MINUTES
BROWN COUNTY HOUSING AUTHORITY
Tuesday, February 17th, 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

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

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 (BCHA), Cassi Damys (BCHA).

APPROVAL OF MINUTES:

1. Approval of the minutes from the January 19th, 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 January 19th meeting. Motion carried.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:

   No reports were provided for February 2026.

OLD BUSINESS:

3. 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 options for the amended Administrative Plan. Discussion occurred.

   A motion was made by H. Bawyn, seconded by J. King to reject the amended Administrative Plan options. Motion carried.

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

   P. Leifker reminded the board of last months conversation and provided program statistics. Discussion occurred.

   A motion was made by H. Bawyn, seconded by J. King to close the BCHA waiting list as of end of business on March 16th, 2026. Motion carried.

NEW BUSINESS:

5. Consideration with possible action to review and amend the Brown County Housing Authority By-Laws.

P. Leifker provided copies of the Brown County Housing Authority By-Laws with suggested revisions. Discussion occurred.

A motion was made by H. Bawyn, seconded by A. Hartman to approve the amended Brown County Housing Authority By-Laws. Motion carried.

6. Consideration with possible action on Resolution No. 2026-01 certifying the Brown County Housing Authority's Annual Section Eight Management Assessment Program (SEMAP) submission for the fiscal year ending December 31st, 2025.

   P. Leifker provided the 2025 SEMAP projection numbers and Resolution No. 2026-01. Discussion occurred.

   A motion was made by J. King, seconded by H. Bawyn to approve the SEMAP projections and certify Resolution No 2026-01. Motion carried.

7. Consideration with possible action to revise the Brown County Housing Authority Employee Handbook.

   P. Leifker provided updates to the Brown County Housing Authority Employee Handbook. Discussion occurred.

   A motion was made by J. King, seconded by A. Hartman to approve the revised Brown County Housing Authority Employee Handbook. 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 H. Bawyn, seconded by J. King 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 a financial report was not being presented due to getting the new software updated. Report will be provided at the March meeting.

   A motion was made by H. Bawyn, seconded by A. Hartman to table the financial report until the March 2026 meeting. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

10. Executive Director's Report

    P. Leifker provided hiring updates.

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

    Meeting adjourned at 4:13 pm

Date of next meeting: **March 17th, 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.