

**BOARD OF SUPERVISORS**

*Brown County*

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**"PUBLIC NOTICE OF MEETING"**

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held**

**THE WEEK OF  
May 21 – 25, 2018**

<b>*3:30 pm</b>	<b>Housing Authority</b>	<b><u>MONDAY, MAY 21, 2018</u></b>	<b>Room 310, City Hall 100 N. Jefferson Street</b>
		<b><u>TUESDAY, MAY 22, 2018</u> (No Meetings)</b>	
		<b><u>WEDNESDAY, MAY 23, 2018</u> (No Meetings)</b>	
<b>*8:30 am</b>	<b>Aging &amp; Disability Resource Center Board of Directors</b>	<b><u>THURSDAY, MAY 24, 2018</u></b>	<b>ADRC 300 S. Adams Street</b>
		<b><u>FRIDAY, MAY 25, 2018</u> (No Meetings)</b>	

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

**AGENDA**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, May 21, 2018, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 310**  
**Green Bay, WI 54301**

**MEMBERS:** Vacant – Chair, Corday Goddard – Vice-Chair, Tom Diedrick, Ann Hartman, Sup. Andy Nicholson and John Fenner

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the April 16, 2018, meeting of the Brown County Housing Authority.

**ELECTION OF CHAIR, AND IF NECESSARY, VICE-CHAIR OF BCHA:**

**COMMUNICATIONS:**

2. Communication from Corporation Counsel regarding last month's BCHA referrals.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications
  - B. Unit Count
  - C. Housing Assistance Payments Expenses
  - D. Housing Quality Standard Inspection Compliance
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
  - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
  - G. VASH Reports (new VASH and active VASH)
  - H. Langan Investigations Criminal Background Screening and Fraud Investigations
4. Report on data regarding use of Brown County homeless and housing services.
5. Report from Sup. Andy Nicholson regarding the special Advisory Committee to investigate the impact of proposed changes in Chapter 17.

**OLD BUSINESS:**

6. Consideration with possible action on approval to changes to Chapter 17 (Project Based Vouchers) of the Administrative Plan.
7. Consideration with possible action on Request for Proposals for Public Service Funds from the BCHA.

**NEW BUSINESS:**

8. Consideration with possible action on approval of Passbook Savings Rate.
9. Consideration with possible action on opportunity for Family Unification Program Vouchers and Mainstream Vouchers.

**BILLS AND FINANCIAL REPORT:**

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

11. Consideration with possible action on acceptance of the BCHA financial report.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

12. Conflict of Interest Waiver.

13. Date of next meeting: June 18, 2017.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at (920) 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made.

**AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY  
BOARD OF DIRECTOR'S MEETING  
300 S. Adams St.  
Green Bay, WI 54301**

**Thursday, May 24, 2018 8:30 a.m.**

**AGENDA**

<b>Time</b>	<b>Agenda Item</b>	<b>Handout</b>	<b>Action Required</b>
8:30	1. Pledge of Allegiance		
8:32	2. Introductions		
8:35	3. Adoption of Agenda	Yes	Yes
8:37	4. Approval of the minutes of regular meeting of April 26, 2018	Yes	Yes
8:40	5. Comments from the public <ul style="list-style-type: none"> <li>• Must be limited to items not on the agenda</li> <li>• State name and address for the record</li> <li>• Comments will be limited to five minutes</li> <li>• The Board's role is to listen and not discuss comments or take action on those comments at this meeting</li> </ul>		
8:42	6. Finance Report <ul style="list-style-type: none"> <li>a. Review and approval of April 2018 Finance Report</li> <li>b. Review Restricted Donations</li> </ul>	Yes Yes	Yes
9:00	7. Directors Report <ul style="list-style-type: none"> <li>a. Grounded Café-Sales Goals and Projections</li> <li>b. ADRC Employees as Volunteers Policy</li> <li>c. Denmark and Pulaski Updates</li> <li>d. Aging Plan Progress</li> <li>e. BACC Summit Report</li> </ul>	Yes Yes Yes	Yes Yes
9:45	8. Staff Report: Sheri Mealy-Dementia Care Specialist		
10:15	9. Legislative Updates		
10:22	10. Announcements		
10:25	11. Next Meeting – July 12, 2018 Budget Meeting Executive Committee Meeting June 28 <sup>th</sup> and Finance 101		
10:30	12. Adjourn		Yes




