MINUTES
BROWN COUNTY HOUSING AUTHORITY
Tuesday, April 21st,2026, at 3:00pm
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	EXCUSED
Ann Hartman	X		

OTHERS PRESENT: Patrick Leifker (BCHA), Megan Walker (BCHA), April Clark (BCHA), Cassi Damys (BCHA), Nicole Thompson (ICS), and Nicole Ley (ICS).

A motion was made by A. Hartman, seconded by J. Fenner to move agenda item #8 before agenda item #1. Motion carried.

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 17th, 2026 meeting of the Brown County Housing Authority.

   A motion was made by J. Fenner, seconded by A. Hartman to approve the minutes from the February 17th meeting. Motion carried.

COMMUNICATIONS:

2. Communication from HUD: "Emergency Housing Voucher (EHV) Program's Service Fee Reconciliation and Closeout"

   P. Leifker explained the communication from HUD was due to the ending of the EHV program and unused funds needing to be returned to HUD.

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

REPORTS:

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

      There were 655 total applications for the month of March. The majority of applicants were from Green Bay (41%), Allouez (19%), Outside of Brown County (14%), and Ashwaubenon (9%).

   B. Unit Count

      The unit county for March was 2,691

   C. Housing Assistance Payments Expense

      The March HAP expense totaled $2,048,248

D. Housing Quality Standards (HQS) Inspection

There were 282 total inspections conducted in March. 73% passed initial inspection, 17% passed reinspection, 13% failed, and 7% were no shows.

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

In March there were 80 FSS participants, 1 new contract, 0 graduates, 53 active escrow accounts, and 32 homeownership clients.

F. VASH Reports: New VASH and Active VASH

In March there were no new VASH clients for a total of 41 VASH clients

G. Fraud Investigations by Municipality

There were 5 fraud investigations for the month of March: all in the City of Green Bay.

H. Quarterly Background Screening Denials Report

There were 0 background screening denials for Quarter one of 2026.

I. Quarterly Active Cases Breakdowns

This report was not provided

J. Quarterly End of Participation Breakdown

There were 45 total terminations in quarter one of 2026. 51% of terminations were clients voluntarily terminating, 24% were due to family obligation violations, and 18% were due to clients passing away.

K. Quarter Customer Service Satisfaction

This report was not provided

L. Quarterly Update regarding the Landlord Incentive Program

This report was not provided

OLD BUSINESS:

NEW BUSINESS:

4. Presentation regarding the Family Self Sufficiency Program.

   C. Damys provided an overview of the Family Self Sufficiency Program. Discussion occurred.

5. Consideration with possible action to approve the Utility Allowance Schedules effective July 1st, 2026.

   P. Leifker presented the revised utility allowance worksheets highlighting some of the minor changes since last year. P. Leifker explained what the utility allowance schedules are used for and why they are reviewed annually.

A motion was made by J. King, seconded by A. Hartman to approve the Utility Allowance Schedules effective July 1st, 2026. Motion carried.

6. Consideration with possible action to approve the Voucher Payment Standards effective July 1st, 2026.

   P. Leifker explained that the 2026 voucher payment standards were reviewed and approved as of January 1st, 2026, however due to the current funding situation BCHA is considering lowering the payment standard effective July 1st, 2026, as a cost savings measure. P. Leifker provided the current 2026 Fair Market Rents as well as proposed payment standards at 110% and 105% of the Fair Market Rents. Discussion occurred.

   A motion was made by J. King, seconded by A. Hartman to approve the decrease of the BCHA voucher payment standards to 110% of Fair Market Rent. Motion carried.

7. Closed Session: BCHA Organizational Discussion
   a. Open Session: **Motion** and **Record Vote** pursuant to Wis. Stats. Sec 19.85(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.**
   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 required a closed session; 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. King, seconded by A. Hartman to table BCHA Organizational Discussion until the meeting on May 19th, 2026. Motion carried.

8. Closed Session: BCHA Contract with Integrated Community Solutions
   a. Open Session: **Motion** and **Record Vote** pursuant to Wis. Stats. Sec 19.85(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.**
   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 required a closed session; 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 J. King to enter into closed session. Motion carried.

   A motion was made by J. King, seconded by J. Fenner to reconvene into open session. Motion 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. King, seconded by J. Fenner 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 financial report.

    A motion was made by A. Hartman, seconded by J. Fenner to accept and place on file the BCHA financial report.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

11. Executive Director's Report

    P. Leifker provided an update on the staffing of BCHA. P. Leifker also provided an update regarding the steps that BCHA is taking in an attempt to avoid shortfall. P. Leifker recognized Ann Hartman and her years of service to the Brown County Housing Authority.

Date of next meeting: **May 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.