MINUTES
BROWN COUNTY HOUSING AUTHORITY
Tuesday, June 16th, 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, Heather Bawyn and Stacey Von Busch

ROLL CALL:

Marissa Heim	X	John Fenner	X
Jessica King	X	Heather Bawyn	X
Stacey Von Busch	X		

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

APPROVAL OF MINUTES:

1. Approval of the minutes from the May 19th, 2026 meeting of the Brown County Housing Authority.

   A motion was made by H. Bawyn, seconded by J. Fenner to approve the minutes from the May 19th, 2026 meeting. Motion carried.

COMMUNICATIONS:

2. Appointment of Stacey Von Busch to the Brown County Housing Authority Board of Commissioners

   P. Leifker provided a statement from Brown County Executive Troy Streckenbach confirming the appointment of Stacey Von Busch to the Brown County Housing Authority Board.

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

3. WI186 FY25 Section Eight Management Assessment Program Final Letter.

   P. Leifker provided the Section Eight Management Assessment Program Final Score Letter from HUD and discussed that the Brown County Housing Authority was rated as a high performing agency with a score of 97.

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

REPORTS:

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

      There were 297 total applications for the month of May. The majority of the applicants were from Green Bay (38%), outside of Brown County (18%), and Bellevue (11%).

   B. Unit Count

      The unit count for May was 2,693

C. Housing Assistance Payments Expense

The May HAP expense totaled $2,083,845

D. Housing Quality Standards (HQS) Inspection

There were 369 total inspections conducted in May. 74% passed initial inspection, 9% passed reinspection, 11% failed, and 6% were no shows.

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

In May there were 77 FSS participants, 3 new contracts, 0 graduates, 64 active escrow accounts, and 32 homeowners.

F. VASH Reports: New VASH and Active VASH

In May there was 2 new VASH clients for a total of 42 VASH clients

G. Fraud Investigations by Municipality

There were 6 fraud investigations for the month of May: 4 in Green Bay and 2 in De Pere.

OLD BUSINESS:

5. 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 H. Bawyn to reconvene into open session. Motion carried.

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

   P. Leifker provided information on terminating HAP contracts and provided alternative policy options. Discussion occurred. Significant amendment will be published for comment. No voting occurred.

NEW BUSINESS:

7. Discussion regarding FY26 Funding Notice and BCHA Actions to Prevent Shortfall

   P. Leifker reviewed the HUD funding notice and the BCHA Action Steps to Avoid Shortfall documents. Discussion occurred. No voting occurred.

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. King, seconded by H. Bawyn to accept and place on file the BCHA bills. Motion carried.

9. 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. King to accept and place on file the BCHA financial report.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

10. Executive Director's Report

    P. Leifker provided an updated on staffing. P. Leifker provided a reminder on the July meeting date change. P. Leifker provided an update on the FY2025 audit stating that discussion is beginning to happen with the accounting firm.

A motion was made by J. Fenner, seconded by J. King to adjourn the meeting. Motion carried. Meeting adjourned at 4:06 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.