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Larry Epstein, Chairperson  
Aging & Disability Resource Center of Brown County

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda. Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: *"Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"*



# MAY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2 Public Safety 11:30 am Administration 6:15 pm	3	4	5
	6 Executive Cmte 5:30 pm	7	8	9 Criminal Justice Coordinating Board 8:00 am	11	12
13 	14	15 Veterans Rec. Subcmte 4:30 pm	16 Mental Health Ad Hoc 12:00 pm <b>Board of Supervisors 7:00 pm</b>	17	18	19 
20	21 <del>Land Con 6 pm</del> <del>PD&amp;I 6:15 pm</del> *Rescheduled To June 4	22	23	24	25	26
27	28 	29	30 Human Services 6pm	31 Ed & Rec 5:30pm		

## BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center (March 22, 2018)
- Housing Authority (April 23, 2018)
- Neville Public Museum Governing Board (May 14, 2018)

**To obtain a copy of Committee minutes:**

[http://www.co.brown.wi.us/minutes\\_and\\_agendas/](http://www.co.brown.wi.us/minutes_and_agendas/)

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING**

**March 22, 2018**

**PRESENT:** Patricia Finder-Stone, Bev Bartlett, Melanie Maczka, Deborah Lundberg, Mary Johnson, Linda Mamrosh, Corrie Campbell, Arlie Doxtater

**EXCUSED:** Larry Epstein, Randy Johnson, Amy Payne, Mary Derginer, Tom Smith, Sam Warpinski

**ABSENT:**

**ALSO PRESENT:** Laurie Ropson, Devon Christianson, Kristin Willems, Mary Schlautman, Denise Misovec, Jennifer Hallam-Nelson, Eric Larson

The meeting was called to order by Vice-Chairperson Finder-Stone at 8:32 a.m.

**PLEDGE OF ALLEGIANCE:**

**INTRODUCTIONS:**

**ADOPTIONS OF AGENDA:**

Ms. Lundberg/Supervisor Campbell moved to adopt the amended agenda. **MOTION CARRIED.**

**APPROVAL OF MINUTES OF REGULAR MEETING OF FEBRUARY 22, 2018:**

Supervisor Campbell/Ms. Lundberg moved to approve the minutes for the February 22, 2018 Meeting. **MOTION CARRIED.**

**COMMENTS FROM THE PUBLIC:** None

**FINANCE REPORT:**

**REVIEW AND APPROVAL OF DECEMBER 2017 FINANCE REPORT:**

Ms. Bowers referred to the December, 2017 Financial Highlights and ADRC Summary Report to demonstrate the preliminary expenses and revenues for December, 2017. Ms. Bowers referred to and explained accounting processes at year's end when the books are closed. Ms. Bowers also highlighted restricted revenue and expenses for December 2017.

Supervisor Campbell acknowledged the donation from the Kirkoff family.

Ms. Johnson/Ms. Lundberg moved to approve December, 2017 Financial Highlights, ADRC Summary and Restricted Revenue and Expense Reports. **MOTION CARRIED.**

**REVIEW AND APPROVAL OF NET ASSET REPORT FOR 2017:**

Ms. Bowers reviewed the net asset report for 2017. Ms. Bowers also explained the management team has been reviewing priorities for 2018 and 2019 and is recommending that additions be made to net assets to cover additional costs for engineering and market increases in labor and materials from prior, dated estimates for replacement of the roof and HVAC at Home-Bound Meal Site at 331 S. Adams St. and 300 S. Adams St Locations. Ms. Christianson explained that engineering expertise is required for the ADRC to finish the project properly. The handout presented outlines the category of net assets and where the additions will be made.

