

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, April 20, 2009
City Hall
100 N. Jefferson Street, Room 604
Green Bay, WI 54301
3:00 p.m.

MEMBERS PRESENT: Darlene Hallet-Chair, Michael Welch-Vice Chair, Tom Diedrick, Paul Kandle, Rich Aicher.

OTHERS PRESENT: Nikki Aderholdt, Anne May Steffel, Rob Strong, Greg Geiser, Chip Law, and Matt Roberts.

APPROVAL OF MINUTES:

1. Approval of the minutes from the February 16, 2009, meeting of the Brown County Housing Authority.

A motion was made by R. Aicher, seconded by T. Diedrick, to approve the minutes as presented. Motion carried.

COMMUNICATIONS:

2. Usage of Net Restricted Asset (NRA) Account funds.

A. May Steffel stated that staff received a notification from HUD pertaining to the inappropriate use of the NRA funds, which is the Section 8 reserves. Restrictions were placed on the funds, and they were to be used for actual allowance or rental assistance and not for public housing or admin fees. BCHA is in compliance and is under the 3234 monthly voucher allocation.

The report was received and placed on file.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program.
 - A. Preliminary Applications
 - B. Housing Assistance Payments
 - C. Housing Assistance Unit Count
 - D. Housing Quality Standard Inspection Compliance
 - E. Housing Choice Voucher Administrative Costs and HUD 52681B
 - F. SEMAP Monitoring Report
 - G. Report of the Housing Choice Voucher Family Self-Sufficiency Program.
 - H. Report on the Housing Choice Voucher Home Ownership Option.

G. Geiser stated that the preliminary applications are up significantly. This is mainly because applicants have been returning completed applications that are ready for processing. Incomplete applications are being returned with a notation of what is missing.

G. Geiser stated that the unit count has increased in March, yet housing assistance payments decreased by about \$20,000. This is a big drop within one month, and he will check into the possible cause.

M. Roberts stated that there was an increase in inspections, as well as an increase in the percentage of failed inspections. There are a lot of "move opportunities" in these months where people move to a new unit and then the new unit doesn't pass. This results in an increase in count but not in unit count. This is generally higher in March, April, and May.

C. Law stated that the year-to-date admin fees were \$3,138 under budget. A. May Steffel added that she highlighted in yellow the items reported to HUD.

C. Law stated that the final score and notification for SEMAP for last year has not been received, but he anticipates a high performance rating. ICS is in compliance on every area being monitored.

G. Geiser stated that there were no huge changes with FSS clients. Homeowners and new contracts remain steady.

A. May Steffel stated that the tax intercept program was incorporated with the fraud recovery program. Several accounts have been paid off and satisfied. Recovered money is divided, with half applied to HAP reserve and half to admin to offset expenses.

A. May Steffel stated that BCHA Admin is well under budget because of a staff shortage. R. Strong thanked A. May Steffel and N. Aderholdt for all of their help these past few months.

4. Report on Langan Investigations Criminal Background Screening and Fraud Investigations.

G. Geiser stated that 19 investigations were opened in March 2009, with 10 remaining open after 9 were closed (6 substantiated and 3 unsubstantiated). R. Aicher asked how the recent implemented changes have been going. G. Geiser responded that a lot of prescreening is being done, and issues are caught before the application is forwarded to Langan. According to the report, 40 applications were approved. This shows that the process is streamlined and working efficiently.

R. Strong stated that it would be nice to look at past years to see if the numbers are, indeed, going in the right direction. N. Aderholdt stated that she has gone back into the records to when Langan began its investigations for the BCHA and could bring the comparison to the May meeting.

OLD BUSINESS:

None.

NEW BUSINESS:

5. Recommendation to reject Humboldt Heights application based on new ownership.

G. Geiser stated that Humboldt Heights is being looked at regarding project-based units. ICS has obtained reports on police calls. ICS is still on the fence right now, and he recommends holding off to let the new owner submit a new application. The new owner

would be free to reapply at any point, but he would recommend waiting at least a year for issues to "play out" with the new ownership/management.

