MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, November 17th, 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

ROLL CALL:

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

OTHERS PRESENT: Patrick Leifker (BCHA), Megan Walker (BCHA), April Clark (ICS)

APPROVAL OF MINUTES:

1. Approval of the minutes from the October 20th, 2025 meeting of the Brown County Housing Authority.

   A motion was made by H. Bawyn, seconded by J. King to approve the minutes from the October 20th meeting. J. Fenner requested minutes be amended to show that J. King ran the meeting not M. Heim. Amended motion carried.

P. Leifker asked for a motion to amend the agenda and move item #5 to after item #8

A motion was made by A. Hartman, seconded by J. Fenner to amend the meeting agenda. Motion carried.

COMMUNICATIONS:

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

   P. Leifker provided an updated transitional plan.

   A. Clark provided an update regarding ICS staffing and submissions to PIC.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:

   A. Preliminary Applications (Total and by Municipality)

      There were 457 preliminary applications for October. Most applicants were from Green Bay (42%), Allouez (19%), Other-Outside of Brown County (12%), and Ashwaubenon (11%).

   B. Unit Count

      The unit count for October was 2,750

   C. Housing Assistance Payments Expense

      The October HAP expense totaled $2,014,045

   D. Housing Quality Standards (HQS) Inspection

There were 209 total inspections conducted in October 74% passed initial inspection, 9% passed reinspection, 10% failed, and 8% were no shows

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

In October, there were 74 participants in the program, 3 new contracts, 2 graduates, 49 active escrow accounts, and 35 homeownership clients.

F. VASH Reports: New VASH and Active VASH

In October, there were 0 new VASH clients for a total of 39 VASH clients

G. Fraud Investigations by Municipality

There were zero fraud investigations for the month of October.

OLD BUSINESS:

NEW BUSINESS:

4. Consideration with possible action to approve the Brown County Housing Authority's Employee Handbook.

P. Leifker reviewed the updated BCHA handbook. H. Bawyn suggested adding an AI policy to handbook.

A motion was made by J. Fenner, seconded by A. Hartman to approve the Brown County Housing Authority's Employee Handbook with the addition of an AI policy. Motion carried.

BILLS AND FINANCIAL REPORT:

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

P. Leifker reviewed the bills.

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

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

P. Leifker asked that the review of the financial report be tabled until the December meeting.

A motion was made by H. Bawyn, seconded by A. Hartman to table the financial report until the December meeting. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

8. Executive Director's Report

P. Leifker provided updates regarding the FSS grant CY 2026 and building updates.

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

A motion was made by H. Bawyn, seconded by A. Hartman to go into closed session. Motion carried.

5. Closed Session: Regarding Debt Owed to Brown County Housing Authority by Integrated Community Solutions:
    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 (Regarding Service Provider Contract Issues)**;
    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.

    A motion was made by J. Fenner, seconded by A. Hartman to go back into open session. Motion carried.

    A motion was made by J. Fenner, seconded by H. Bawyn to approve the recommendation from the closed session discussion. Motion carried.

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

Meeting adjourned at 4:18 pm.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Housing Authority office at 920-770-0450 by 4:30 p.m. the day before the meeting so that arrangements can be made.