Supervisor Campbell/Ms. Maczka moved to approve the Net Asset Report and requested designations as presented for 2017. **MOTION CARRIED.**

Ms. Bowers shared that in August the auditors recommended a change to the Net Asset Plan Policy to move the designation range for working capital from 20-25% to 25 to 30%. It was suggested to have 3 to 6 months of working capital available due to the potential, at times, for larger funding sources to change or delay payouts to the ADRC. Ms. Christianson explained that in 2013, the policy was created and within the policy it is recommend review of the working capital percentages available to the ADRC every 3-5 years. An update to the policy is warranted.

Supervisor Campbell/Ms. Lundberg moved to amend the Net Asset Plan Policy to change the unrestricted unassigned working capital designation targets from 20 to 25% to 25-30%. **MOTION CARRIED.**

**COORDINATOR REPORT: MARY SCHLAUTMAN I&A, CAREGIVER, IN-HOME WORKER:**

Ms. Schlautman reviewed the Information & Assistance positions and provided staff updates. Ms. Schlautman shared out of 200 nursing home referrals in 2017, 126 of them were moved into the family care program. Enrollments to family care are declining as the wait list has stabilized, however staff continues to work on enrollment change requests. Ms. Schlautman shared that as of July 2018, the waitlist will end as anyone on the waitlist will be able enroll in family care when they are ready. Currently I&A staff have a renewed focus on providing options counseling to customers. Ms. Schlautman then shared a customer success story highlighting the breadth of agency services and the collaboration between ADRC departments.

**DIRECTORS REPORT:**

**A. AGING SELF-ASSESSMENT APPROVAL:**

Ms. Christianson referred to the Aging Self-Assessment. She explained that GWAAR requires this annual assessment of progress and performance on set goals from 2017. Ms. Christianson shared that the ADRC is on track for most goals.

- The ADRC was not able to find 10 farmers market volunteers but instead partnered with LIVE 54218 and hired a temp out-reach worker that worked at meal sites to educate people on farmer's market vouchers and the "Double Your Bucks" program.
- A partnership with The Farmery to obtain fresh greens for the ADRC was a goal, but the Farmery was not quite ready to make their items available to the ADRC. ADRC will continue to focus on collaboration with them in the future.
- Powerful Tools for Caregivers for Adult Children with Healthcare needs was launched in 2017.
- There was a goal to hold an event for grandparents raising grandchildren that was delayed and rescheduled for September 2018. The ADRC did have a student volunteer that assisted the ADRC in completing resources on this topic and informational items that are currently being provided to customers.
- The follow up tracking system for customers that received memory screen was not ideal but now has been updated for 2018.
- One major highlight was working with Curative Connections to increase rides to customers in rural areas by 1% in 2017. In 2017 there was a 31% increase in rides to customers in the rural communities.
- An ongoing goal for a couple of years has been to secure an electronic referral form on the ADRC website. This has been difficult but Brown County is purchasing a forms module software package and ADRC is confident that will become a reality in 2018.

The Board of Directors congratulated the ADRC on the many successes and meeting ambitious goals in 2017.

Supervisor Campbell/Ms. Lundberg moved to approve the Aging Self-Assessment. **MOTION CARRIED.**

**B. STATE DIRECTORS MEETING: LONG PATH AND REALLOCATION (CARRYOVER):**

Ms. Christianson explained that the ADRC provides grants each year to the Office of the Blind and Visually Impaired to ensure customers can be served locally and is used to purchase items for some customers. Ms. Christianson shared with the board a letter the ADRC received from the Office of the Blind and Visually Impaired thanking the ADRC for 87 items they were able to purchase for local customers in need of these items last year.

Ms. Christianson referred to and explained the State Organizational Chart PowerPoint received from Carrie Molke who is the Head of the Bureau on Aging and Disability Resources (BADR).

