

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, June 19, 2006
City Hall
100 N. Jefferson Street, Room 604
Green Bay, Wisconsin 54301
3:00 p.m.



MEMBERS PRESENT: Rich Aicher, Chair; Darlene Hallet, Vice-Chair; Tom Diedrick, and Michael Welch.

MEMBERS EXCUSED: Paul Kendle.

OTHERS PRESENT: Cathy Larsen, Keith Pamperin, Jessica Potter, Rob Strong, Rosemary Jonas, Dennis Priebe, Jon Syndergaard, and Michael Poprocki, representing JOSHUA.

APPROVAL OF MINUTES:

1. Approval of the minutes from the May 15, 2006, meeting of the Brown County Housing Authority.

A motion was made by T. Diedrick, seconded by D. Hallet, to approve the minutes as presented. Motion carried.

COMMUNICATIONS:

2. May 30, 2006, communication from Milan Ozdinec, HUD Deputy Assistant Secretary for Public Housing and Voucher Programs, in response to the Brown County Housing Authority's request for waiver of Housing Choice Voucher Regulations indicating HUD cannot approve such waivers.

K. Pamperin stated that the communication is dated May 30, 2006, but it was received via fax on June 7, 2006.

The BCHA requested two waivers: 24 CFRR Section 982.552(c)(1)(i) (to terminate HCV assistance based on the amount of time the family had received such assistance) and 24 CFR Section 982.353(a) (to restrict HCV assistance to units in certain areas for the purpose of deconcentrating poverty without a court order or consent decree). Both requests were denied. K. Pamperin stated that he talked with Milan Ozdinec and others in his office, and they reported that HUD has received similar requests. They indicated that under current rules they could not grant such a waiver, as explained in the letter. However, they did believe initiating a pilot experiment might have some merit. He asked if the Brown County Housing Authority would like to be "a guinea pig" to help HUD explore how such term limits could be implemented. K Pamperin replied that Brown County would be willing to initiate such a pilot effort. Louise Hunt of the HUD Central Office offered to forward initiatives on deconcentration that have been tried in other communities. The documents have not been received to date, but he would follow-up with another request. The City of Green Bay Common Council Advisory Committee has requested that he report the progress on the requested reforms in approximately two months or by September 2006.

R. Aicher stated that HUD's denial shows that BCHA's hands are sometimes tied. K. Pamperin stated that the Advisory Committee was informed that the City of Green Bay had 85% of the Housing Choice Vouchers in the fall of 2005, and that number has dropped to 71% as of June 7, 2006. This change is a direct result of efforts put forth by ICS to encourage households to find housing choices outside of areas of concentration. It is not uncommon that disadvantaged households, particularly single elderly and disabled households, concentrate in near downtown neighborhoods because of the perceived or real lack of transportation and other services in outlying communities.

The communication was received and placed on file.

3. June 6, 2006, letter of resignation from student intern Jessica Potter effective June 21, 2006.

K. Pamperin stated that this is Jessica Potter's last BCHA meeting. Because of housing and commuting issues, she submitted her letter of resignation. She has since found an intern position with the Sheboygan Planning Department and will finish the summer working on a comprehensive plan. J. Potter graduated from UW-Green Bay with an A on coursework from this internship and, in fall, will begin work on her master's degree. She has done exceptional work, has been very productive, and will be missed.

4. Request of David Fleischman, HUD National Coordinator of the Housing Choice Voucher Program, to have the Brown County Housing Authority Housing Choice Voucher Home Ownership partnership provide a panel presentation on August 2nd at a HUD and NeighborWorks training workshop in Green Bay.

K. Pamperin stated that he has been invited to give a presentation on the success of Brown County's HCV Home Ownership program and to share experiences with other PHAs in attendance. He is hoping that Robyn Hallet (ICS), Deby Dehn (NHS), and Sandra Popp (Options for Independent Living) will assist in the presentation. BCHA is one of the top HCV Homeownership agencies in the nation, and this workshop is being promoted by HUD and will bring housing agencies from throughout the country.