A motion was made by M. Diedrick, seconded by P. Kendle, to reject the Humboldt Heights application based on new ownership. Motion carried.

The consensus of the Authority was that the timeframe for an applicant to reapply would be on a case-by-case basis.

6. Update on the Cardinal Capital project.

R. Strong stated that at a past meeting the BCHA approved 150 project-based vouchers to help relocate tenants at Port Plaza Towers. The development has submitted applications in February to WHEDA. The results were expected sometime this week. There are two pots of funding: one for preservation and the other for the competitive program. A case has been made that this should be from the preservation funds. To receive preservation funds, the housing choice vouchers would need to be preserved. The project-based vouchers are in that building, but they would not be preserved when the move is made. WHEDA could not find a way to justify this use as preservation. The preservation fund had more money than applicants, so he and Mayor Schmitt went to Milwaukee and met with Antonio Riley, Director of WHEDA, to present their case. Mr. Riley was very supportive of the project but stated that it has to go through his staff first.

BILLS

The list of bills from the last two months were discussed. R. Strong stated that when a meeting is missed, the bills aren't approved but still need to be paid. He asked if the Authority was okay with that or if it would like all members called for confirmation. P. Kendle stated that as long as they are acknowledged before or after payment is fine.

A motion was made by T. Diedrick, seconded by R. Aicher, to approve the bills for payment. Motion carried.

FINANCIAL REPORT:

The financial report was received and placed on file.

STAFF REPORT:

- Financial Assessment of Sub-System (FASS) report submitted by HUD

A. May Steffel stated that this is the year-end report to HUD. The latest format is a report of more detail, resulting in 30 pages instead of 4.

- Notice that ICS's insurance obligations will be met

R. Strong stated that John Heugel has reviewed and approved the ICS policy. An agreement would be signed shortly, with coverage in place. C. Law stated that this will allow signing of the new contract with the updated verbiage. A copy would be forwarded to R. Strong once it is in place.

- Update on HUD Tier 1 review findings and observations

R. Strong stated that there is a letter from HUD in the agenda packet. G. Geiser stated that one answer had been submitted without justification.

R. Strong stated that he and G. Geiser have been working with Mr. Kalny, attorney for Brown County, regarding a complaint about reasonable accommodations. The gentleman had a mental disability and was denied access to the program in 2007 because of behavior. He is now being treated and claims that reasonable accommodations should have been made. Procedures with ICS have now been corrected. Information has been shared with HUD, and this will be taken care of. He will be paid for the time he did not receive benefits.

R. Strong stated that recovery funds are being provided out of the stimulus money. There are some neighborhood stabilization funds available that different communities are competing for. BCHA was asked at that time to help with "holding costs." The guidelines were reworked and money is now provided for these costs, so BCHA's help might not be needed. There were 7-8 applications vying for the \$4.2 million, with an estimated \$2 million set aside for Brown County. This money would help rehab some buildings that the banks are holding.

R. Aicher stated that there was an article in the Press-Gazette about the mayor's committee regarding Green Bay homelessness. R. Strong stated that someone from the taskforce could be invited to speak at a future meeting. A housing first model is being proposed. A couple of sites have been set aside to house people who are falling through the cracks and can't get into a community shelter because they don't meet the criteria. They need treatment for problems, such as alcohol and drug abuse. They can't do it on their own, and this housing first model would be the help they need. R. Aicher asked about the St. John's shelter and if the two were working together. R. Strong stated that representatives of St. John's are on the taskforce. Homeless shelters have been around "forever" in this country, and there is still a homeless problem. A business approach is to get the people into housing and then to provide treatment to help get them back into the community and, perhaps, into the job market. The St. John's conditional use expired the end of March, and approval needs to be obtained again. There are also some separation of church and state issues.

A motion was made by T. Diedrick, seconded by P. Kendle, to adjourn. Motion carried. The meeting adjourned at 3:50 p.m.

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