Ms. Christianson explained that Ms. Molke wanted to share with her the upcoming state initiatives that will be priority for BADR so that they may be considered by the ADRC when creating the next 3 year aging plan. Ms. Christianson shared the state vision and mission. Ms. Christianson also shared the state's 4 strategic pillars/priorities; to provide public health leadership, to strengthen key partnerships, to promote informed decisions and to assure a strong workforce and business practices. Ms. Christianson said the state is looking at dementia system redesign, while the ADRC is focusing on this at the ground level. The State will also be focusing on a healthy Wisconsin which includes the topics of physical activity, alcohol and opioids. Ms. Christianson shared that the ADRC has also been challenged when making decisions to be thinking of the "Long Path" and not to think about the next 3 years, but the next 10 or 20 years. It is important to be thinking of how the next generations will be impacted by the decisions that are made. Ms. Christianson also shared that the state will be working to create a surveillance framework in order to be able to track and measure performance. Ms. Christianson explained the state will also be increasing the quality management systems and would like to be accredited as a health department nationwide.

**C. UPDATES ON BADGER TERRACE, DENMARK & PULASKI:**



Ms. Christianson shared that the pilot project in Denmark to move the meal site to Our Savior Church began on Wednesday. There were 80 participants for the first lunch. There was less enthusiasm at the end of the meal, as when asked, only a small number of guests said they were likely to return for a routine lunch program.

Ms. Christianson met with Badger Terrace and shared their intention is to give the ADRC 60 day notice to discontinue the congregate meal site. Ms. Christianson shared once received, there is a process of notifying GWAAR of the closure, there will be public input sessions and outreach to those affected by the changes to offer recourses.

Ms. Christianson shared there was a public meeting in the Pulaski Senior Center. There were many people in attendance. Ms. Christianson shared that there is the PACE program in Pulaski that organizes many events in the area. Members from PACE did attend an ADRC tour. Ms. Christianson explained that as with Denmark, Pulaski has very little participation in the congregate meals and the ADRC, including board members, are holding community conversations to explore all of the options. The next meeting is scheduled on April 11<sup>th</sup>, 2018. Ms. Christianson will continue to provide updates to the board as they are available. Ms. Bartlett explained her experience at the Pulaski meeting as well. She feels optimistic that the task force that has been created will be instrumental in problem solving and decision communication to the Pulaski Community.

#### **D. ADRC ATRIUM/HVAC PROJECT:**

Ms. Christianson shared that in 2018 it is a priority to update the HVAC system. Assets are set aside in anticipation of this project. The ADRC has received the engineering proposal, although no proposals have been requested or received for this work. Ms. Christianson asked for approval from the Board to begin the bid process for this project.

Ms. Maczka/Ms. Lundberg moved to approve moving forward with ADRC Atrium & HVAC system bid process. **MOTION CARRIED.**

#### **LEGISLATIVE UPDATES:**

Ms. Christianson explained that the ADRC is waiting to hear federally about the status of the Nursing Home Relocation legislation.

#### **ANNOUNCEMENTS:**

Ms. Christianson explained there is an opportunity for the ADRC to partner with "foundations". They have been doing innovative work with grants that provide supervision to counseling residents in training to be located in under-served locations in the community rather than in a clinic setting. The ADRC and foundations are currently writing a grant to have a resident in training to be located at the ADRC as a resource to Information and Assistance Staff for caregivers of older adults who could meet with a counselor one on one. Also, the ADRC in collaboration with foundations will be holding on an 8 week workshop on mindfulness.

Ms. Bartlett shared that the caregiver coalition is having an event for caregivers on May 4<sup>th</sup>, 2018. It will be held at the Ashwaubenon Community Center. It will include a healing power of music program, a mindfulness program and a program on understanding and selecting home care will be the educational portion of the program. Details are listed on page 10 of the ADRC Magazine.

Ms. Bartlett also shared that the Down-syndrome and Alzheimer's sub-committee is holding a program at Aspiro for the caregivers of people with Down syndrome that have Alzheimer's.

