MINUTES
BROWN COUNTY HOUSING AUTHORITY
Tuesday, September 22nd, 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)

APPROVAL OF MINUTES:

1. Approval of the minutes from the August 18th, 2026 meeting of the Brown County Housing Authority.

   A motion was made by H. Bawyn, seconded by J. King to approve the minutes of the August 18th, 2026, meeting. Motion carried.

COMMUNICATIONS:

REPORTS:

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

      There were 350 applications in total for the month of August. The majority of applications were from Green Bay (42%), Outside of Brown County (16%), and Allouez (15%)

   B. Unit Count

      The unit count for August was 2,636

   C. Housing Assistance Payments Expense

      The August HAP expenses totaled $2,030,614.

   D. Housing Quality Standards (HQS) Inspection

      There were 252 total inspections conducted in August. 66% passed initial inspection, 13% passed reinspection, 8% failed, and 13% were no shows.

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

      In August there were 78 FSS participants, 1 new contract, 1 graduate, 55 active escrow accounts, and 32 homeowners.

F. VASH Reports: New VASH and Active VASH

In August there was 1 new VASH client for a total of 42 clients.

G. Fraud Investigations by Municipality

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

OLD BUSINESS:

NEW BUSINESS:

3. Consideration with possible action on the approval of the FY25 Audited Financial Statements

   P. Leifker provided an update on the completion of the audited financial statements.

   A motion was made by J. Fenner, seconded by S. Von Busch to table the discussion until the financial statements have been provided. Motion carried.

4. Consideration with possible action to amend the BCHA Administrative Plan regarding the required updates as it relates to HOTMA.

   A. Clark shared upcoming updates to the BCHA Administrative Plan related to HOTMA. Discussion occurred.

   A motion was made by J. Fenner, seconded by J. King to approve the updates to the Administrative Plan. Motion carried.

5. Consideration with possible action to approve the FY27 Annual Plan for the Brown County Housing Authority

   P. Leifker provided updates for the FY27 Annual Plan. Discussion occurred.

   A motion was made by H. Bawyn, seconded by S. Von Busch to approve the FY27 Annual Plan. 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 BHA financial report.

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

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

8. Executive Director's Report

   P. Leifker provided the following updates:

   - The FSS grant is available for 2027 and will open for application mid-October
   - HUD published the updated Fair Market Rents, those will be reviewed and Voucher Payment Standards will be presented in October.
   - The 2027 BCHA budget will come before the board in November
   - There is currently an open position for Customer Service Representative

- We should know by November if we will be getting shortfall funding from HUD. We continue to meet with the HUD Shortfall Team monthly.

Date of next meeting: **October 20th, 2026**

A motion was made by H. Bawyn, seconded by J. King to adjourn the meeting. Motion carried. Meeting adjourned at 3:50 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.