AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, December 15th, 2025, at 3:30pm
Brown County Housing Authority Conference Room
417 S. Monroe Ave, Suite 102; Green Bay, WI 54301

PLEASE NOTE THE CHANGE IN MEETING LOCATION

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

ROLL CALL:

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

APPROVAL OF MINUTES:

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

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

COMMUNICATIONS:

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

4. Communication sent to all program participants and landlords regarding program transition.

REPORTS:

5. Report on Housing Choice Voucher Rental Assistance Program:
    A. Preliminary Applications (Total and by Municipality)
    B. Unit Count
    C. Housing Assistance Payments Expense
    D. Housing Quality Standards (HQS) Inspection
    E. Family Self-Sufficiency (FSS) Program: client count, new contracts, graduates, escrow accounts and homeownership
    F. VASH Reports: New VASH and Active VASH
    G. Fraud Investigations by Municipality

OLD BUSINESS:

NEW BUSINESS:

6. Consideration with possible action to dissolve the Brown County Housing Authority Subcommittee.

7. Consideration with possible action on the approval of the BCHA Budget for FY26.

8. Consideration with possible action on the approval of payment to Besaw Properties for the construction/renovation of the BCHA's office space.

BILLS AND FINANCIAL REPORT:

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

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

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

11. Executive Director's Report
    a. January 5th Lunch
    b. Open House Planning Discussion
    c. BCHA Office Tour

Date of next meeting: **January 19th, 2026**

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.