**NEXT MEETING – ADRC- 300 S. Adams St. April 26, 2018 at 8:30 AM.**

#### **ADJOURN:**

Supervisor Campbell/Ms. Johnson moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:20 a.m.

Respectfully Submitted,  
Kristin Willems,  
Administrative Specialist

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, April 23, 2018, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 310**  
**Green Bay, WI 54301**

**MEMBERS:** Corday Goddard – Interim Chair, Sup. Andy Nicholson, Ann Hartman and John Fenner

**EXCUSED:** Tom Diedrick

**MEMBERS:** Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Pat Leifker, Jayme Valentine and David Pietenpol

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the March 19, 2018, meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson, seconded by A. Hartman to approve the minutes from the March 19, 2018, meeting of the Brown County Housing Authority. Motion carried.

**COMMUNICATIONS:**

2. Letter dated March 23, 2018, from Greater Green Bay Habitat for Humanity.

R. Hallet explained the letter is a “Thank You” letter regarding the contribution the BCHA has made to them for their Western Avenue project.

A motion was made by A. Nicholson, seconded by A. Hartman to receive and place on file a letter dated March 23, 2018, from Greater Green Bay Habitat for Humanity. Motion carried.

3. Letter dated April 12, 2018, from HUD regarding award of two additional VASH Vouchers.

R. Hallet explained that this letter is awarding BCHA an additional two VASH Vouchers which were requested in September 2017. BCHA is now up to 33 VASH Vouchers.

A motion was made by A. Nicholson, seconded by J. Fenner to receive and place on file a letter dated April 12, 2018, from HUD regarding the awarding of two additional VASH Vouchers. Motion carried.

4. Communication from Sup/Chair Andy Nicholson to “Establish a special Advisory Committee to investigate the impact of proposed changes in Chapter 17.”

A Nicholson stated he would like to ask other Brown County Supervisors and City Alderpersons for feedback. R. Hallet stated that this is a good idea; however, her one concern is that EPH has been waiting for some action on this issue. A. Nicholson said he would act on this promptly.

R. Hallet also indicated that T. Diedrick requested by email to be on this sub-committee.

A motion was made by J. Fenner, seconded by A. Hartman to place approval of the proposed changes in Chapter 17 on the May, 21, 2018 BCHA meeting. Motion carried.

R. Hallet asked that items 5 and 6 be discussed together.

A motion was made by A. Nicholson, seconded by A. Hartman to discuss items 5 and 6 together. Motion carried.

5. Communication from Sup/Chair Andy Nicholson to "Refer the possibility of changing Chapter 17 to Corp Council to review legalities of a program/Facility/organization prioritizes specific clients to their own waiting list."
6. Communication from Sup/Chair Andy Nicholson to "Refer to Corp Council to define that is a separating waiting list or not if Chapter 17 is changed."

R. Hallet referred Authority members to their meeting packets. Included was the section of the Administration Plan that refers to this, as well as the Code of Federal Regulations regarding HUD's regulations on this issue. She explained her reasoning why a referral to Corporation Council is unnecessary. She went into detail regarding the adoption of the BCHA Administration Plan using a model from Nan McKay and Associates, nation-wide housing experts who interpret Federal Regulations; therefore, if they have it as an option in their model Administrative Plan it is permissible. She then went through the Federal Regulations, pointing out HUD's regulation for Project Based Voucher waiting lists. These documents confirm the legality of these issues; therefore, there is no need to send this to Corporation Council.

A. Nicholson stated that he disagrees and wants to make sure that the BCHA is "doing it right". He feels this information should be passed on to Corporation Council Hemery and put it on the agenda for next month. He then stated that he has already spoken to Corporation Council Hemery and that he would take a look at it.

