MINUTES
BROWN COUNTY HOUSING AUTHORITY
Tuesday, August 18th, 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), Cassi Damys (BCHA), Nicole Ley (ICS), Nicole Thompson (ICS), Matt Jakups (Bank of Luxemburg), Whitney Banker (Bank of Luxemburg)

APPROVAL OF MINUTES:

1. Approval of the minutes from the July 14th, 2026 meeting of the Brown County Housing Authority.

   A motion was made by J. Fenner, seconded by J. King to approve the minutes of the July 14th, 2026 meeting. Motion carried.

2. Approval of the minutes from the special meeting of the Brown County Housing Authority on July 27th, 2026.

   S. Von Busch called attention to an error on the July 27th, 2026 special meeting minutes stating she was excused and not present at the meeting. Staff noted amendment.

   A motion was made by S. Von Busch, seconded by H. Bawyn to approve the amended minutes of the July 27th special meeting. Motion carried.

COMMUNICATIONS:

3. Work & Dignity Coalition

   P. Leifker shared that the BCHA has signed up to be a part of HUD's Work and Dignity Coalition. The coalition was created to advance the principles of work, opportunity, and self-sufficiency for assisted households.

REPORTS:

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

      There were 283 applications in total for the month of July. The majority of applications were from Green Bay (41%), Allouez (26%), Bellevue (10%), and Outside of Brown County (10%)

   B. Unit Count

      The unit count for July was 2,664.

   C. Housing Assistance Payments Expense

The July HAP expenses totaled $2,064,354.

D. Housing Quality Standards (HQS) Inspection

There were 273 total inspections conducted in July. 78% passed initial inspection6% passed reinspection, 5% failed, and 11% were no shows.

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

In July there were 77 FSS participants, 2 new contracts, 2 graduates, 60 active escrow accounts, and 32 homeowners.

F. VASH Reports: New VASH and Active VASH

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

G. Fraud Investigations by Municipality

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

P. Leifker made a recommendation to amend the agenda. Recommended order would be item #7, #6, #5 and then 8-11 in order.

A motion was made by H. Bawyn, seconded by J. King to amend the agenda and move items #7 5 and 6. Motion carried.

OLD BUSINESS:

7. Consideration with possible action to change financial institutions from Nicolet Bank to Bank of Luxemburg.

Matt Jakups and Whitney Banker provided comparisons of BCHA current bank accounts to show potential cost savings and interest if accounts were moved from Nicolet Bank to Bank of Luxemburg. Discussion occurred around the timing for the change, will determine the effective date and work with Bank of Luxemburg to ensure smooth transition.

A motion was made by J. Fenner, seconded by H. Bawyn to change financial institutions from Nicolet Bank to Bank of Luxemburg. M. Heim abstained. Motion carried.

6. 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. Fenner, seconded by J. King to reconvene into open session. Motion carried.

5. Closed Session: BCHA Organizational Discussion
   d. 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.**
   e. 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
   f. 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 S. Von Busch to reconvene into open session. Motion carried.

J. Fenner requested a vote to rescind the approval made at the July 27th, 2026 special meeting.

A motion was made by J. Fenner, seconded by S. Von Busch to rescind the approval of the subrecipient agreement originally approved on July 27th, 2026. Motion carried.

NEW BUSINESS:

5. Consideration with possible action to amend the BCHA Administrative Plan regarding the HAP Contract termination due to insufficient funding policy.

P. Leifker provided information regarding the possible change to the BCHA Administrative Plan. Written comments from the public hearing were shared.

A motion was made by H. Bawyn, seconded by J. King to approve the amendment to the BCHA Administrative Plan regarding the HAP Contract termination due to insufficient funding policy. J. Fenner abstained. Motion carried.

BILLS AND FINANCIAL REPORT:

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

P. Leifker presented the BCHA bills.

A motion was made by H. Bawyn, seconded by J. King to accept the BCHA bills. Motion carried.

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

P. Leifker presented the BCHA financial report.

A motion was made by H. Bawyn, seconded by S. Von Busch to accept the BCHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

8. Executive Director's Report

a. September BCHA Meeting

P. Leifker suggested a reschedule of the September meeting. Meeting date changed from September 15th, 2026 to September 22nd, 2026.

Date of next meeting: **September 22nd, 2026**

A motion was made by H. Bawyn, seconded by J. Fenner to adjourn the meeting. Motion carried. Meeting adjourned at 4:27 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.