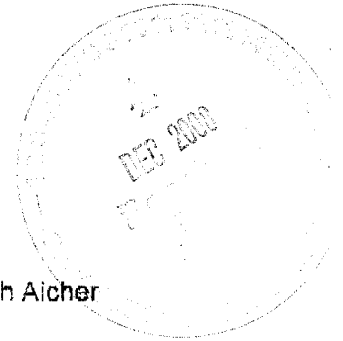


**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
Monday, November 17, 2008  
City Hall  
100 N. Jefferson Street, Room 604  
Green Bay, WI 54301  
1:00 p.m.



**MEMBERS PRESENT:** Darlene Hallet, Chair; Tom Diedrick; Paul Kendle; Rich Aicher

**EXCUSED:** Michael Welch, Vice Chair

**OTHERS PRESENT:** Nikki Aderholdt, Keith Pamperin, Rob Strong, Dawn DeWitt, Greg Geiser, Chip Law, DonElla Payne, Matt Roberts.

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the October 20, 2008, meeting of the Brown County Housing Authority.

A motion was made by P. Kendle, seconded by R. Aicher, to approve the October 20, 2008, minutes of the Brown County Housing Authority as presented. Motion carried.

**COMMUNICATIONS:**

2. October 16, 2008, Communication from John Finger Team Coordinator regarding the Brown County Housing Authority December 31, 2007, audit.

K. Pamperin stated as reported previously, there were two findings indicated in the audit. The first concerned oversight of the monthly reconciliations and the second concerned financial statement preparations. This specifically concerned separation of duties and responsibilities.

The second case finding has been closed based on the BCHA's response. However, the monthly reconciliations finding has been held open until monthly account reconciliations are reviewed. K. Pamperin stated that he has consulted with the City Assistant Finance Director, asking that she review the monthly reconciliations on a quarterly basis. HUD has stated that this action is satisfactory, but the finding will remain open until the BCHA has had the reviews completed. The Assistant Finance Director has indicated she would not be able to complete the reviews until after the City Budget is adopted.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program.

**A. Preliminary Applications**

G. Geiser stated that the count is at 147. Preliminary applications have been down the past few months due to adopting the policy of only accepting complete applications. The applications accepted are complete applications only.

K. Pamperin questioned what ICS does when an applicant submits an incomplete application. G. Geiser stated that if they are claiming a preference and the preference is not verified, it is considered an incomplete application. If they are not claiming a preference, they are put on the non-preference waiting list.

K. Pamperin questioned whether the primary issue in an Incomplete application is not claiming a preference. G. Geiser stated that preference is split with attaching social security cards and birth certificates. The preference is the most difficult, especially in instances of applicants residing in homeless shelters.

G. Geiser stated that one way to make the application process easier for homeless individuals to apply would be to simply add a line in the administrative plan that states that proof of preference can be verified by a certified letter from the shelter.

G. Geiser handed out the possible language to be added to the administrative plan.

**B. Housing Assistance Payments**

G. Geiser stated that HAP expenses have continued to trend downward since the summer months, generally following along with unit count.

**C. Housing Assistance Unit Count**

G. Geiser stated that unit count at 2817 is trending downward from the summer months when people weren't being called in. These numbers are expected to level out and increase. It is a surprise that they haven't begun to already. Unit count did peak in June at 3,021, and they have been trending downward since that point.

**D. Housing Quality Standard Inspection Compliance**

M. Roberts stated that the count is turning in the right direction. The failed inspections are at a two-year low, currently at 21.54 percent. Initial passes are increasing in the right direction as well, partially due to the reduction in moves. Most people are likely to move during the summer months rather than the colder months.

**E. Housing Choice Voucher Administrative Costs**

D. DeWitt stated that ICS was over in administrative costs for the month of October. A majority of that overage was due to additional audit expenses, additional fraud hearings, additional overtime, and an addition of a new employee.

K. Pamperin questioned how ICS sees the deficit at year-end. D. DeWitt stated that ICS will probably have a shortfall because it isn't likely that the administrative deficit will be able to be recouped. K. Pamperin asked how ICS plans to cover the administrative deficit. C. Law stated that in previous years, ICS has simply absorbed those costs.

