MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday October 20th , 2025 at 3:30pm
Aging and Disability Resource Center (ADRC) Classroom A
300 S. Adams St, Green Bay, WI 54301

MEMBERS: Marissa Heim – Chair, Jessica King – Vice Chair, John Fenner, Ann Hartman and Heather Bawyn

** Meeting was chaired by J. King**

ROLL CALL:

Marissa Heim	X	John Fenner	X
Jessica King	X	Heather Bawyn	X
Ann Hartman	Excused		

OTHERS PRESENT: Patrick Leifker (BCHA), Megan Walker (BCHA), April Clark (ICS), Andy Dilling (ICS), Tom Meier (ICS)

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 23rd, 2025, meeting of the Brown County Housing Authority.

   A motion was made by H. Bawyn, seconded by J. Fenner to approve the minutes from the September 23rd meeting. Motion carried.

COMMUNICATIONS:

2. BCHA/ICS Updates
   a. BCHA/ICS Transitional Plan

   P. Leifker provided an update on BCHA staffing, software conversions, and the office opening date.

   P. Leifker provided an update that transition letters will go out to landlords and participants soon. Will also provide updates to community partners.

   A. Clark provided an update regarding file scanning and ICS staffing.

REPORTS:

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

      There were 417 preliminary applications for September. Most applicants were from Green Bay (38%), Other-Outside of Brown County (16%), Allouez (14%), and Ashwaubenon (9%).

   B. Unit Count

      The unit count for September was 2,767

   C. Housing Assistance Payments Expense

      The September HAP expense totaled $2,015,231

   D. Housing Quality Standards (HQS) Inspection

There were 270 total inspections conducted in September 70% passed initial inspection, 10% passed reinspection, 11% failed, and 10% were no shows

E. Family Self-Sufficiency (FSS) Program: client count, new contracts, graduates, escrow accounts and homeownership

In September, there were 76 participants in the program, 1 new contract, 0 graduates, 47 active escrow accounts, and 35 homeownership clients.

F. VASH Reports: New VASH and Active VASH

In September, there were 2 new VASH clients for a total of 40 VASH clients

G. Fraud Investigations by Municipality

There were three fraud investigations for the month of September: All in the City of Green Bay.

H. Quarterly Background Screening Denials Report

There were four total denials for Quarter 3. All four of the denials were because the applicant owed a debt to a housing authority.

I. Quarterly Active Cases Breakdowns

As of September 30th 65% of households had a head of household that was elderly or disabled, 24% of households had a head of household that was not elderly or disabled and had earned income, 8% of households had a head of household that was not elderly or disabled had no earned income and did have dependents, and 3% of households had a head of household that was not elderly or disabled no earned income and no dependents.

J. Quarterly End of Participation Breakdown

In Quarter 3, there were 62 total end-of-participations; 27% were due to family obligation violations, 19% voluntarily terminated their participation, 16% were port outs absorbed by the receiving PHA, and 15% were deceased head of households.

K. Quarter Customer Service Satisfaction

During Quarter 3, 79% of surveys rated ICS's service excellent, 19% very good, 1% good, and 1% fair.

L. Quarterly Update regarding the Landlord Incentive Program

As of September 30th, 2025, 679 total payments have been authorized, including to 82 new landlords, for a total of $380,500.

OLD BUSINESS:

4. Consideration with possible action on the request from ICS regarding the FY25 Financial Audit.

P. Leifker provided an updated request to the Board from ICS. BCHA discussed the individual conversations that BCHA staff had with each commissioner regarding this proposal and discussed the collective proposal that resulted from those conversations. Discussion occurred.

A motion was made by J. Fenner, seconded by H. Bawyn to approve an adjusted amount payable to ICS for the FY2025 Financial Audit. Motion carried.

NEW BUSINESS:

5. Consideration with possible action on the revision to Chapter 7.B of the administrative plan.

   M. Walker presented an update to Chapter 7.B of the Administrative Plan to provide a preference on the BCHA waiting list for victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking. Discussion occurred.

   An amended motion to implement the update starting January 1st, 2026, was made by H. Bawyn, seconded by J. Fenner—abstention by M. Heim. Motion carried.

6. Consideration with possible action on the approval of the Voucher Payment Standards for FY 2026.

   P. Leifker proposed maintaining the Voucher Payment Standards for FY2026 as what was approved in 2025. Discussion occurred.

   A motion was made by J. King, seconded by M. Heim to approve the 2026 Voucher Payment Standards. Motion carried.

BILLS AND FINANCIAL REPORT:

7. Consideration with possible action on acceptance of BCHA bills.

   P. Leifker reviewed the bills.

   A motion was made by H. Bawyn, seconded by M. Heim to accept and place on file the BCHA bills. Motion carried.

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

   P. Leifker reviewed the financial report.

   H. Bawyn suggested that the furniture purchase be capitalized, will work with BCHA staff to get that updated. A motion was made by J. Fenner, seconded by H. Bawyn to accept and place on file the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

9. Executive Director's Report

   P. Leifker provided updates regarding the construction of the BCHA office, the impacts of the government shutdown on the HCV program funding, the Senior Accountant position posting, and the FY2026 budget.

A motion was made by J. Fenner, seconded by H. Bawyn to adjourn. Motion carried. Meeting adjourned at 4:39 pm.