A motion was made by A. Nicholson and seconded by A. Hartman to send the information from Items 5 and 6 to Brown County Corporation Council and present the findings at the May 21, 2018, meeting. Motion carried. (3-1) (Nays: J. Fenner)

**REPORTS:**

7. Report on Housing Choice Voucher Rental Assistance Program:
  - A. Preliminary Applications  
For the Month of February, there were 85 preliminary applications.
  - B. Unit Count  
The unit count for March was 2,933.
  - C. Housing Assistance Payments Expenses  
The February HAP expense totaled \$1,322,497.
  - D. Housing Quality Standard Inspection Compliance  
Of 293 inspections conducted for March. 147 passed initial inspection, 58 passed reinspection, 66 failed, and 22 no shows.
  - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

In March there were 374 port outs with an associated housing assistance payment expense \$325,575. ICS was overspent by \$9,466.21 (due to being a three-payroll month) and the Family Self Sufficiency program was overspent by \$2,952.02.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts and homeownership)

There were 67 active FSS clients, with 36 participants in level one, 21 participants in level two, two participants in level three and eight participants in level four. There were zero new contracts signed, zero graduates, 36 active escrow accounts and 49 homeowners.

P. Leifker shared an FSS success story regarding a participant on the program for just under 5 years who will now be graduating from the FSS program.

G. VASH Reports (new VASH and active VASH)

There were two new VASH clients in March for a total of 29 active VASH clients. This does not include the two new VASH Vouchers that were just awarded by HUD.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

There were three new investigations assigned; 10 active investigations, four investigations were closed. ICS is currently pulling from the waiting list thus background checks are being processed by Langan & Associates, with 92 Applications being sent over: 91 were approved and one denied. For the breakdown of investigations by municipality, most were located in Green Bay, followed by Howard and De Pere. The chart of initial applications shows the majority from Green Bay.

I. Quarterly Langan Denials report

There was one denial made by Langan and Associates which was not caught by ICS for the month of March, which was due to the offense being under a former name not listed on the application.

J. Quarterly Active Cases Breakdown

1,651 or 56 percent of the head of households are elderly or disabled;  
32 percent of the head of households are not elderly or disabled but there is earned income in unit;  
10 percent of the head of households are not elderly or disabled with no earned income but with dependents;  
Two percent of the head of households are not elderly or disabled with no earned income and no dependents.

K. Quarterly End of Participation

The first quarter of 2018 had a total of 69 terminations. The majority of terminations were due to voluntary terminations, followed by family obligation violations and deceased tenants. An example of a violation of family obligation is moving without a written notice.

L. Quarterly Customer Service Satisfaction

79 percent indicated customer service was excellent, 13 percent very good, seven percent good and one percent fair.

**OLD BUSINESS:**

None.

**NEW BUSINESS:**

8. Consideration with possible action on approval of updated Utility Allowances for the Housing Choice Voucher Program.

P. Leifker explained to the Authority the updated Utility Allowances for the Housing Choice Voucher Program. Information included the reason for the update. He then went through the updated charts. The only increase was the oil utilities due to the increase of cost per gallon. Everything else stayed nearly the same.

A motion was made by A. Nicholson, seconded by J. Fenner to approve the updated Utility Allowances for the Housing Choice Voucher Program. Motion carried.

9. Consideration with possible action on Request for Proposals for Public Service Funds from the BCHA.

R. Hallet informed the Authority that the BCHA has budgeted to spend some of its unrestricted funds and staff has put together an RFP to allow agencies to submit proposals to use some of the money to address housing issues in the community. She is asking for any feedback regarding the RFP.

R. Hallet went through the RFP process and how agencies will be chosen to be awarded the funds. She then asked if anyone wanted to be on the evaluation panel. Information discussed also included the dollar amount that can be requested: minimum of \$10,000 and the maximum of \$75,000. A Conversation continued regarding the RFP. Information included the guidelines, objectives, goals and BCHA priorities.

A. Nicholson stated that his one concern is if an agency can purchase a home in a residential neighborhood, as it would disrupt the neighborhood. R. Hallet explained the scoring for deconcentration of poverty. If the agency is not looking to deconcentrate away from the City of Green Bay, they will receive a lower score.

