

DRAFT MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, April 21st, 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), Katie Olbinski (ICS Board), Jake Dittmann (ICS Board), Andy Dilling (ICS Board), Tom Maier (ICS Board)

APPROVAL OF MINUTES:

1. Approval of the minutes from the March 17th, 2025 meeting of the Brown County Housing Authority.

A motion was made by J. King, seconded by A. Hartman to approve the minutes from the March 17th, 2025 meeting. Motion carried.

2. Approval of the minutes from the March 13th, 2025 meeting of the Brown County Housing Authority Subcommittee.

A motion was made by J. King, seconded by J. Fenner to approve the minutes from the March 13th, 2025 meeting. Motion Carried.

P. Leifker requested amendments to the agenda to add an item to the agenda and rearrange a couple other items. Add an "Old Business" item to the agenda in regards to the PBV Selection Committee's recommendation from the March 2025 BCHA Meeting. Then move agenda item #7 to after item #10 and move agenda item #5 to after item # 7.

A motion was made to that effect by J. Fenner, seconded by A. Hartman. Motion Carried.

COMMUNICATIONS:

3. BCHA / ICS Updates.
 - a. A. Clark provided an update regarding staffing changes with ICS. A. Clark informed the Board that Matt Roberts has left the organization; as a result A. Clark and another staff have been promoted to Interim Co- Executive Directors for ICS. A. Clark also notified the BCHA that the Landlord Specialist position was filled and began with ICS in April.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

A motion was made by J. Fenner, seconded by A. Hartman, to skip the review of the reports for this month and to receive and place on file. Motion carried.

OLD BUSINESS:

5. 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. (ADDED to Agenda during meeting).

P. Leifker stated that a request had been received from Freedom House to review the previously agreed upon number of Project Based Voucher units that were awarded to The Bridge from 4 units to 9 units. Discussion occurred, J. Fenner asked for further clarification from Freedom House in regards to the reason for this requested change.

A motion was made by J. Fenner, seconded by A. Hartman to table this agenda item until May 19th, 2025 meeting to allow the opportunity for Freedom House staff to be present during the discussion. Motion Carried.

NEW BUSINESS:

6. Consideration with possible action to approve the Utility Allowances Schedules effective July 1st, 2025.

P. Leifker presented the revised utility allowance worksheets and highlighted some of the minor changes to the calculations since last year. P. Leifker explained what the utility allowance schedules are used for and why they are reviewed annually.

A motion was made by J. King to approve the utility allowance schedules as presented, seconded by A. Hartman. J. Fenner abstained from the vote. Motion Carried.

BILLS AND FINANCIAL REPORT:

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

P. Leifker reviewed the bills.

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

9. 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:

10. Executive Director's Report

P. Leifker provided the following updates:

- BCHA is continuing to work on the transitional plan with the intention to review and approve that in June.
- P. Leifker continues to actively review the funding situation with HUD and evaluate if/when the BCHA will begin to increase our program utilization. Further updates will be shared with the Board as they are available.

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

7. Closed Session: Regarding BCHA Transition with Service Provider:

Motion made by J. Fenner to convene in to closed session and invite ICS Board Members and Staff that are present to participate in closed session; seconded by A. Hartman. Motion Carried.

- a. Open Session: **Motion** and **Record Vote** pursuant to Wis. Stats. Sec 1985(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 require a closed session (regarding Service Provider Contract Issues); 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.

Motion made by J. Fenner to re-convene in to open session, seconded by J. King.

In open session, motion was made by A. Hartman to allow ICS Staff to discuss the transitional plans and BCHA's hiring intentions discussed throughout the closed session with ICS staff, seconded by J. King. Motion Carried.

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

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

In open session, a motion was made by J. Fenner to pursue the lease opportunity for the property located at 417 S. Monroe; seconded by A. Hartman. Motion carried.

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

Meeting adjourned at 4:54pm.