

P. Leifker stated that the subcommittee met for the first time on August 12, 2021. P. Leifker asked the Board if they wished to see the minutes of these meetings or would prefer to receive an update. It was recommended to add this as a standing agenda item on the BCHA meeting agenda. Board members agreed to have this as a standing agenda item on the BCHA meeting agenda.

A motion was made by A. Hartman, seconded by J. Fenner to amend the standing agenda to include this item. Motion carried.

- 6. Consideration with possible action to award Eight (8) Project Based Vouchers to Berkshire-Ashwaubenon project in response to the recently published Request for Proposals.

P. Leifker stated that after review of the proposal that was received, the selection committee would like to recommend the award of the requested Eight Project Based Vouchers to the Berkshire-Ashwaubenon project. The selection committee consisted of C. Goddard, M. Walker and P. Leifker.

P. Leifker stated that each of the selection committee members rated this project 100% on the score sheet. Brief discussion occurred.

A motion was made by J. Fenner, seconded by M. Borchardt to award the eight project- based vouchers to the Berkshire-Ashwaubenon project. Motion carried.

7. Consideration with possible action to publish a Request for Proposals (RFP) to seek proposals for Project Based Voucher developments on an ongoing basis.

P. Leifker stated that through conversations and research nationwide with other housing authorities that operate a little differently in terms of their request for proposals for project-based vouchers, and the way that they operate is by having an RFP as a standing ongoing item that is opened within their community. P. Leifker explained some of the benefits of this.

Discussion occurred.

Staff's recommendation is to use the standard Request for Proposal template we used for the last RFP.

A motion was made by J. Fenner, seconded by A. Fenner to accept the proposal to establish an open RFP. Motion carried.

8. Consideration with possible action to allow for BCHA payments to be issued prior to board approval only for the Emergency Housing Voucher program and its applicable service fees.

P. Leifker stated that Brown County Housing Authority was recently issued 35 Emergency Housing Vouchers. P. Leifker explained that with these vouchers there are allowable service fees that can be used for a variety of uses. P. Leifker further explained that these service fees are time sensitive which may result in a situation requiring that a check be issued more than once a month. Staff is requesting approval to issue these payments prior to BCHA Board approval if necessary. P. Leifker reviewed the proposed process.

Discussion occurred. The Board requested that these checks have dual signatures. P. Leifker will add this step to the process.

A motion was made by A. Hartman, seconded by M. Borchardt to approve allowing for BCHA payments to be issued prior to board approval only for the Emergency Housing Voucher program and its applicable service fees. Motion carried.

9. Consideration with possible action to adjust the date of the September BCHA meeting from Monday September 13, 2021 to Monday September 20, 2021.

At the beginning of this year, the board approved moving the September BCHA meeting due to the WAHA conference generally being held the third week of September. This year's conference is September 13-16th; therefore, staff is asking that the BCHA meeting be held on Monday September 20, 2021.

A motion was made by M. Borchardt, seconded by A. Hartman to approve the calendar change to move the BCHA meeting to September 20<sup>th</sup>. Motion carried.

10. Presentation of the Brown County Housing Authority Voucher Utilization Maps.

P. Leifker stated that this is something that he has been working with staff in the Planning and Land Services Department on. P. Leifker shared a map that represents the utilization for our

program throughout the entire county and thought having a visual would be helpful in our continuing discussions on the housing program.

Discussion occurred. Consensus was that this is very helpful, and the Board asked that this be updated and shared frequently. P. Leifker recommended adding this to the agenda as a quarterly report.

A motion was made by J. Fenner, seconded by M. Borchardt to approve adding this item to the agenda quarterly. Motion carried.

#### **BILLS AND FINANCIAL REPORT:**

##### 11. Consideration with possible action on acceptance of BCHA Bills.

P. Leifker reviewed the bills.

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

##### 12. Consideration with possible action on acceptance of BCHA Financial Report.

P. Leifker presented the financial report.

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

#### **ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

##### 13. Executive Director's Report.

###### a. WERA Update

P. Leifker provided an update on the Wisconsin Emergency Rental Assistance (WERA) Program. If you know of anyone who needs rental assistance, please refer them to Newcap as Newcap is administering the program on behalf of Brown County. To date, they have administered over \$5 million in payment assistance.

###### b. WAHA Conference

P. Leifker shared the agenda of the Wisconsin Association of Housing Authorities (WAHA) Annual Fall Conference. The conference is September 13-16, 2021 at the Oshkosh Convention Center. We have budgeted for the Executive Director and one Commissioner to attend. On Wednesday there is the Commissioner Training taking place. If interested, please let P. Leifker know, and he will handle the registration. Rooms have already been reserved. J. Fenner expressed interest in attending.

**OTHER:** No other business.

Date of next scheduled meeting: September 20, 2021.

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

Meeting adjourned at 4:36pm