REPORTS:

5. Report on Section 8 Housing Choice Voucher Rental Assistance Program.

R. Jonas presented the report. Eleven applications were received in May. The waiting list was officially opened on June 5, 2006. Within the first two weeks, approximately 500 applications were received, with 400 complete and 100 returned because of missing documentation of residency. Outside agencies helped people fill out the application, which helped to streamline the process. Additional staff has been hired to help with waiting list management. Residency preferences were stressed during the process.

M. Welch asked if any thought had been given to when the waiting list should be closed again. Rosemary Jonas stated that BCHA and ICS were in agreement (at the time of planning to close HCV enrollment) that enrollment would close in September of 2005 and be kept closed until such time as the wait list was reduced to a level that could be served in six months. As of June 1, 2006, ICS reduced the wait list from 2500 households to less than a few hundred. Enrollment would reopen until approximately 2000 qualified applications were received, at which time enrollment would again close. Enrollment would

continue to open and close as needed in this manner to keep households on the wait list current and manageable. If the applications are recent and more complete, a more successful utilization rate would result.

R. Jonas stated that the unit count at the end of May was 2,748 households, with a year to date average of 2,830. HAP expenses at the end of May were \$944,238, with a year to date average of \$970,532.

R. Jonas handed out a sheet outlining terminations for 2006. About 73% were terminated for reasons other than program violations, such as moving, death, and increased income. Families are required to report within 10 business days any gross income changes of \$100 or more in a month. ICS will do a review when a family's gross annual income increases by \$2,000 or more. This income increase reminder is given at recertification and in application packets.

6. Report on Section 8 HQS Compliance.

R. Jonas stated that an error was made on the HQS report. There were 352 inspections in May, not 252 as shown. This includes 268 inspections that passed (207 the first time, 61 upon re-evaluation) and 84 that failed, resulting in a pass rate of 76%.

7. Report on ICS Administrative Costs for Housing Choice Voucher Program.

D. Freibe presented the report. ICS is at the 42% mark of the calendar year. There were four new homeowners in May, the per unit HAP was \$343.61 (down from \$350 last year), and the total ICS admin expenses is on track at 41.55%.

8. Report on Langan Investigations criminal background screening and fraud investigations.

K. Pamperin stated that there was an increase in 911 calls, and the number of arrests was staying stable. R. Strong stated that the increase in 911 calls could be a result of the warmer weather with more people outside and school closings.

K. Pamperin handed out copies of the minutes from the Green Bay Common Council Advisory Committee meeting on Wednesday, June 7, 2006.

K. Pamperin referred the Commissioners to a letter in the agenda packet from Green Bay Police Chief, Craig M. Van Schyndie, stating that he can "no longer allow access to the police department for Langan Investigation personnel" and stated that it would impact Langan Investigation's ability to work and track applicants/recipients. Information can still be obtained, but a records request takes time. However, this decision follows regulations from the FBI and the Dept. of Justice. Additionally, Langan Investigations might not be able to operate out of the Police Department, where there has been a high level of rapport and sharing of information. Langan needs a place to set up office that has access to HAPPY, perhaps at City Hall or ICS. As a side note, K. Pamperin stated that the contract with Langan Investigations expires July 1, 2006.

OLD BUSINESS:

None.

NEW BUSINESS:

A motion was made by M. Welch, seconded by D. Hallet, to amend the agenda and take Items 9 and 10 at the end of the meeting. Motion carried.

11. Review and approval of Chapters 5 and 6 of the Brown County Housing Authority Housing Choice Voucher Administrative Plan.

R. Jonas stated that there were no major policy changes to Chapter 5. It was just updated to match what is actually being implemented. She briefly went over some of the changes:

- 5-1.B. Briefing – The briefing is done in a group setting via a video so that everyone gets the same information. All heads of households are required to attend.
- Family Obligations – A definition of “any serious or repeated violation of the lease” is now included.