A conversation continued regarding the scoring of the RFP. Also discussed were the repercussions if the agency does not abide with what they agreed to in the contract. C. Renier-Wigg stated that since this is a reimbursement agreement, there is monitoring involved and the money will need to be tracked and spent as intended. A. Nicholson stated that he has an issue with Objective #2 and would like to have it clarified. He stated most of the services are within the City of Green Bay. R. Hallet again reiterated that is the reason for the deconcentration points. This is an opportunity to allow for other municipalities in Brown County to get more involved. C. Goddard added that the spirit of this RFP is to generate new ideas, approaches that haven't been thought of before and to provide some funding to start such projects, but not to support long-term funding for them.

R. Hallet offered to bring to the next meeting a map to show how vouchers are being used in the surrounding municipalities and the changes over the years.

C. Renier-Wigg verified if A. Nicholson's concerns are more with the acquisition of property in an R1 neighborhood. He stated that it was one of his concerns. She then asked if there was something specific he wanted the BCHA to fund. He stated he doesn't agree with creating more transitional housing programs. He stated that once you have benefits, people keep coming. He stated he would like to help the people of Brown County.

A. Hartman agreed with A. Nicholson. She stated she would be inclined to see new ideas come through, but not looking to see new programs. She stated that she does not have an issue with helping those in Brown County, but does not want to see people coming in from outside the area as there are extra services being offered and a growth in homelessness. R Hallet stated she understands what they are both saying; however, if people move here and prove residency, programs here will serve them. A. Hartman then asked if it would be legal to give preference to longtime residents. R. Hallet stated that would be a fair housing concern.

C. Goddard suggest that since they have the time, this item could be tabled so everyone has the opportunity to review the RFP and bring back suggestions/changes and a revised proposal to the next meeting. R. Hallet stated that she is hoping to have a final approval of the RFP next month. Without the approval next month, it will push the entire timeline off base.

A. Nicholson stated he is good with the RFP moving forward with the exception of Objective #2. He would like to see that item removed. C. Goddard stated that Objective #2 makes up half the RFP. A conversation continued regarding Objective #2. C. Goddard stated that this RFP is meant for a "kick start" of a program and the agency cannot rely on the money year after year. R. Hallet concurred that at this point this is only a onetime proposal. It may be something that could be done again, but it all depends on the unrestricted funds.

R. Hallet suggested that the scoring for deconcentration could be changed to give it more weight. She stated they would have to reduce the numbers in other categories, but it is something they could do. She stated that it still doesn't address A. Nicholson's concern about people moving here for this specific purpose of using that program. J. Fenner stated that it would give more weight of what he is trying to do. It would reduce the number of programs that can be within the City of Green Bay, but more in outlying areas.

A conversation continued between homelessness. S. Schmutzer suggested that for Objective #2 the word "reduction" be removed, which would mean it would address those that are already living here and is preventing residents in the area from becoming homeless. C. Renier-Wigg shared an example of homelessness regarding foster kids.

A motion was made by A. Nicholson, seconded by A. Hartman to open the floor for public comments. Motion carried.

David Pietenpol, Executive Director of EPH, stated that he's hearing a lot of misperceptions being voiced. He stated that in his experience as the Executive Director of EPH and also as a community member, most of the people being served are not from outside of Green Bay. Furthermore, he suggested that if data is going to be collected, it should include the reasons for why people come to Green Bay. We should also expect that people coming to Green Bay would make up the entire spectrum of socioeconomic statuses. He urged caution at using anecdotal data without data to support it.

A motion was made by A. Nicholson, seconded by A. Hartman to return to regular order of business. Motion carried.

A. Hartman suggested that the word reduction be removed, deconcentration be provided additional points and Authority members each review the RFP for what they would like to see changed. C. Renier-Wigg stated that all individual comments/changes should to be emailed

directly to R. Hallet so she can draw something up, which will be brought back to the next meeting.

A motion was made by J. Fenner, seconded by A. Hartman to table the RFP Proposal until the next meeting. Motion carried. (3-1) (Nays: A. Nicholson)

**BILLS AND FINANCIAL REPORT:**

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

S. Schmutzer stated there is another check going out to Habitat for Humanity for the Western Avenue project.

A motion was made by A. Nicholson, seconded by A. Hartman to accept the BCHA bills. Motion carried.