**F. Report of the Housing Choice Voucher Family Self-Sufficiency Program**

D. Payne stated that there are 94 clients participating, which is the highest count since the onset of the program. It is expected to be at approximately 100 or more participating clients. D. Payne stated that there are 37 clients with open escrow accounts in October, with one graduate in October.

K Pamperin asked if ICS ever received a definitive correction on the notice that indicated the number of FSS slots to be higher. D. Payne indicated she had advised HUD to correct the number indicated in PIC. K. Pamperin asked if the correction in PIC had been verified and expressed concern that if not, the lower FSS participation could impact the SEMAP score. D. Payne stated that HUD has corrected the numbers electronically submitted in the PIC report. PIC indicates that the BCHA is at 100. Electronically the numbers are correct and the BCHA is considered an FSS High Performer for SEMAP.

G. Report on the Housing Choice Voucher Home Ownership Option

D. Payne stated that there are 95 participating clients in the Housing Choice Voucher Home Ownership Option program. In October, there were six new Home Ownership Option contracts initiated, and there are already six new Home Ownership Option contracts in November.

H. SEMAP Monitoring Report

The BCHA is at or above all standards in all indicators, receiving all points possible, which should result in a High Performer SEMAP score.

4. Langan Investigations Criminal Background Screening and Fraud Investigations

K. Pamperin stated that ICS now has a new contract with Langan Investigations. G. Geiser stated that there is potential for a relatively successful relationship. In the month of October, 20 fraud investigations were opened, with nine of those 20 being closed, three unable to be substantiated, one cancelled (not needed), and seven remain pending.

G. Geiser stated that in the last meeting, there was a question concerning a pending investigation from January of 2008. Contact was made with Mike Mason of Langan Investigations and this case has been closed.

G. Geiser stated that 234 new applications were processed by Langan Investigations in October. Of the 234 processed, 167 were approved, 14 were denied, 50 were approved pending out of state record checks, and 3 applications are still in the process of being evaluated. Gina Hetrick of ICS conducts the record checks. There were 12 add-to-household applications, of which 10 were approved and 2 were approved pending out of state record checks.

5. Report on ICS-Langan Investigations Contract for Services.

G. Geiser stated that the new contract between Langan Investigations and ICS has been signed and the applicant screening and fraud investigations are continuing in accord with adopted policies.

**NEW BUSINESS**

6. Adoption of Administrative Plan Amendment, Chapter 7 page 8, reducing the need for third party verification in certain situations for assets and allowances.

G. Geiser stated that staff has been encouraged to look at the BCHA procedures and policies to see if there is any way to save on administrative costs so that the program can be run effectively and efficiently. This amendment fits into this category. The amendment is looking at taking assets and allowances, which are things that need to be verified, and putting a limit of \$5,000 on them. Anything under \$5,000 in assets is not required to provide third party verification as long as the initial documentation provided is adequate, such as a bank statement. Anything greater than \$5,000 is still required to have third party verification.

G. Geiser stated that the second part of the amendment regards allowances. This part establishes that things such as medical expenses will be deducted from the top of their income, which will provide more housing assistance. The limit would be at \$200, and if the expenses are greater than \$200, third party verification would be required. If the expense is less than \$200, documentation will be reviewed but third party written verification will not be required.

G. Geiser stated that assets and allowances are more common among the elderly population and this amendment is looking to accommodate that population more specifically.

A motion was made by R. Aicher, seconded by P. Kendle, to adopt the Administrative Plan amendment to Chapter 7, page 8, reducing the need for third party verification in situations where documentation is available for assets under \$5,000 and allowances under \$200. Motion carried.

**BILLS:**

A motion was made by T. Diedrick, seconded by P. Kendle, to approve the bills as submitted. Motion carried.

**FINANCIAL REPORT:**

K. Pamperin stated that because Anne May Steffel has been in and out of work due to recent surgery, she has not been able to gather the budget together. Therefore, the budget may not be ready for the December meeting.

T. Diedrick stated that she could provide a draft budget for the meeting. K. Pamperin affirmed that a draft budget could be prepared.

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

The meeting was adjourned at 1:56 p.m.

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