

MINUTES
BROWN COUNTY HOUSING AUTHORITY
 Monday, September 24, 2007
 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 Diedrick; Paul Kendle; Michael Welch.

OTHERS PRESENT: Nikki Aderholdt, Kelth Pamperin, Rob Strong, Mike Catto, Randy Gast, Greg Geiser, Chip Law, Jason Muenster, DonElla Payne, Matt Roberts, and Jon Syndergaard.

INTRODUCTIONS: Introductions were made and ICS's Program Leadership Team and Board Members were introduced and welcomed. Also introduced was the new electronic recording device that would be recording future BCHA meetings and possibly downloaded on the Brown County website. K. Pamperin asked that in order to facilitate the recording Chairman R. Aicher, would reiterate who makes the motions and who seconds the motions.

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 20, 2007, meeting of the Brown County Housing Authority.

A motion was made by D. Hallet, seconded by T. Diedrick, to approve the minutes of the August 20, 2007, meeting of the Brown County Housing Authority as received. Motion carried.

COMMUNICATIONS:

2. August 28, 2007, HUD Notice requiring local housing authorities to indicate in HUD PIC system tenant-based and project-based Housing Choice Voucher recipients who are residing in Section 42 tax credit financed properties.

K. Pamperin indicated that the Brown County Housing Authority has a number of tenant-based and project-based Housing Choice Voucher recipients residing in Brown County. He has forwarded this communication to ICS and noted that fortunately determining which properties are tax-credited will be fairly easy because WHEDA's website lists all tax credit assisted units.

3. Invitation to attend ICS Family Self-Sufficiency dinner/auction fundraiser being held Thursday, October 11, 2007, at the Quality Inn Suites, 321 Washington Street, Green Bay, WI. Social time is at 5:30 p.m., with the dinner at 6:00 p.m.

D. Payne handed out the Family Self-Sufficiency dinner/auction invitations to the Commissioners. D. Payne indicated that all fundraised monies go to add and increase services administered by ICS for the FSS Program.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program.

A. Preliminary Applications

G. Geiser Indicated that ICS received 274 applications in the month of August. This number is consistent with previous months and demonstrates a slight

increase in applications. G. Geiser stated that this trend is directly due to an ICS outreach program held in early May of 2007. ICS is intending on having another outreach program within the next month, which should again amplify the increase in preliminary applications. G. Geiser indicated that the HCV Program waiting list is currently between one to two months.

B. Housing Assistance Payments

G. Geiser stated that HAP was at \$989,344 for the month of August and noted that the last time ICS had spent that level was in January of 2006. HAP dollars have been increasing due to outreach in outlying areas. G. Geiser noted that outreach efforts have been targeted in outlying areas such as Pulaski, Wrightstown, and Denmark.

C. Housing Assistance Unit Count

G. Geiser stated that the unit count was at 2,914 for the month of August and this is the first month since January of 2006 that the count has been this high. G. Geiser indicated that the unit count should continue to increase while ICS is counterbalancing actions that are screening applicant's criminal history and removing households determined to be involved with defrauding the program combined with outreach to eligible applicants.

D. Housing Quality Standard Inspection Compliance

G. Geiser indicated that 459 inspections were conducted in the month of August. The pass rate on the first inspection is down slightly, however, the total number of properties that pass has increased from previously months. G. Geiser indicated that Matt Roberts, the leading ICS HQS inspector, is focused on increasing the quality and quantity of HQS inspections.

E. Housing Choice Voucher Administrative Costs

C. Law indicated that in the month of August, year to date, ICS is \$16,256 under budget, which is very positive compared to being \$30,000 over budget in August of 2006. This leaves ICS with about a \$40,000 swing in the right direction.

F. SEMAP Monitoring Report

C. Law stated that every SEMAP indicator on the monitoring report, except for "lease up", is either at or above the required percentile, allowing the HCV program to receive all possible points for each category. C. Law indicated that the goal is to reach 95% on the report and maintain that percent.

5. Langan Investigations Criminal Background Screening and Fraud Investigations.

K. Pamperin indicated that the August monthly report doesn't indicate anything unusual. K. Pamperin stated that one good thing is that there is a trend in having a fewer number of applicants denied and there is a slight reduction in the percentage of fraud cases substantiated.

