MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, January 19th, 2026, 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

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), Cassi Damys (BCHA).

APPROVAL OF MINUTES:

1. Approval of the minutes from the January 19th, 2025 meeting of the Brown County Housing Authority.

   A motion was made by J. Fenner, seconded by H. Bawyn to approve the minutes from the January 19th meeting. Motion carried.

COMMUNICATIONS:

2. Communication sent to PHA's regarding Budget Management for FY2026.

   P. Leifker reviewed a document sent to PHA's from Benjamin Hobbs at HUD. Discussion occurred.

   A motion was made by A. Hartman, seconded by J. King to receive and place on file. Motion carried

3. Update regarding ICS FY25 Audit

   P. Leifker provided an update on the 2025 ICS audit. Discussion occurred.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program

   No reports were provided for December 2025.

OLD BUSINESS:

NEW BUSINESS:

5. Consideration with possible action to amend the Brown County Housing Authority Administrative Plan regarding the process of closing the BCHA Waiting List.

   P. Leifker provided sections of the Brown County Housing Authority Administrative Plan to discuss amending the process for closing and opening the BCHA waiting list. Discussion occurred.

   A motion was made by H. Bawyn, seconded by A. Hartman to update the Administrative Plan with the agreed upon amendments. Motion carried.

6. Consideration with possible action to determine status of BCHA's HCV Waiting List.

P. Leifker provided Resolution NO. 2026-01 for a discussion of the status of the BCHA waiting list. Discussion occurred.

A motion was made by J. King, seconded by J. Fenner to have BCHA staff draft waitlist opening and closing guidelines to be reviewed at the February BCHA meeting. Motion carried.

7. Consideration with possible action to adjust the meeting time for regular BCHA meetings.

P. Lefiker shared that a request had been made by a current board member to adjust the meeting time. Discussion occurred.

A motion was made by H. Bawyn, seconded by A. Hatrman to move the regularly scheduled BCHA meetings to the 3rd Tuesday of every month at 3:00 PM. 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. Fenner, seconded by A. Hartman to accept and place on file the BCHA bills. Motion carried.

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

P. Leifker explained that an updated financial report was not available for the January meeting but would be provided in February.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

10. Executive Director's Report

P. Leifker provided an update on the first two weeks in the new office. Discussion occurred regarding the planning of an open house.

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

Meeting adjourned at 4:54 PM

Date of next meeting: **February 17th, 2026 at 3:00 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.