R. Jonas stated that Chapter 6 was updated a year ago, so any changes made now are minimal. There is little agency discretion in how income is projected, and PHA policy is used in the chapter as a clarifier. The policy is based on HUD requirements and treats all people the same.

A motion was made by D. Hallet, seconded by T. Diedrick, to approve the revisions presented to both Chapter 5 and Chapter 6. Motion carried.

12. Review and adoption of the BCHA confidentiality policy.

K. Pamperin stated that the confidentiality policy was based on Chris Paquet's determination. The policy states that the BCHA will operate in accord with the State of Wisconsin Freedom of Information Act and confidentiality policies adopted by the City of Green Bay and Brown County. The Authority will treat personal information of program recipients, including, but not limited to, individual names, social security numbers, dates of birth, income and income sources, driver's license numbers, medical information, and addresses, as confidential.

A motion was made by T. Diedrick, seconded by M. Welch, to adopt the BCHA confidentiality policy. Motion carried.

13. Review and authorization to write off two uncollectible loans.

K. Pamperin stated that the loans have been written off, but the notes are still on the BCHA books as due and payable. Perhaps Langan Investigations could try to track down the people. However, these loans date back 15 and 17 years.

R. Alcher instructed K. Pamperin to have Langan Investigations try to locate both parties and update the Commissioners at the next meeting.

14. Authorization to fill BCHA student intern position for balance of summer term and for 2006-2007 school year at 20 hours per week.

The current authorization for an intern extends through August. Andrew Rosendahl (taking courses in public administration) is coming into the office on Tuesday to

apply/interview for the position. K. Pamperin requested authorization to fill the internship for the remainder of this summer and the full school year from September through June 2007. He will determine if A. Rosendahl is willing to commit to an internship through the school year.

A motion was made by M. Welch, seconded by D. Hallet, to authorize funding the intern position for the remainder of the summer and for the 2006/2007 school year for up to 20 hours/week at \$10/hour. Motion carried.

15. Invitation and authorization to attend the Wisconsin Collaborative for Affordable Housing Conference, July 26-27, 2006, at the KI Center in Green Bay, entitled: "A Home For Everyone Conference: Building on Ten Years of Collaboration."

K. Pamperin reviewed the invitation and stated that Green Bay hosted the convention 5/6 years ago. He would like to attend and asked if any of the Commissioners were interested in attending at \$75/person.

A motion was made by D. Hallet, seconded by M. Welch, to authorize funding for up to six people who wish to attend the conference. Motion carried.

9. Review and approval of revised contract between the Brown County Housing Authority and Integrated Community Services, Inc. (ICS) for administration of the Brown County Housing Choice Voucher Program.

R. Aicher stated that there are two contracts before the Authority: one between BCHA and ICS and the other between BCHA, ICS, and Langan investigations. Both expire on July 1. Both could be renewed for 30 days at a time and amended to expire on October 1.

J. Syndergaard stated that there would be budget concerns with changing the contract date. K. Pamperin stated that Bob Langan is okay with continuing their contract under the same terms on a month-to-month basis. R. Aicher stated that a legal review of the contracts would need to be done. K. Pamperin stated to J. Syndergaard that the Authority would review all proposed changes, and a draft copy with the changes would be forwarded to him. T. Diedrick stated that the contract does not address community outreach and landlord training. He stated that ICS's proposal promised a comprehensive operational plan within 60 days of award of the contract. J. Syndergaard stated that policies on issues, such as deconcentration, would be incorporated by reference. K. Pamperin stated that those items could be incorporated into the administrative plan, and this contract would incorporate administering the HCV Program in accord with BCHA's adopted policies and procedures.

J. Syndergaard stated that ICS is very thankful for the award of contract. The procedure this year became lengthy but caused ICS to rethink its procedures, resulting in some creative/fresh ideas. K. Pamperin stated that a national effort was made to solicit proposals, but based on the selection criteria, the firm BCHA has been using (ICS) came out on top as the best.