K. Pamperin stated that in the month of August, 223 new applications were processed, of which 144 were approved. More new applications are being approved rather than denied. Sixteen add-to-household applications were submitted, of which 12 were approved, three

are pending out of state records, and one was denied. K. Pamperin indicated that Langan Investigations is still observing a number of applications that are approved, but are pending out of state records. K. Pamperin indicated that this process takes a considerable amount of time.

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

D. Payne indicated that during the month of August the Family Self-Sufficiency Program approved two new clients, has three more clients pending and five clients set up escrow accounts.

Upon mandatory requirements made by the BCHA, the FSS program held a life skills series again and 16 clients attended. D. Payne stated that the FSS Program applied for a grant provided by the Green Bay Packers. The program would utilize the grant by sponsoring another Women's Retreat.

D. Payne indicated that Wisconsin Public Television has nearly completed the documentary focused on Family Self-Sufficiency clients. Wisconsin Public Television intends on attending the ICS Family Self-Sufficiency dinner/auction fundraiser to incorporate finishing touches on the documentary. D. Payne stated that the documentary is scheduled to air statewide and could possibly be aired nationally.

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

D. Payne stated that HCV Home Ownership Option approved three new clients in August and still has nine clients pending closing. ICS sponsored its second Home Maintenance and Repair Workshop in August. D. Payne indicated that Robyn Hallet is in the process of applying for more grants for next year's workshops.

K. Pamperin indicated that a discussion was held with the partners involved with the Housing Choice Voucher Home Ownership Option focusing on what measures are necessary to be certain that individuals that purchase homes through the Home Ownership Option are being placed in a position to allow them to succeed in not only purchasing but maintaining a home. This involves assisting the homebuyer to purchase in good neighborhoods, and homes that will appreciate and are in maintainable condition. K. Pamperin stated that NeighborWorks Green Bay is reviewing its lending area and will remove areas that are in transition or zoned commercial.

NEW BUSINESS

8. Review and adoption of Resolution No. 07-01 certifying compliance with PHA plans and related regulations for the Brown County Housing Authority's Streamlined Annual Plan for FY 2008.

K. Pamperin indicated that the BCHA's Streamlined Annual Plan for FY 2008 was attached to the packet. K. Pamperin stated that no major changes are being proposed in the plan that already covers the HCV Program, the FSS Program, and the Home Ownership Option. It is recommended the BCHA continue with the plan in place. The BCHA held a Tenant Advisory Committee meeting, at which time the BCHA accepted comments regarding the various programs and their regulations. K. Pamperin stated that the BCHA is prepared to submit the plan by October 16, 2007.

K. Pamperin indicated the action needed was to approve Resolution No. 07-01, which certifies that the proposed Streamlined Annual Plan for FY 2008 is true and accurate. K.

Pamperin stated that page ten of the Agency Plan includes a listing of important documents that are incorporated into the certification.

A motion was made by P. Kendle, seconded by D. Hallet, to approve Resolution No. 07-01 approving adoption and certification of The BCHA Streamlined Annual Plan for FY 2008. Motion carried.

9. Authorization to amend the BCHA HCV Administrative Plan to indicate, "that persons who have a documented record or overdue payments to local, state, federal, or county government agencies in excess of \$200.00 be ineligible for Housing Choice Voucher Assistance until they provide documentation that the full amount due is paid, or they provide a verifiable repayment agreement approved by the agency and proof from the agency that they are in good standing with said agreement."

K. Pamperin stated that Langan Investigations staff recommended this item. The concern is what action should be taken when HCV applicants owe monies to local, state, county, or federal government agencies. Langan Investigations provided K. Pamperin with a list of situations that have arose recently; two of the situations involved former tenants of the Wisconsin Housing Preservation Corporation owing for damages or back rent, one involved the City of Green Bay; one involved Brown County Human Services; and one involved the State of Wisconsin. K. Pamperin stated that currently, the BCHA Administrative Plan does not address these situations.

