

**DRAFT MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, March 17<sup>th</sup>, 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), April Clark (ICS), Jennifer Schmohe (Freedom House), Beth Hudak (House of Hope), Josh Hafron (General Capital)

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the February 17<sup>th</sup>, 2025 meeting of the Brown County Housing Authority.

A motion was made by J. Fenner, seconded by A. Hartman to approve the minutes from the February 17<sup>th</sup>, 2025. Motion carried.

**COMMUNICATIONS:**

2. BCHA / ICS Updates.
  - a. M. Heim asked ICS about the status of the Landlord Specialist position; A. Clark stated that resumes were reviewed and are being screened at this time. Hope to have future updates in the coming weeks.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications and Applications by Municipality.

There were 272 preliminary applications for January. Majority of applicants were from Green Bay (45%), Village of Howard, Village of Allouez and Village of Ashwaubenon each had 15%.
  - B. Unit Count  
The unit count for January: 2,776.
  - C. Housing Assistance Payments Expenses  
The January HAP expense totaled \$1,906,769.
  - D. Housing Quality Standard Inspection Compliance.  
234 total inspections, 76% that passed initial inspection, 8% passed the re-evaluation, 10% failed and 6% were no shows.
  - E. Family Self-Sufficiency Program (client count, new contracts, graduates, escrow accounts, and homeownership)  
  
In February there were 68 participants in the program, 1 new contracts, 0 graduates, 46 escrow accounts, 39 homeownership clients.
  - F. VASH Reports (new VASH and active VASH)  
For February there were 0 new VASH clients, for a total of 38 active VASH clients.

G. Fraud Investigations by Municipality

7 fraud investigations in the month of February; all were located within Green Bay.

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

A Motion was made by J. Fenner to amend the current agenda to move item #5 after item #11; seconded by A. Hartman. Motion carried

**OLD BUSINESS:**

4. Consideration with possible action on the marketing and communication plan for the Brown County Housing Authority.

P. Leifker provided update that the notification of the BCHA Program transition was published to local elected officials, landlords participating with the program and all current program participants. P. Leifker stated that overall the feedback has been positive, and the most common questions revolved around what changes needed to be made by the program participants (if they have to move, what additional paperwork will have to be provided, etc.). P. Leifker also stated that the BCHA is still working towards completion of the new updated website.

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

5. Closed Session: Review of BCHA Rental Options and Proposals

Motion made by J. Fenner to convene in to closed session, seconded by A. Hartman. Motion Carried.

- a. Open Session: **Motion and Record Vote** pursuant to Wis. Stats. Sec 19.85(1), **regarding going into Closed Session** pursuant to Wis. Stats Sec. (19.85(1)(e), **for purposes of** deliberating or negotiating the purchasing of public properties, the investing of public funds, or **conducting other specified public business, whether competitive or bargaining reasons require a closed session.**
- b. Convene in to Closed Session: Pursuant to Wis. Stats. Sec 19.85(1), the Authority shall convene into Closed Session, pursuant to Wis. Stats Sec. 19.85(1)(e), the purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons required a closed session; and
- c. Reconvene into Open Session: The Authority shall reconvene into Open Session for possible voting and/or other action regarding the above mentioned matters that were discussed in closed session, and/or regarding other Agenda items.

A motion was made by J. Fenner, seconded by A. Hartman to re-convene in open session. Motion Carried.

**NEW BUSINESS:**

6. Consideration with possible action on the recommendation of the Project Based Voucher Selection Committee to award PBV units to General Capital for their Fire House Apartments Development.

P. Leifker provided an overview of the Request for Proposals that had been published by the BCHA, then discussed the response that was received from General Capital for their Fire House Apartments development. J. Hafron from General Capital joined the meeting and shared information about the proposed development.

The response received by General Capital was requesting eight (8) total PBV units as part of the 93 unit development. The PBV request was for 8 one bedroom units. Discussion occurred

and J. Hafron answered questions from BCHA Commissioners. The project is a combination of affordable housing units along with a fire station and administrative offices for the Green Bay Fire Department.

A motion was made by J. Fenner, seconded by A. Hartman to approve the request for 8 Project Based Vouchers for the Fire House Apartment development. Motion Carried.

7. Consideration with possible action on the recommendation of the Project Based Voucher Selection Committee to award PBV units to House of Hope for their Open Door Housing development.

P. Leifker introduced Beth Hudak, from House of Hope, to discuss their Open Door Housing development. B. Hudak explained the units that House of Hope owns and the case management that is offered to all tenants within their properties. Original request was for 6 PBV units with the potential to add an additional 4 units in the future. Board discussion revolved around the request for a total of 10 PBV units and how that should be handled. BCHA Board and House of Hope are willing to put all 10 PBV units under PBV contract at this time rather than having to request additional PBV units in the future.

A motion was made by J. King and seconded by A. Hartman to approve 10 total PBV units for Open Door Housing development. Motion Carried.

8. Consideration with possible action on the recommendation of the Project Based Voucher Selection Committee to award PBV units to Freedom House for The Bridge development.

P. Leifker introduced Jennifer Schmoe from Freedom House to discuss The Bridge development. J. Schmoe explained The Bridge development and the breakdown of the units that are present within The Bridge. The original request from the PBV response was for 2 floating units throughout their 9 unit development. Freedom House also provides case management services to all residents within the development that would constitute the supportive services that would allow the development to exceed the 25% cap for PBV units within a single development. Discussion occurred, Freedom House requested to increase the number of PBV units from 2 units to 4 units.

A motion was made by J. King, seconded by A. Hartman to approve 4 total PBV units for The Bridge development. Motion Carried.

#### **BILLS AND FINANCIAL REPORT:**

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

P. Leifker reviewed the bills.

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

10. 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 A. Hartman to receive and place on file the BCHA financial report. Motion carried.

#### **ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

11. Executive Director's Report

P. Leifker provided the following updates:

- BCHA staff is continuing to work on the creation of an organizational chart for the BCHA moving forward. P. Leifker stated that he will be contracting with the same agency the BCHA previously used to conduct a salary study for BCHA positions.
- P. Leifker notified BCHA commissioners of upcoming time off, but he will continue to check email and will respond as timely as I can.

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

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

Meeting adjourned at 4:42pm.