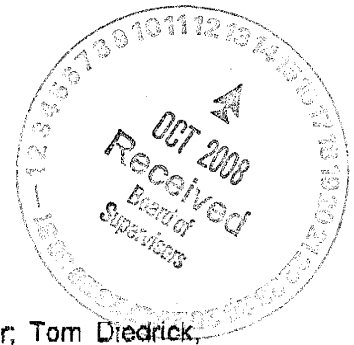


MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, September 15, 2008
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.



MEMBERS PRESENT: Rich Aicher, Chair; Darlene Hallet, Vice-Chair; Tom Dredrick, Paul Kendle, Michael Welch

OTHERS PRESENT: Nikki Aderholdt, Dawn DeWitt, John Heugel, Keith Pamperin, DonElla Payne, Matt Roberts

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 18, 2008, meeting of the Brown County Housing Authority.

A motion was made by P. Kendle, seconded by M. Welch, to approve the August 18, 2008, minutes of the Brown County Housing Authority as presented. Motion carried.

COMMUNICATIONS:

2. Receipt of August 22, 2008, HUD Tier One Report received.

K. Pamperin stated that all of the Board members received a copy of the HUD response, regarding the March 5th and 6th Tier One - RIM Review. Greg Geiser is responding to the findings to ensure that issues are resolved.

M. Welch stated that HUD has him listed as the BCHA Chairman. That information should be corrected.

3. Receipt of BCHA financial audit for the 12-month period, ending December 31, 2007, was received.

K. Pamperin stated there are no serious findings indicated in the financial audit reports. However, a few issues regarding separation of duties were pointed out and he has responded to the Auditors and to HUD on how those issues have been rectified.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program.

A. Preliminary Applications

M. Roberts stated that the preliminary application count is down from July's count. The decrease in applications may be due to two factors. First, ICS is now requiring all applications to be filled out completely before accepting them. If they are submitted incomplete, the application is sent back. Second, ICS is targeting outreach efforts more effectively in attempts to de-concentrate HCV.

B. Housing Assistance Payments

M. Roberts stated that HAP payments are in line with the unit count, with HAP payments down compared to last year.

C. Housing Assistance Unit Count

M. Roberts stated that the count is slightly down from July. ICS was not calling in as many clients in June, July, and August as compared to the rest of the year.

D. Housing Quality Standard Inspection Compliance

M. Roberts stated that there was a considerable difference between July and August. There were a huge number of re-inspections that occurred in August, particularly due to the increase in "no-shows". This also explains why the passing percentage for initial inspections was down slightly.

K. Pamperin questioned whether the landlord is charged for a "no-show". M. Roberts responded that the landlord does not get charged until after the second no-show, and at that point a \$50.00 fee is applied.

E. Housing Choice Voucher Administrative Costs

D. DeWitt stated ICS and CHA administrative costs are over when compared to program utilization. The Administrative cost deficit will need to be brought in line by year end

K. Pamperin stated that Anne Mae Steffel reports that a formula located in the ICS report spreadsheet was inaccurate, and therefore, slighted some of the numbers provided. Unfortunately, these numbers have already been submitted to HUD for October, which determines the amount of funding allocated to the HCV Program. With the current report, the BOCHA would be provided overstated funding rather than understated funding. He stated he will communicate this to Jon Syndergaard and Chip Law for review and correction.

F. Report on the Family Self Sufficiency Program

D. Payne stated that there were 86 clients for the month of August, 48 of which have escrow accounts.

G. Report on the Housing Choice Voucher Home Ownership Option.

D. Payne stated that there are 92 clients with four new Home ownership FSS contracts in the month of August. There are currently 25 clients participating in the Family Self-Sufficiency program that are looking into the Home Ownership Option.

5. Langan Investigations Criminal Background Screening and Fraud Investigations

K. Pamperin reviewed the report stating that 21 fraud investigations were opened in July, of which 11 were closed as substantiated, two unsubstantiated, and eight remain open for further investigation.

180 new applications were screened in the month of August
138 - Applications approved. (77.27%)

- 6 - Applications were denied. (1.52%)
- 24 - Applications were approved pending out of state or other records checks. (19.69%)
- 12 - Applications are still being researched. (1.52%)

K. Pamperin stated the trend with increased application approvals versus application denials is encouraging.

NEW BUSINESS

6. Review and approval of Administrative Plan Amendments Chapter 3 page 25 preferences (Chapter 4 pages 14 and 15) requirements for proof of residency preference and procedures and amendments in local preferences Chapter 4 pages 14 and 15 – (Changes in blue).

K. Pamperin stated that the BCHA previously discussed the fact that ICS currently administers the residency preference in combination with all of the other preferences with the result being an individual outside of Brown County that is a veteran, elderly or disabled, would receive preference.

That has not been the intent of the Authorities local preferences. Following discussion with G. Geiser it is proposed that the preferences be clarified and changed so individuals are first determined to be a Brown County resident, and placed on the Brown County resident wait list or the non resident wait list. Once a household has been screened and verified to be a Brown County resident then they are selected off the resident wait list based on the local preference claimed. Further, ICS is requested to advise the Authority at any time the resident wait list nears the point of not having adequate numbers of applicants, which would require ICS to begin taking applications from the non resident waitlist.