K. Pamperin stated that after reviewing with ICS staff and Langan Investigations, he is recommending the following amendment. K. Pamperin stated that the recommendation does not require immediate repayment of the debt in full, but it does require the applicant to enter into a repayment agreement with the local, state, county, or federal government agencies. After receiving verification from the agency that the individuals are in good standing with their repayment agreement, the BCHA should consider allowing the individuals to apply and be eligible to receive Housing Choice Voucher Assistance. There are a few situations that may need to be considered such as cases where the government agency overpaid the household and is now requiring the household to pay back over a period of time.

G. Geiser stated that the minimum threshold may be too low and may catch some individuals that may have made a bad choice that they are having a hard time overcoming. G. Geiser suggested raising the threshold to alleviate those types of situations. G. Geiser also suggested adopting some type of leeway for disabled individuals and individuals that are involved in a situation due to losses in the family. Conclusively, some sort of extenuating clause should be considered for specific situations. P. Kendle asked what the process would be for that exception. K. Pamperin stated that if the Housing Authority is intent on not requiring applicants to pay public debt before they are eligible the Housing Authority should be involved in approving exceptions, so that there is control and consistency over the exceptions granted.

R. Aicher questioned how the individual would provide assurance that the government agency approved a repayment agreement. K. Pamperin stated that the individual could be provided with a repayment agreement form and required to provide a copy of that form signed by the agency that has approved the agreement and it would be the responsibility of the applicant to bring written verification that the applicant/client is either in good standing, has paid off the debt or neglected to uphold the agreement.

G. Geiser indicated that due to various circumstances, the threshold should be increased. T. Diedrick questioned whether ICS had an amount of how high the threshold should be. G. Geiser indicated that the threshold should be increased to \$500.00.

K. Pamperin stated that when the applicant is determined eligible for the HCV program, he or she must verify the repayment agreement with ICS and must currently be in good standing with that agreement to be allowed to participate in the HCV program. ICS would recheck the agreement every year at recertification to ensure that the individual is still in good standing with the agreement. If the individual is not, then their application for the HCV program will not be renewed. K. Pamperin noted that if at any time during that 12-month period, ICS was informed that the individual came into default with the agreement, the individual would become ineligible from the HCV program.

R. Aicher asked how the initial recommended threshold of \$200.00 was derived. K. Pamperin indicated that he had recommended it after viewing the example situations provided by Langan Investigations. P. Kendle stated that leaving the threshold at \$200.00 would allow owed agencies to collect more of the smaller dollar amounts that some people tend to ignore. K. Pamperin stated that the issue with raising the threshold is that the HCV Program is most often dealing with individuals that are not able to pay off even small amounts in one swing, but requiring them to contact the government agency and develop the repayment agreement still requires them to be accountable. He believes most government agencies would be pleased to work with the client to receive anything even if it is a few dollars per month, versus being ignored and have that household go to another government agency and receive assistance, no questions asked. T. Diedrick indicated that he had once been a part of the repayment process and learned that most individuals are only capable of making \$10 to \$25 payments per month. P. Kendle stated that the HCV Program is being used as a hammer to enforce repayments to government agencies that are owed repayments.

K. Pamperin asked G. Geiser what administrative burdens would arise from this requirement. G. Geiser stated that number one, formatting the repayment agreement and actually entering into the agreement, and number two, the idea of "grandfathering" some individuals into the HCV Program would get complicated during the annual reviews. D. Hallett asked how often these situations arise. G. Geiser indicated that he could not provide an accurate number off hand, but the situations occur often enough regarding small dollar amounts.

K. Pamperin asked if information shared on CCAP indicates formal actions already taken by most government agencies on individuals. G. Geiser indicated that if information appears on CCAP, then a judgment was filed against that individual.

R. Strong questioned whether the threshold was the total value of all outstanding debts to the various agencies or is that the total of any one debt. K. Pamperin responded that whatever the threshold is, it should include the total dollar value of outstanding debts owed to all government agencies.

T. Diedrick asked if the BCHA/ICS should initiate this proposal on a trial basis.

R. Gast stated that for the Authority to refuse eligibility for an applicant for voucher assistance would require the policy be clearly stated in the adopted Administrative Plan. BCHA needs to develop a basis that would state under what conditions an individual could be refused a voucher. This would provide BCHA/ICS security in the event of a challenge. K. Pamperin stated that he would recommend the Housing Authority add the policy to the Administrative Plan with implementation subject to HUD approval of the Plan.