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

A motion was made by A. Nicholson, seconded by A. Hartman to approve the BCHA financial report. Motion carried.

R. Hallet then spoke to the Authority about two future agenda items recommended by Brown County Corporation Council. One was election of the Chair and second was reconsideration on retroactive approval on any previous actions taken by the BCHA.

C. Renier-Wigg stated they are getting additional clarification on why the actions were not valid.

A motion was made by A. Hartman, seconded by J. Fenner to add one or both of these items to the next agenda.

A. Nicholson then asked for additional information as to why the previous actions may not be valid. R. Hallet stated they are looking for clarification on why they would be considered not valid as there was a quorum for each of the meetings.

Motion carried.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

12. Date of next meeting: May 21, 2018.

A motion was made by A. Nicholson, seconded by A. Hartman to adjourn. Motion carried.

jd:rh

**NEVILLE PUBLIC MUSEUM**  
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS  
NEVILLEPUBLICMUSEUM.ORG

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**PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD**

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, May 14, 2018 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

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**PRESENT:** Kevin Kuehn, Bernie Erickson, Erik Hoyer, Sandy Juno, and Kramer Rock  
**ALSO PRESENT:** Kasha Huntowski, Kevin Cullen and Beth Lemke

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**CALL MEETING TO ORDER**

1. Chairman Kuehn called the meeting to order at 4:29PM.
2. **APPROVE/MODIFY AGENDA**  
Motion made by Kramer Rock and seconded by Erik Hoyer to approve the agenda.  
Vote taken. MOTION APPROVED UNANIMOUSLY.
3. **Museum Director Report.** Museum Director Lemke shared the month of April attendance, gate and overall budget status. Despite being closed for a weekend due to a blizzard, she shared that she was ok with where the month ended. She mentioned that May was off to a slow start however, she was optimistic that the summer months would trend historically once the 73<sup>rd</sup> *Art Annual* and *Our Brown County* open at the end of the month. Museum Director Lemke provided the Board a hard copy of the May edition of the Fox Cities Magazine featuring an article on the "Brown County Bicentennial."

Regarding the instillation of *Our Brown County* Director Lemke shared how pleased she was in working with Brown County Public Works and Facilities in the building updates they were financing. The Walter Gallery has brand new ceiling tiles, repaired fluorescent work lights and newly polished floors. Exterior safety lighting has been upgraded to LED. New LED light fixtures will be installed into the Discovery Room on May 21, 2018 and as well as new LED bulbs for the gift shop track lighting. Additionally, the lobby and hallway floors were stripped, resurfaced and burnished.

Over the course of May and early June, the Northeast Wisconsin Master Gardner Association will be overhauling the central garden bed in preparation of a new metal sculpture addition.

Museum Director Lemke shared that On Broadway Inc. requested that the Neville be an igNight Market location and the museum will do so on Saturday, July 21, 2018. She also shared two art partnerships. One is with the Fine Arts Institute for late 2018 into early 2019. The second is a new partnership with the Wisconsin Art Education Association North East Region in early 2019.

Museum Director Lemke provided the Board a copy of the Core Gallery Renovation Start Up Notes from the April 16, 2018 meeting with Bluewater Studio. Additionally, she provided the Board version 3 of the Core Gallery Renovation Schedule. Discussion ensued, no action taken

4. **Such other matters as authorized by law: Next meeting of the Neville Public Museum Governing Board will be Monday, June 11, 2018 at 4:30pm.**



**2018 meeting dates are as follows:**

July 9, 2018

August 13, 2018

September 10, 2018

October 8, 2018

November 12, 2018

December 10, 2018

5. Adjournment. Chairman Kuehn called the meeting to an end at 4:50PM. Motion made by Erik Hoyer and seconded by Kramer Rock to approve. Vote taken. MOTION APPROVED UNANIMOUSLY.