

DRAFT MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, January 20th, 2025 3:30 p.m.
Brown County Central Library Meeting Room 1 – Lower Level
515 Pine St, Green Bay WI 54301

ROLL CALL:

Ann Hartman	<u>X</u>	Jessica King	<u>X</u>
John Fenner	<u>X</u>	Marissa Heim	<u>X</u>

OTHERS PRESENT: Patrick Leifker (BCHA), Anna Plager, Matt Roberts (ICS), Katie Olbinski (ICS Board), Andy Dilling (ICS Board) and Jake Dittman (ICS Board).

APPROVAL OF MINUTES:

1. Approval of the minutes from the December 16th, 2024 meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by A. Hartman to approve the minutes from the December 16th, 2024 Brown County Housing Authority. Motion carried.

COMMUNICATIONS:

2. Family Self Sufficiency Program Funding for FY2025
P. Leifker indicated that the BCHA was awarded the funding that had been requested for FY 2025 for the Family Self Sufficiency program and was authorized for two full time positions. The amount of the award is \$140,708, as requested. The funding has not yet been released but HUD notified the BCHA of the award.
3. BCHA / ICS Updates.
 - a. ICS 4th Quarter Budget to Actual Report
M. Roberts reviewed the ICS Budget to Actual report for the 4th quarter of 2024. M. Roberts indicated that ICS was underspent by \$37, 972.19 in total for their approved budget; he also indicated that the line item that was over spent the most (\$58,044.64) was the Professional Services line item due to the consultant that was used in the beginning of 2024. M. Roberts also indicated that Lori DeGrave retired at the end of December 2024; as a result ICS is using a 3rd party for their HR services going forward. M. Roberts stated that they are anticipating being under budget in their salary and benefits line items for 2025 as a result and may be over budget in the professional services in 2025 as a result of this change.
 - b. Status of Landlord Specialist Position
M. Roberts stated that ICS is continuing to collect and review applications for this position; there has not been a formal offer extended yet. The new HR company is aware of the position being vacant and it is a priority to be filled.

A motion was made by A. Hartman, seconded by J. King to receive and place on file. Motion carried.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

- A. Preliminary Applications and Applications by Municipality.
There were 183 preliminary applications for December. Majority of applicants were from Green Bay (44%), Village of Allouez (14%) and Other (12%).
- B. Unit Count
The unit count for December: 2,807.
- C. Housing Assistance Payments Expenses
The December HAP expense totaled \$1,915,306.
- D. Housing Quality Standard Inspection Compliance.
254 total inspections, 74% that passed initial inspection, 10% passed the re-evaluation, 7% failed and 8% were no shows.
- E. Family Self-Sufficiency Program (client count, new contracts, graduates, escrow accounts, and homeownership)

In December there were 68 participants in the program, 4 new contracts, 1 graduate, 41 escrow accounts, 39 homeownership clients.
- F. VASH Reports (new VASH and active VASH)
For December there were 0 new VASH clients, for a total of 39 active VASH clients.
- G. Fraud Investigations by Municipality
8 fraud investigations in the month of December; all were located within Green Bay.
- H. Quarterly Background Screening Denials Report
For the 4th Quarter, there were 3 total denials due to background check issues; 2 because of debts owed to another PHA and one for criminal activity (violent/drug related).
- I. Quarterly Active Cases Breakdown
64% of the Head of Households are either elderly/disabled; 24% of the head of households are not elderly/disabled but have earned income; 9% of the head of households are not elderly/disabled have no income but have dependents and 3% of the head of households are not elderly/disabled, there is no earned income and there are no dependents.
- J. Quarterly End of Participation Breakdown
59 total terminations; 29% were due to family obligations violations, 22% were due to the tenant being deceased and 20% were due to voluntary terminations.
- K. Quarterly Customer Service Satisfaction
Of the respondents, 91% indicated their service was Excellent, 2% Very Good, 1% Good, 5% Fair and 1% Poor
- L. Quarterly Updated Regarding Landlord Incentive Program
Through 2024, the BCHA has authorized \$339,000 in Landlord Incentive Payments. That total includes 633 payments and 71 "new" landlords joining our program.

A motion was made by A. Hartman, seconded by J. King to receive and place on file. Motion carried.

NEW BUSINESS:

5. Review of the request by ICS Board of Directors for an update regarding the publication of a Request for Proposals for the BCHA Program Administration.

BCHA Chair read a statement from the BCHA Commissioners in regards to the future of the BCHA program administration. Throughout that statement, the BCHA Commissioners identified that upon the expiration of the current contract with Integrated Community Solutions on December 31st, 2025, the Brown County Housing Authority will begin administration of its programs rather than utilizing a subcontractor agreement with ICS or any other subcontractor. Therefore, the BCHA will not publish a Request for Proposals for subcontracting future administration of the BCHA's programs. Further details will be provided to ICS and the community as they become available; a full transition plan will be published and shared with ICS no later than June 30th, 2025. The BCHA Commissioners seek to collaborate for the remainder of the contract in a way that allows ICS and BCHA to have ongoing dialogue in the transition while ICS continues to meet the agreed upon contractual expectations of the program administration through 2025.

The BCHA Commissioners thanked ICS for its partnership over the years and for all that we have done together for the good of those served through the program.

BILLS AND FINANCIAL REPORT:

6. Consideration with possible action on acceptance of BCHA Bills.

P. Leifker reviewed the bills.

A motion was made by J. Fenner, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

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

P. Leifker presented the BCHA financial report.

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

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

8. Executive Director's Report

P. Leifker provided the following updates:

- P. Leifker will be out of the office next week while attending the National Women's Shelter Network conference in Washington DC. The BCHA has been asked to present on our collaborative efforts with other agencies throughout Brown County to help address housing and homelessness throughout the community. Additionally, the BCHA will be presented with an award for that collaboration.
- 2025 Funding Outlook remains the same as previously mentioned, where the funding projections show limited opportunities for lease up throughout the year.
- ICS repayment of the administrative funding from 2019-2023 that was discussed at our previous meeting has been addressed and the payment has been made to the BCHA.
- The BCHA continues to try and explore creative ways to continue to house families throughout the uncertain funding, as a result the BCHA has published an RFP for PBV developments, that will be discussed during the March BCHA meeting.

A motion was made by A. Hartman, seconded by J. King to receive and place on file the Executive Director's Report. Motion carried.

A motion was made by A. Hartman seconded by J. King to adjourn. Motion carried.

Meeting adjourned at 4:07pm