J. Potter passed out a document entitled, "Working a Full-Time Job Doesn't Always Pay for Rent or a Home." The study uses a two-bedroom apartment renting for \$623/month, a median priced home selling for about \$147,700, average job paying less than \$36,000, and the "30% measure" as a basis.

ICS members were excused from the balance of the meeting so the Authority could openly discuss Item 10.

10. Review and approval of a contract between Langan Investigations, Integrated Community Services Inc. (ICS), and the Brown County Housing Authority.

K. Pamperin stated that he met with R. Aicher, T. Diedrick, and R. Strong earlier that day. They reviewed the ICS administrative contract and the BCHA/ICS/Langan contract and updated them, with the changes highlighted. R. Aicher reviewed the contracts with the Authority and stated that ICS will receive a copy in draft form so that their input can be included before it is forwarded for legal opinion.

BILLS:

A motion was made by D. Hallet, seconded by M. Welch, to approve the bills for payment. Motion carried.

FINANCIAL REPORT:

The meeting adjourned at 5:10 p.m.

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U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

MAY 31 2006

ASSISTANT SECRETARY FOR
PUBLIC AND INDIAN HOUSING

MEMORANDUM FOR: John Finger, Program Center Coordinator, SIPIH

FROM: Milan M. Ozdinec, Deputy Assistant Secretary for Public Housing
and Voucher Programs, PE

SUBJECT: Housing Choice Voucher Program
Brown County Housing Authority
Regulation Waiver Requests

On April 14, 2006, you requested a waiver of two Housing Choice Voucher (HCV) program regulations to allow the Brown County Housing Authority (BCHA) to further family self-sufficiency and deconcentrate poverty. Specifically, the BCHA requested a waiver of 24 CFR Section 982.552(c)(1)(i). This regulation states that the public housing agency (PHA) may deny or terminate program assistance if the family violates any family obligation under the program and references the specific family obligations in 24 CFR Section 982.551. A waiver of this regulation was requested so that the BCHA could terminate HCV assistance based on the amount of time the family had received such assistance. The BCHA proposed to limit the term a household could receive assistance to three years with exceptions for disabled households and near-elderly households where the head or spouse is 55 years of age or older. An extra year would be granted for households that maintained employment of at least an average of 30 hours per week or a combination of employment and training that would improve the employment skills during any 12-month period.

The family obligations listed in 24 CFR Section 551(b) through (h) do not include any reference to a term limit established by HUD or a PHA. Any additions to, or deletions from, the HCV program's family obligations in 24 CFR Section 551, or any other section of the regulations that could result in denial or termination of assistance based on a term limit, would require a proposed rule to which interested parties could respond. In lieu of such rule making, the Department will not waive any HCV regulation that could result in denial or termination of assistance based on the term of assistance. Therefore, the BCHA's request is denied.

The BCHA also requested a waiver of 24 CFR Section 982.353(a) so that it could restrict HCV assistance to units in certain areas within its jurisdiction for the purpose of deconcentrating poverty without a court order or consent decree to achieve such. This regulation provides that a family may receive assistance anywhere in the jurisdiction of the PHA with exception when HUD determines that limitations are appropriate to achieve desegregation goals in accordance with obligations generated by a court order or consent decree. The Department will not waive a regulation that provides a family the freedom to choose among available approvable rental units in the jurisdiction of the PHA. Therefore, the BCHA's request is denied.

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However, PHAs must encourage families to move to areas of low poverty through expanding housing opportunities and may be able to achieve deconcentration of poverty without restricting housing choice. Measures to achieve deconcentration include, but are not limited to, outreach to owners of units in low-poverty areas and written materials and maps detailing housing and other opportunities outside areas of high poverty. Please reference 24 CFR Section 982.301(b) for required documents in the family's information packet and 24 CFR Section 985.3(g) for the Section Eight Management Assessment Program (SEMAP) indicator 7 for the components on which a PHA is scored for expanding housing opportunities.

Should you wish to discuss this matter further, please contact Phyllis Smelkinson, Housing Program Specialist, Housing Voucher Management and Operations Division, at (202) 708-0477, extension 4138.

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