MINUTES
BROWN COUNTY HOUSING AUTHORITY
Tuesday, July 14th, 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	EXCUSED	John Fenner	X
Jessica King	X	Heather Bawyn	X
Stacey Von Busch	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 June 16th, 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 June 16th, 2026 meeting. Motion carried.

COMMUNICATIONS:

2. Award of HUD – VASH Vouchers effective August 1st, 2026

   P. Leifker provided communication from HUD regarding additional HUD – VASH Vouchers that was awarded to BCHA on August 1st, 2026. Discussion occurred.

   Communication was received and placed on file.

3. Notification of Confirmation of Shortfall

   P. Leifker provided communication from HUD confirming that BCHA is confirmed to be projecting a HAP shortfall for calendar year 2026. P. Leifker explained steps that are currently being taken by staff and HUD. Discussion occurred.

   Communication was received and placed on file.

REPORTS:

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

      There were 389 applications in total for the month of June. The majority of the applicants were from Green Bay (44%), Outside of Brown County (22%), and Allouez (13%).

   B. Unit Count

      The unit count for June was 2,683.

   C. Housing Assistance Payments Expense

      The June HAP expenses totaled $2,074,668

D. Housing Quality Standards (HQS) Inspection

There were 305 total inspections conducted in June. 73% passed initial inspection, 40% passed reinspection, 6% failed, and 8% were no shows.

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

In June there were 80 FSS participants, 3 new contracts, 2 graduates, 63 active escrow accounts, and 32 homeowners.

F. VASH Reports: New VASH and Active VASH

In June there were 0 new VASH clients for a total of 42 VASH clients.

G. Fraud Investigations by Municipality

There were 4 fraud investigations for the month of June, all 4 in Green Bay.

H. Quarterly Background Screening Denials Report

This report was not provided.

I. Quarterly Active Cases Breakdowns

As of June 30th, 49% of households had a head of household that was not disabled, 51% had a household that was disabled, 57% of households had a head of household that is under the age of 62, 43% had a head of household over the age of 62, 94% of households had income, 6% did not have income.

J. Quarterly End of Participation Breakdown

There were 50 total program terminations in Quarter 2 of 2026. 40% were due to policy violation, 30% were voluntary terminations, and 18% were due to a deceased head of household.

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 S. Von Busch, seconded by J. Fenner to enter into closed session. Motion carried.

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

NEW BUSINESS:

6. Discussion regarding Landlord Survey conducted by BCHA

   M. Walker presented the results of a landlord survey that the BCHA conducted. Discussion occurred.

   Presentation was received and placed on file.

7. Consideration with possible action to review the Minimum Rent established by the Brown County Housing Authority.

   P. Leifer provided pages from the BCHA Administration Plan regarding the Minimum Rent with the request to change the minimum rent from $0 to $50. Discussion occurred.

   A motion was made by H. Bawyn, seconded by S. Von Busch to approve the increase of the minimum rent to $50. J. Fenner abstained. Motion carried.

BILLS AND FINANCIAL REPORT:

8. Consideration with possible action on acceptance of BCHA bills.

   Due to the date of the meeting being moved, bills were not prepared prior to meeting and were not presented. Bills will be presented for approval at August meeting.

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

   P. Leifker presented the BCHA financial report.

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

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

10. Executive Director's Report

    No updates were provided.

A motion was made by J. Fenner, seconded by S. Von Busch to adjourn the meeting. Motion carried. Meeting adjourned at 4:00 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.