

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, October 16<sup>th</sup>, 2023, 3:30 p.m.**  
**Brown County Northern Bldg., Room 200**

**ROLL CALL:**

Ann Hartman - Chair	<u>X</u>	Jessica King	<u>EXC</u>
John Fenner	<u>X</u>	Jessica Adams	<u>EXC</u>
Melissa Edison	<u>X</u>		

**OTHERS PRESENT:** Patrick Leifker, Colton Pangrazzi (Accountant), Megan Walker (ICS), Matt Roberts (ICS) & Kathy Meyer

**GUESTS:** Holly Ladwig, Brown County United Way

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the September 18<sup>th</sup>, 2023 meeting of the Brown County Housing Authority.
2. Approval of the minutes from the October 12<sup>th</sup>, 2023 meeting of the Brown County Housing Authority Subcommittee.

A motion was made by J. Fenner, seconded by M. Edison to collectively approve the minutes from the September 18<sup>th</sup>, 2023 meeting of the Brown County Housing Authority, and the October 12<sup>th</sup>, 2023 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 173 preliminary applications for September.
  - B. Unit Count  
The unit count for September: 2,543
  - C. Housing Assistance Payments Expenses  
The September HAP expense totaled \$1,542,373.
  - D. Housing Quality Standard Inspection Compliance.  
304 total inspections, 215 that passed initial inspection, 30 passed the re-evaluation, 24 were no shows, and 35 failed.
  - 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 September there were 62 active FSS clients, 42 clients in level one; 12 clients in level two; 6 clients in level three and 2 clients in level four. There were 0 new contracts signed, 0 graduate, 52 active escrow accounts and 48 active homeowners.

- G. VASH Reports (new VASH and active VASH)  
For September there were 2 new VASH clients, for a total of 39 active VASH clients.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations.  
For September there were 6 total investigations, 5 active, 2 closed (one was closed on the same day so it was not counted as an investigation). All investigations are in the city of Green Bay.
- I. Quarterly Langan Denials Report  
No report
- J. Quarterly Active Cases Breakdown.  
No report
- K. Quarterly End of participation Breakdown.  
98 Total for this quarter. Highest was port-out, followed by voluntary termination and deceased tenant.
- L. Quarterly Customer Service Satisfaction.  
Excellent 56%  
Very Good 31%  
Good 8%  
Fair 5%  
Poor 0
- M. Quarterly Update regarding the Landlord Incentive Program.
  - Total payments issued: \$158,500
  - Total number of payments issued: 304
  - Total new landlord payments: 40

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

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

- 4. Consideration with possible action on a presentation by the Brown County United Way regarding the ALICE Report and other services provided by the Brown County United Way.

Holly Ladwig joined today's meeting and gave a presentation on ALICE (Asset Limited, Income Constrained, Employed) – basically an acronym for the working poor. H. Ladwig spoke of other services provided by the Brown County United Way.

H. Ladwig presented the ALICE report and reviewed the data. H. Ladwig noted that this is a nationwide study. P. Leifker stated he can send the report out to the commissioners.

Who is ALICE? H. Ladwig stated that at one point in our lives, you may have been ALICE or will be ALICE, we all face the reality of being income constraint.

The United Way brings awareness and advocacy to the ALICE population and the United Way helps create opportunities to various services and programs. A lot of the help that exists in Brown County is through non-profits and federal/state government. H. Ladwig provided an overview of the four impact areas that are focused on: Financial Well-Being, Education, Health, and Community Connection.

A board member talked about a spiritual component, and thought this was missing when speaking about the impact areas. H. Ladwig stated that the United Way does work with churches.

A board member asked about housing and homelessness. H. Ladwig talked about the ALICE population.

Board members recommended providing a letter of support to the Brown County United Way. P. Leifker will draft a letter of support.

A motion was made by J. Fenner, seconded by M. Edison to provide the Brown County United Way with a letter of support. Motion carried.

5. Consideration with possible action on the review of the Project Based Voucher Request for Proposals responses.

P. Leifker stated we recently published a request for proposals for the Project Based Vouchers within our community.

P. Leifker stated we received two responses. Upon review of the two proposals, the evaluation committee agreed that one of the proposals was incomplete and would not be considered. P. Leifker stated he will reach out to the developer to notify them of the items that were incomplete and missing. They may apply again once they provide the missing information.

The other proposal that was received was from Berkshire -Ashwaubenon project. This project has already received an award of 8 project-based voucher units from a previous request. They are requesting an additional 29 project-based voucher units, 21 one-bedroom and 8 two-bedroom units. P. Leifker stated that these additional units will be part of the senior apartment units throughout the development.

P. Leifker stated that it is the recommendation of the evaluation committee that we continue the conversation with the developer to offer additional project-based vouchers to Berkshire – Ashwaubenon.

A motion was made by M. Edison, seconded by J. Fenner to approve the Project Based Voucher contract with Berkshire – Ashwaubenon. Motion carried.

6. Consideration with possible action on the approval of the Voucher Payment Standards effective January 1<sup>st</sup>, 2024.

P. Leifker stated that annually we are required to update our voucher payment standards, they are determined based off of the Fair Market Rents that HUD publishes for our jurisdiction. We are required to adopt a payment standard that is within 90 percent and 110 percent of the HUD published Fair Market Rents.

P. Leifker stated we have always reviewed these in October because that gives ICS staff enough time to begin processing those reviews with an effective date of January 1<sup>st</sup>.

P. Leifker reviewed the fair market rent payment standards.

P. Leifker stated that there is discussion that the waiver that BCHA is utilizing may be extended for another year. BCHA staff is recommending that we hold this topic for further discussion at the November BCHA meeting to allow for HUD clarification regarding the extension of the current waiver that is in place.

Discussion occurred.

A motion was made by J. Fenner, seconded by M. Edison to table this discussion until the November meeting. Motion carried.

7. Discussion regarding the upcoming 2024 Budget.

P. Leifker stated that BCHA staff are preparing the 2024 budget; and that our November meeting is our budget meeting. P. Leifker asks that if the Board thinks that there is anything that should be included in the BCHA budget, to let BCHA staff know.

P. Leifker briefly noted some of the items that were built in the budget last year.

8. Consideration with possible action on the recommendation of the BCHA Subcommittee.

P. Leifker reviewed the subcommittee's recommendations:

- Recommend that the BCHA remove the expiration for the Landlord Incentive Program and allow for the program to continue to utilize the full \$250,000 that was originally authorized.
- Recommend to continue the momentum that has been established through the Landlord Incentive Program, and to continue monitoring the funding situation and offer additional funds if/when the funds get low.
- Future endeavors will be considered and recommendations will continue to be presented to the BCHA Board if/when they arise.

P. Leifker noted that there is currently a landlord survey that is hoping to gather feedback relative to how future programs/incentive opportunities may be structured, and the subcommittee will continue to review those survey responses.

A motion was made by J. Fenner, seconded by M. Edison to approve the recommendations of the Subcommittee. 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 M. Edison, seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

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

P. Leifker presented the BCHA financial report. P. Leifker noted that the report has been formatted differently.

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

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

11. Executive Director's Report

P. Leifker stated that he will provide information on the recent conferences he attended at a later date.

P. Leifker stated that the administrative plan changes do not need to be approved by January 1<sup>st</sup>., so we will approve the changes as we begin to implement the changes.

P. Leifker noted that the November meeting is a week earlier due to the Thanksgiving holiday.

**OTHER:**

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

Meeting adjourned at 4:14pm

Next meeting is November 13<sup>th</sup>, 2023.