P. Kendle stated that the BCHA should increase the threshold to \$500.00 and authorize the amendment as part of the HCV Administrative Plan for one year. After one year, the BCHA should review the activity that occurred and determine if it should continue further with the policy being implemented on new HCV applications. G. Geiser indicated that ICS could implement it on annual debts incurred over the last year as well. R. Aicher stated that it should be implemented on new applicants, and recertified renewals as well because they may have obtained a documented record of payments due throughout the last year.

R. Gast stated he had drafted a possible waiver for individuals owing government agencies money due to extenuating circumstance. G. Geiser stated that if waivers are granted they could be reported to K. Pamperin and J. Syndergaard. K. Pamperin indicated that J. Syndergaard could send the waiver to R. Strong for a joint decision, to be certain the policy is administered consistent with adopted policy.

T. Diedrick asked if an implementation date needed to be set. G. Geiser recommended an implementation date of November 01, 2007. R. Aicher stated that the amended policy and repayment agreement form should be provided at the next meeting.

P. Kendle made a motion, seconded T. Diedrick, and carried to amend the BCHA HCV Administrative Plan to indicate, that all household applicants for HCV assistance and all enrolled HCV households that are up for annual re-certification, who have a documented record of overdue payments to local, state, federal, or county government agencies in excess of \$500.00 be ineligible for Housing Choice Voucher Assistance. The ineligibility shall remain in effect until they provide documentation that the full amount due is paid, or they provide a verifiable repayment agreement approved by the government agency and written proof from that agency that they are in good standing with said repayment agreement. All exceptions for extenuating circumstances or reasonable accommodation shall be approved by the Executive Director of ICS and forwarded to the BCHA Executive Director for joint approval, with a copy of said approval to be retained in the clients HCV file. This amendment shall be submitted to HUD for concurrence

10. Review and approval of the Independent Contractor Agreement between Integrated Community Services Inc., the Brown County Housing Authority, and Langan Investigations for the 12-month period ending September 30, 2008.

K. Pamperin indicated that he has redrafted the contract agreement between ICS, Langan Investigations, and the BCHA, making changes only to the contract dates. K. Pamperin stated that ICS indicated that discussion should be had regarding potential changes on the types of information shared with Langan Investigations. Langan Investigations would also like to have the opportunity to discuss fee increases. K. Pamperin suggested renewing the current agreement and then amend the agreement upon request.

P. Kendle asked if the BCHA could approve the contract on a monthly basis until issues between ICS and Langan Investigations are resolved. K. Pamperin indicated that the current contract essentially is a month-to-month contract, with a 30-day notice; either party can withdraw from the contract. D. Hallet questioned how much time is needed for discussion. K. Pamperin stated that he was unsure of the time needed to negotiate issues, but that all parties still seemed interested in maintaining contractual relationship.

J. Syndergaard stated that discussion about the contract occurs at a good time due to ICS holding a board meeting on Tuesday, October 2, 2007, where the meeting could focus on determining the overall goals and costs of maintaining a relationship with Langan Investigations. J. Syndergaard stated that ICS had hoped that at this juncture, costs would have leveled out. However, that does not seem to be the case. J. Syndergaard indicated

that the board members could spend a majority of the meeting discussing attempts that could level the cost, with the understanding of the type of work Langan Investigations accomplishes. J. Syndergaard indicated that a recommendation from ICS could be prepared within the next few weeks.

J. Syndergaard stated that one positive result from the relationship with Langan Investigations is that ICS staff is becoming more skilled in the screening and fraud determinations and ICS has maintained far more independence in performing those skills.

J. Syndergaard indicated that in the past six months, ICS has had greater opportunities to provide screening and fraud investigation services internally. Conclusively, the ultimate goal of having greater opportunities is to alleviate the burden of costs.

R. Aicher indicated that while ICS is preparing its recommendations, the BCHA needs to renew the contract and return the issue to the table when recommendations are brought forward.

T. Diedrick made a motion, seconded by D. Hallet, to renew the Independent Contractor Agreement between Integrated Community Services, the BCHA, and Langan Investigations for the 12-month period ending September 30, 2008.

