MINUTES
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

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

Ann Hartman – acting chair due to absence of Chair and Vice Chair

ROLL CALL:

Marissa Heim	EXCUSED	John Fenner	X
Jessica King	EXCUSED	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 November 17th, 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 November 17th meeting. Motion carried.

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

   A motion was made by J. Fenner, seconded by H. Bawyn to approve the minutes from the November Subcommittee meeting.

COMMUNICATIONS:

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

   P. Leifker provided an update to the transitional plan.

   A motion was made by J. Fenner, seconded by H. Bawyn to receive and place on file the updated transitional plan. Motion carried.

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

   P. Leifker provided an update on the communication that was sent to clients and landlords.

REPORTS:

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

      There were 391 preliminary applications for November. Most applicants were from Green Bay (44%), Allouez (16%), Other-Outside of Brown County (11%) and Ashwaubenon 98%).

   B. Unit Count

      The unit count for November was 2,723

C. Housing Assistance Payments Expense

The November HAP expense totaled $1,993,572

D. Housing Quality Standards (HQS) Inspection

There were 353 total inspections conducted in November 82% passed initial inspection, 3% passed reinspection, 7% failed, and 9% were no shows.

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

In November there were 80 participants in the program, 7 new contracts, 0 graduates, 49 active escrow accounts, and 33 homeownership clients.

F. VASH Reports: New VASH and Active VASH

In November, there was 1 new VASH client for a total of 40 VASH clients

G. Fraud Investigations by Municipality

There were 2 fraud investigations for the month of November, both of them in the City of Green Bay.

A motion was made by J. Fenner, seconded by H. Bawyn to receive and place on file the November reports. Motion carried.

OLD BUSINESS:

NEW BUSINESS:

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

   P. Leifker explained the recommendation for dissolving the Subcommittee.

   A motion was made by J. Fenner, seconded by H. Bawyn to approve dissolving the Brown County Housing Authority. Motion carried.

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

   P. Leifker reviewed the proposed BCHA budget or FY26.

   A motion was made by H. Bawyn, seconded by J. Fenne to approve the BCHA Budget for FY26. Motion carried.

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

   P. Leifker provided the invoice for the construction/renovation of the BCHA's office space.

   A motion was made by H. Bawyn, seconded by J. Fenner to approve payment to Besaw Properties. Motioned 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 J. Fenner, seconded by H. Bawyn to accept and place on file the BCHA bills. Motion carried.

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

P. Leifker reviewed the BCHA financial report

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:

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

P. Leifker provided updates regarding the BCHA office opening lunch, open house, and provided a tour of the new office space.

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

Meeting adjourned at 4:00 pm

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.