M. Roberts indicated that the changes are made accordingly in the Administrative Plan to indicate that all applicants must prove residency to be place on the Brown County resident HCV wait list. Only applicants from the Brown County wait list will be selected and given preference based on local preferences. Chapter 3 amendments indicate that proof of residency must be provided to determine the individual's residency. Such proof can be provided by five specified items in the Plan.

M. Welch made a motion, seconded by R. Aicher, to approve the Administrative Plan amendments for Chapter 3 and 4 as presented. Motion carried.

7. Review and adoption of BCHA HCV Dual Payment Standards subject to HUD approval.

M. Roberts stated that Greg Geiser submitted the dual payment standard proposal to HUD within the past few days. With the dual payment standard, the payment standard would be held to 106% of FMR in those census tracts that have been determined to have lower housing costs and adjusted to 110% of FMR in those census tracts determined to have higher rent costs. Greg Geiser recommends striving for the 110 percent versus the 106 percent fair market rent.

K. Pamperin stated that the concept of all of this was to de-concentrate. The BCHA was looking for ways to encourage people to choose housing that is outside the area of concentration. By increasing the fair market rent, this will hopefully open up outside areas to a greater level of choice. Unfortunately, this has not worked in recent years. K. Pamperin suggested exploring staying with the 106 percent fair market rent in areas of high concentration and allow the areas where there is currently lower participation to increase to 110 percent. This would essentially provide the Brown County Housing Authority a dual payment standard aimed at encouraging de-concentration of HCV households.

K. Pamperin expressed concern that it is administratively easier to administer the program under a single payment standard versus a dual payment standard. However, given the high concentration and the benefits of de-concentrating, Greg Geiser has determined that ICS has the ability to administer the dual payment standard and feels it would be worth trying. P. Kendle questioned how long it took to research all of the information provided. K. Pamperin stated Greg Geiser did the analysis based on current rental costs within the HCV Program by census tract, with the recommendation that census tracts with higher rent costs be increased to the allowable 110% of HUD fair market rent and those census tracts with a current lower housing cost be held at the current 106% of fair market rents. K. Pamperin stated this is the first he has seen the map as a result of Greg's analysis and sees some surprises, particularly census tracts 2,6,9,10, and 14 as higher payment standard tracts and census tracts 213.01, 213.03 213.34 and 102.01 as being lower payment census tracts. K. Pamperin questioned ICS staff present on whether ICS had a preference on staying with a single payment standard or moving to a dual payment standard. M. Roberts indicated that ICS would prefer going with the dual payment standard.

P. Kendle made a motion, seconded by M. Welch, to approve the adoption of the HCV Dual Payment Standard subject to HUD approval. Motion carried.

8. Review and approval of the Brown County Housing Authority 2009 Annual Agency Plan and certifications with comments received at public hearings.

K. Pamperin stated that each year the BCHA is required to adopt an Annual Agency Plan, which spells out what programs and functions the Housing Authority is going to adopt. Unfortunately, the Housing Authority is required to use a standard HUD form and format, and 85 percent of that format does not meet the BCHA's needs because a majority of the form discusses public housing and capital fund improvements. The BCHA 2009 Annual Agency Plan essentially states that the BCHA will continue to administer the HCV Programs it has been administering, with little or no change. This must be submitted by the end of October. The only step left prior to submission is to hold a public hearing, allowing the public to provide their comments and suggestions.

K. Pamperin recommended that the BCHA approve the BCHA 2009 Plan as proposed and incorporate comments submitted at the public hearings.

R. Aicher made a motion, seconded by T. Diedrick, to approve the Brown County Housing Authority 2009 Annual Agency Plan, subject to slight changes following two public hearings. Motion carried.

9. Review and action on recommended revisions to BCHA – ICS Housing Choice Voucher Administrative contract.

K. Pamperin stated that the BCHA has adopted amendments to the Administrative Plan, which is now solidly in place, however the issue of ICS indemnifying the BCHA as a named insured is still present. K. Pamperin stated that requiring ICS to insure BCHA as a named insured does not appear practical.

He stated J. Heugel was present to provide some alternate guidance and advice to the Housing Authority on the issue.

J. Heugel stated that the language that is now present was incorporated essentially just to read better, but still gets the point across without making too many changes. In this particular case, the Housing Authority is not able to obtain the status of "named insured". Therefore, it is recommended that the Housing Authority should seek to obtain the status of "additionally named insured" under general, comprehensive, and additional umbrella liability policies. J. Heugel stated that the BCHA should request to obtain a full copy of the policy rather than just obtaining a certificate.

R. Aicher questioned whether "named additionally insured" is a hybrid term essentially meaning the exact same thing as "additionally named insured". J. Heugel stated that the BCHA status, regardless of how it is combined together, is an additional named insured.

K. Pamperin stated that upon the BCHA's approval, this final draft would be sent to ICS for review and approval, which in the insurance business is not named insured.

P. Kendle made a motion, seconded by M. Welch, to approve the revised contract, authorize the submission of the contract to ICS for review, and if approved by ICS, authorizes J. Heugel as the BCHA's counsel to review the Housing Authority's policy and ICS's policy when received. Motion carried.

BILLS:

FINANCIAL REPORT:

K. Pamperin stated that an amendment to the bills listed is a \$300 contribution to ICS's FSS fundraising dinner.

T. Diedrick made a motion, seconded by R. Aicher, to approve the bills as submitted. Motion carried.

The meeting was adjourned at 4:09 p.m.

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