

**MINUTES**  
**BROWN COUNTY HOUSING AUTHORITY**  
**Monday, May 15, 2017, 3:30 p.m.**  
**City Hall, 100 N. Jefferson Street, Room 604**  
**Green Bay, WI 54301**

**(Note: This is a joint meeting of the Brown County Housing Authority and the Board of Directors of Integrated Community Solutions, Inc.)**

**BCHA MEMBERS PRESENT:** Sup. Andy Nicholson – Chair, Corday Goddard – Vice-Chair, Tom Deidrick, Ann Hartman, and Andy Williams

**ICS MEMBERS:** Dave Wouters, Kelly Runge, Andrew Dilling, Katie Olbinski, and Jake Dittman

**ICS MEMBERS ABSENT:** Randall Gast and Lynn Green

**OTHERS PRESENT:** Cheryl Renier-Wigg, Robyn Hallet, Stephanie Schmutzer, Matt Karney, Matt Roberts, Pat Leifker, Mackenzie Reed-Kadow, Lori DeGrave and Carol Vande Velden

**APPROVAL OF MINUTES:**

1. Approval of the minutes from the April 24, 2017, meeting of the Brown County Housing Authority. (02:01)

A motion was made by A. Nicholson and seconded by C. Goddard to approve the minutes from the April 24, 2017, Brown County Housing Authority meeting. Motion carried.

**ELECTION OF OFFICERS OF BCHA: (02:23)**

The rotation of officers was accepted by the commissioners; A. Nicholson to become BCHA Chair, C. Goddard to become BCHA Vice-Chair.

A motion was made by A. Hartman and seconded by T. Deidrick to nominate A. Nicholson as BCHA Chair. No other nominations were made. Motion carried.

A motion was made by A. Nicholson and seconded by A. Williams to nominate C. Goddard as BCHA Vice-Chair. No other nominations were made. Motion carried.

**COMMUNICATIONS:**

2. Letter from HUD Dated May 1, 2017, of SEMAP Approval. (07:31)

R. Hallet explained that the SEMAP certification is the annual report card submitted to HUD based on the BCHA's internal information. The SEMAP Approval provided in the meeting packet was HUD's response to the submission, recognizing the BCHA as a high performer.

A motion was made by A. Hartman and seconded by C. Goddard to receive and place the 2016 BCHA SEMAP Approval on file. Motion carried.

**REPORTS:**

3. Report on Housing Choice Voucher Rental Assistance Program: (08:20)

A Preliminary Applications

P. Leifker reported that for the month of April, there were 123 preliminary applications received.

B. Unit Count

The unit count for the month of April was 3,137.

- C. Housing Assistance Payments Expenses  
The April HAP expenses totaled \$1,363,262.
- D. Housing Quality Standard Inspection Compliance  
There were a total of 406 inspections, of which 175 passed the initial inspection, 77 passed the reevaluation, 120 resulted in a fail and 34 were no shows.
- E. Program Activity/52681B (administrative costs, portability activity, SEMAP)  
P. Leifker reported on data through May 2017. There were 298 port outs with an associated HAP expense of \$272,197. ICS was underspent by \$12,793.85 and the FSS program was underspent by \$2,990.66.  
  
A. Hartman and A. Williams expressed concern over a growing trend of port outs over the last several months. P. Leifker asserted that it was less of a trend as the number of port outs by month has been steady between 270 and 300. Historically, the number of port outs is trending upward, but recently, the number of port outs is consistent.  
  
A. Nicholson inquired where the port outs are going to. P. Leifker acknowledged he did not have the information on hand, but has it available. A. Nicholson asked if the locations of port outs could be addressed in the June meeting and P. Leifker accepted.
- F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)  
M. Reed-Kadow reported there were 89 program participants in the FSS program. Of that number, 48 are at level one, 18 in level two, 12 in level three, and 11 in level four. There was one new contract signed, no graduates, 38 open escrow accounts, and 52 homeowners. She proceeded to share a success story of one of the program participants.
- G. VASH Reports (new VASH and active VASH)  
There were no new VASH clients and 27 active participants in the VASH program.
- H. Langan Investigations Criminal Background Screening and Fraud Investigations  
For the month of April, there were 12 new investigations assigned, 10 previous investigations were closed, and seven remain active. There were 49 applications processed by Langan. Of the 17 fraud investigations in April, 14 occurred in Green Bay and one each in Ashwaubenon, De Pere and Howard.

4. ICS's Annual Report for 2016. (13:50)

M. Roberts provided the print copy of the ICS Annual Report to the commissioners, allowing them time to read through it. M. Roberts made a note of emphasis on where ICS' residents are in Brown County. Whereas in 2013 the percentage of those living within downtown Green Bay census tracts was 19.48 percent, at the end of 2016 this number was 18.05 percent. Deconcentrating the "near downtown" area is an ongoing focus for ICS. A. Nicholson inquired if because of this decrease, where are the residents from near downtown going. M. Roberts responded with the residents are moving subtly across the city and county, with no significant change to any one area.

**OLD BUSINESS:**  
None

**NEW BUSINESS:**

- 5. Consideration with possible action on goals and mission of the BCHA and ICS, as well as general discussion regarding the state of the HCV Program in Brown County. (18:04)

A. Hartman expressed concern over the large amount of port outs from the county and asked if there was anything ICS could do to help curb this issue. K. Runge noted that ICS has been proactively looking into the issue and has been trying to develop solutions, even though they are already doing everything they can. M. Roberts addressed funding stabilization. At times of massive lease ups and HUD providing more funding, the waiting list is more quickly depleted and residence preferences can be gone through quicker. Those lower on the preference list tend to be those who are more likely of porting out. A large majority of the money being spent on port outs is on those who have already moved out and ICS continues to pay for their rental assistance. When ICS has stable funding, the top preference of elderly, disabled, veterans, and homeless is primarily served, which are not the groups most likely to port out.

