MINUTES
BROWN COUNTY HOUSING AUTHORITY
Tuesday, May 19th, 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, and Heather Bawyn

ROLL CALL:

Marissa Heim	X	John Fenner	X
Jessica King	X	Heather Bawyn	X

OTHERS PRESENT: Patrick Leifker (BCHA), Megan Walker (BCHA), April Clark (BCHA)

APPROVAL OF MINUTES:

1. Approval of the minutes from the April 21st, 2026, meeting of the Brown County Housing Authority.

   A was made by J. King, seconded by J. Fenner to approve the minutes from the April 21st meeting. Motion carried.

COMMUNICATIONS:

REPORTS:

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

      There were 275 total applications for the month of April. The majority of the applicants were from Green Bay (41%), Allouez (30%), and outside of Brown County (10%).

   B. Unit Count

      The unit count for April was 2,705

   C. Housing Assistance Payments Expense

      The April HAP expense totaled $2,075,905

   D. Housing Quality Standards (HQS) Inspection

      There were 249 total inspections conducted in April. 67% passed initial inspection, 13% passed reinspection, 13% failed, and 7% were no shows.

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

   F.

      In April there were 76 FSS participants, 0 new contracts, 0 graduates, 57 active escrow accounts, and 32 homeowners.

   G. VASH Reports: New VASH and Active VASH

      In April there was 1 new VASH client for a total of 41 VASH clients

H. Fraud Investigations by Municipality

There were 4 fraud investigations for the month of April: 2 in Green Bay and 2 in De Pere.

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

OLD BUSINESS:

3. 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. Fenner, seconded by J. King to enter into closed session. Motion carried.

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

NEW BUSINESS:

4. Consideration with possible action to revise the Significant Amendment Policy of the Brown County Housing Authority.

   P. Leifker explained the requirement of a Significant Amendment policy and provided a revised version for review. Discussion occurred.

   A motion was made by H. Bawyn, seconded by J. King to approve the revisions. Motion carried.

5. Discussion regarding policy to determine how to terminate HAP Contracts should funding require BCHA to do so. Discussion occurred.

   P. Leifker explained the need to review the BCHA Administrative Plan to determine how to terminate HAP contracts if needed due to funding shortages. Discussion occurred.

   No motion was made. BCHA staff will conduct further research into options and discuss in a future meeting.

BILLS AND FINANCIAL REPORT:

6. 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.

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

P. Leifker reviewed the financial report.

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

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

8. Executive Director's Report
   P. Leifker provided an update on staffing stating on boarding of a fee accountant and that one staff member is currently on maternity leave. P. Leifker requested the reschedule of the July meeting from July 14th to July 21st. P. Leifker also gave an update on the open BCHA Board of Directors vacancy and stated that the appointment of a new board member was going before the Brown County Board of Supervisors.

A motion was made by J. Fenner, seconded by H. Bawyn to adjourn the meeting. Motion carried. Meeting adjourned at 4:20 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.