M. Welch stated that two out of the three parties are uncomfortable with renewing the current contract. P. Kendle agreed that it would be uncomfortable approving it as a 12-month contract, when it is really a month-to-month arrangement. P. Kendle stated that the BCHA should make the agreement a month-to-month contract and when recommendations are received, a new contract can be put into place.

T. Diedrick withdrew the motion, seconded by D. Hallet, to renew the Independent Contractor Agreement between ICS, the BCHA, and Langan Investigations.

M. Welch made a motion, seconded by D. Hallet, to continue with the existing independent contractor agreement between Integrated Community Services Inc., the Brown County Housing Authority, and Langan Investigations on a month-to-month basis until all parties can come to an agreement. Motion carried.

11. Authorization to enter into a Disaster Housing Assistance Program (DHAP) contract with the Department of Housing and Urban Development to provide assistance to households displaced by Hurricane Katrina (one household).

G. Geiser explained that the Disaster Housing Assistance Program is basically a program administered through FEMA that assists families affected by Hurricane Katrina. Because Brown County currently has one family located in the area that was affected by the hurricane, the BCHA was given the opportunity to administer the program with DHAP dollars. G. Geiser indicated that the only requirements are that the displaced family must agree to participate in extensive case management, and the BCHA must ultimately assist the family in achieving self-sufficiency. The program would extend through March of 2009, which is the last possible date. G. Geiser stated that the ultimate goal of the program is to achieve self-sufficiency for displaced families as quickly as possible.

K. Pamperin indicated that the Disaster Housing Assistance Program contract was located under another item on the agenda. K. Pamperin stated that there were two advantages to authorizing this program. Number one, HUD would be appreciative if the BCHA would authorize the program. Secondly, the DHAP funding would provide additional funding including administrative dollars to ICS to administer the effort.

K. Pamperin stated that the BCHA would not be allowed to screen the tenants under the DHAP program. If the program assists one family, the exemptions would not seem to pose a threat to the HCV policies

P. Kendle made a motion, seconded by M. Welch, to authorize the administration of the DHAP program for the identified family. Motion carried.

12. Authorization to enter into an administrative contract with Integrated Community Services Inc. for the full administration of the Disaster Housing Assistance Program (DHAP).

K. Pamperin stated that any regulations that are placed on the BCHA by HUD or FEMA would be the responsibilities of ICS. In turn, the BCHA will forward any funding received for the administration of the program to ICS.

P. Kendle made a motion, seconded by T. Diedrick, to authorize an administrative contract between ICS and the Disaster Housing Assistance Program.

13. Authorization to replace the Brown County Housing Authority's 1994 Chevy vehicle.

K. Pamperin stated that if the BCHA approves the purchase, staff would work with the Purchasing Department to specify and purchase a new vehicle. K. Pamperin stated that a Ford Taurus or a Chevy Impala is suggested. R. Aicher asked if the vehicle would be under the same ownership as the current vehicle. K. Pamperin stated that the BCHA should decide on that. Currently the BCHA vehicle is titled to the City of Green Bay, which requires the BCHA to insure as a non-owned vehicle. R. Strong indicated that he would verify title information with the Purchasing Department.

R. Strong questioned whether the BCHA was approving action to move forward and gather information on a new vehicle.

The Commissions' consensus was unanimous, authorizing the BCHA to gather information on a vehicle for final approval.

14. Review and approval of the Affirmatively Furthering Fair Housing Statement.

K. Pamperin stated that this statement had come about when Robyn Hallet at ICS alerted him that HUD could not approve the BCHA's FSS application until the BCHA had submitted a Statement of Affirmatively Furthering Fair Housing. R. Hallet prepared the statement of the actions being taken to overcome the impediments that exist in Brown County. R. Hallet listed the impediments to fair housing defined in the Redevelopment Authority's impediments to fair housing study and has indicated how ICS through the administration of the HCV program are contributing to minimize the impediments and further fair housing.

P. Kendle made a motion, seconded by D. Hallet, to approve the Statement of Affirmatively Furthering Fair Housing. Motion carried.

BILLS:

FINANCIAL REPORT:

A motion was made by M. Welch, seconded by D. Hallet, to approve the bills and receive the financial report as presented. Motion carried.

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The meeting was adjourned at 4:26 p.m.

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