P. Leifker noted there were 139 applications received in May 2015. In June of 2015, HUD suggested to the BCHA to deplete the entire waiting list. Roughly 300 persons were removed from the list and invited to receive a voucher, due to the BCHA being in an "under-utilized state". This caused a spike of over 100 applications in June of 2015 and continued a trend of 200-plus applications per month until relatively recently: it took a year and a half to offset the number of applications being received.

A. Nicholson expressed interest in how ICS is proactively attacking the port out issue. M. Roberts stated the amount of documentation needed in order to become eligible was clarified to combat this. P. Leifker noted that ICS has been in contact with HUD OIG in the last 12 months to question the validity of documents received from applicants and is waiting on HUD's response. Being able to spot red flags is something ICS is actively working on.

D. Wouters noted that the BCHA and ICS need to take advantage of every opportunity possible to strengthen the FSS program. The growth of the program can be very beneficial to the mission and goals of both groups. R. Hallet stated that the FSS Graduation Ceremony, typically in November, can be a meaningful way for commissioners of both boards to support the FSS program

C. Renier-Wigg called attention to the goals for the BCHA and ICS, with curiosity if there are common goals that could involve further collaboration. R. Hallet stated that the goals listed in the meeting packet for the 2017 PHA Annual Plan are goals geared towards the program as a whole. C. Renier-Wigg was curious if the BCHA and ICS could work together to create goals, as the BCHA needs ICS to function and vice versa. There is potential for collaboration on goals before the budget is decided in November.

A. Nicholson suggested having semi-annual meetings to discuss goals to promote communication. T. Deidrick further suggested that a meeting should occur before the release of the budget, in October. A. Nicholson agreed. A. Nicholson and T. Deidrick inquired about ICS' position on meeting semi-annually and before the budget. A. Dilling noted that it would be helpful for the ICS board to have an idea of what the BCHA wants them to work on in advance. T. Deidrick expressed interest in knowing the processes which ICS will use to tackle certain issues, such as bad landlords. K. Runge suggested using stagnant funds from the BCHA to promote useful programs such as FSS.

A. Nicholson inquired about the landlords that are not meeting expectations and what is being done about them. C. Renier-Wigg stated that City staff is in discussions about this with BCHA and ICS staff. The situation is being investigated and will be reported out at a future meeting.

A. Nicholson expressed interest in increasing voucher utilization to 98 percent, emphasizing port outs. P. Leifker stated that the current voucher utilization rate is 92.4 percent. P. Leifker noted that PHAs with 98 percent receive full credit in SEMAP scoring, 95 percent receive partial credit, below 95 percent receives no credit. HAP utilization was in excess on the last SEMAP certification allowing for the BCHA to reach 98 percent overall. R. Hallet admitted that the goal A. Nicholson was referring to should be reworded to include both HAP and voucher utilization to reach a 98 percent grade overall.

T. Deidrick reinforced the idea of the boards communicating semi-annually. R. Hallet agreed and suggested that a spring and a fall meeting could help with gauging progress and promoting better goalsetting. T. Deidrick and A. Nicholson suggested having a meeting in June or July for progress update and prepare the commissioners for collaboration in October.

A. Dilling inquired about the stagnant funds mentioned prior. R. Hallet explained that these funds were received previously and are currently funding inactive programs. C. Renier-Wigg suggested that these funds could be used for a program to facilitate homeownership, for example.

A motion was made by C. Goddard and seconded by A. Williams to receive and place on file the possible additional collaboration between the BCHA and ICS boards. Motion carried.

6. Consideration with possible action on approval of Passbook Savings Rate. (43:22)

R. Hallet explained the Passbook Savings Rate. A. Nicholson asked what would happen if the maximum rate of 0.81 percent was used. R. Hallet stated that families would be considered to have a higher income if their assets were in excess of \$5,000, adversely affecting their rent calculation. However, only a slight few of families receiving assistance from the BCHA have large enough assets to be affected.

A motion was made by T. Deidrick and seconded by C. Goddard to accept and maintain a Passbook Savings Rate of zero percent. Motion carried.

**BILLS AND FINANCIAL REPORT:**

7. Consideration with possible action on acceptance of BCHA bills. (46:48)

A. Nicholson questioned the BCHA's use of VandeCastle as their attorney. S. Schmutzer explained that normally, legal services would go through Corporation Council, but the BCHA needs legal representation for court matters in a timelier manner than Corporation Council typically has been able to provide and VandeCastle has been the long-time option.

A motion was made by T. Deidrick and seconded by A. Hartman to accept the April BCHA bills. Motion carried.

8. Consideration with possible action on acceptance of BCHA financial report. (48:29)

S. Schmutzer shared that the financials are in a favorable position thus far for the year. Also, the goal for collecting all fraud recovery money with TRIP was met during the month, totaling over \$42,000 collected.

A motion was made by C. Goddard and seconded by A. Williams to accept the BCHA financial report. Motion carried.

**ADMINISTRATOR'S REPORT AND INFORMATIONAL:**

9. Date of next BCHA meeting: June 19, 2017. (51:35)

R. Hallet reminded the commissioners that the Risk Management section of the Lead the Way training would be discussed during next month's meeting.

A motion was made by A. Hartman and seconded by C. Goddard to adjourn at 4:22 p.m. Motion carried.

MAK: RAH