

**MINUTES  
ANNUAL MEETING OF THE  
GREEN BAY HOUSING AUTHORITY  
Thursday, February 18, 2016, 10:30 a.m.  
1424 Admiral Court, Second Floor Reading Room  
Green Bay, WI 54303**

**MEMBERS PRESENT:** William VandeCastle – Chair, Sandra Popp - Vice Chair, and Brad Hansen

**MEMBERS EXCUSED:** Brenda Goodlet and Chiquitta Cotton

**OTHERS PRESENT:** Robyn Hallet, Stephanie Schmutzer, Nikki Gerhard, Ka Vang, and Zaland Wardak

**APPROVAL OF MINUTES:**

1. Approval of the January 21, 2016 minutes of the Green Bay Housing Authority.

A motion was made by B. Hansen and seconded by S. Popp to approve the minutes of the January 21, 2016 meeting. Motion carried.

**ELECTION OF OFFICERS**

2. Election of officers

R. Hallet took over chairmanship in order to facilitate the election of officers. She asked the Authority to voice their nominations for the Chairman. S. Popp nominated W. VandeCastle, who agreed to accept the nomination. No other nominations were made and S. Popp made a motion which was seconded by B. Hansen to close the nominations for Chairman. Motion carried.

A motion was made by S. Popp to approve W. VandeCastle as the new Chairman of the Authority. Motion was seconded by B. Hansen. Motion carried.

R. Hallet then took nominations for Vice Chairman. S. Popp nominated B. Hansen. R. Hallet asked for any further nominations. Being none, S. Popp made a motion which was seconded by W. VandeCastle to close the nominations for the Vice Chairman. Motion carried.

A motion was made by S. Popp and seconded by W. VandeCastle to approve B. Hansen as the new Vice Chairman of the Authority. Motion carried.

**COMMUNICATIONS:**

3. Letter from HUD dated February 4, 2016, seeking comments regarding Over-income families.

R. Hallet briefed the Authority about the letter from HUD seeking comments regarding extremely over-income families. W. VandeCastle suggested that eviction should be used as a last resort in dealing with this issue. He also stated that an eviction taints an individual's record, making it harder for them to find housing in the future. All Authority members unanimously agreed that tenants be given a time period to leave their residence. N. Gerhard suggested giving tenants until their yearly contract renewal date to start the processes of termination. This time period allows staff to analyze if an increase in income was only temporary due to overtime or any other factors. If the tenant's income does not change at the time of their yearly contract renewal, they

could be asked to leave their residence with a six month allowance to do so. The other Authority members voiced their concerns for the unpredictability of time that it would take for families to find new housing. N. Gerhard then suggested that, in addition to a six month allowance, the Authority also be flexible if families continue to have difficulties finding new housing. N. Gerhard also suggested that over-income families can also use their extra income towards a mortgage to purchase their property. The intent of the Authority is to not immediately evict currently over-income families.

S. Popp expressed interest in the Authority submitting comments to HUD as requested in the letter. R. Hallet agreed that would be a good idea but expressed that she would not have an opportunity to do so on behalf of the Authority as she would be taking medical leave soon. The Authority agreed they could do so themselves. R. Hallet suggested that detailed notes from this conversation could be shared with the Commissioners to assist them in preparing their comments.

**OLD BUSINESS:**

NONE

**NEW BUSINESS:**

4. Award of Scattered Sites Carbon Monoxide Detectors to lowest responsive and responsible bidder, The Home Depot, for \$3,527.16.

R. Hallet pointed out that bids were received from several vendors, at a variety of prices, with The Home Depot offering the lowest price. S. Popp asked if the cost also represented installation costs. N. Gerhard stated no, that maintenance staff would install them.

A motion was made by B. Hansen to approve and award the contract for the Scattered Sites Carbon Monoxide Detectors to lowest responsive and responsible bidder, The Home Depot, for \$3,527.16. Motion was seconded by W. VandeCastle. Motion carried.

5. Approval to award three-year GBHA Mason Manor Rental Property Cleaning Services Contract to lowest responsive and responsible bidder, not to exceed \$5,500 per year.

R. Hallet stated that contracting the cleaning of Mason Manor's vacant units is new for the Authority. The intention is to allow for maintenance workers to focus primarily on maintenance related tasks rather than having to balance their time between maintenance and cleaning duties. This contract was set up as a Request for Proposals (RFP) rather than just a Request for Quets (RFQ) in order to attain greater insight into the potential contractors. The RFP included an inquiry about the company's' capabilities, skills, experience, price, if they are their headquarters were in Green Bay, and if they were woman or minority owned or Davis Bacon eligible. The vendor Clean By Design LLC scored the highest. N. Gerhard added that this vendor is also a small company. Therefore, an added perk is that the cleaning crew will be comprised of the same people, which will allow the residents and staff at Mason Manor to become familiar with the cleaning crew.

A motion was made by S. Popp and was seconded by W. VandeCastle to approve and award the three-year GBHA Mason Manor Rental Property Cleaning Services Contract to Clean By Design LLC. Motion carried.

**INFORMATIONAL:**

6. Operating Subsidy report has been submitted to HUD

S. Schmutzer reported that the Operating Subsidy report has been submitted to HUD for 2016. She stated that she has projected that the GBHA will receive approximately \$300,000 from

HUD. R. Hallet asked how this figure compared to previous years, to which S. Schmutzer responded that it is about the same.

#### 7. Review of Roles & Responsibilities section of Lead the Way training

R. Hallet asked the Authority members for feedback regarding their progress in the Lead the Way training. All Authority members expressed that the content for the trainings were either self-explanatory or already prior knowledge.

#### **FINANCIAL REPORT AND BILLS:**

S. Schmutzer stated that the expenses for bedbug extermination have fallen due to the adoption of o-zone treatments. She stated that up till this meeting the staff had administered 33 o-zone treatments. R. Hallet mentioned that each apartment unit was treated three times to assure complete extermination of any specimens within the unit. Potentially, this has saved the Authority about \$33,000 by switching from heat treatments to o-zone treatments. S. Schmutzer added that another perk of o-zone treatment is that it takes half a day or less to administer as opposed to heat treatments, which take all day. S. Popp asked what the cost of an o-zone treatment was. N. Gerhard responded that the exact cost is unclear since the Authority owns the machine. Aside from the initial purchase, there is minimal ongoing cost other than staff time. S. Popp asked how staff found out about the treatment. N. Gerhard stated that R. Lewis knew of friends in the hotel business that were using the treatment and suggested it to the rest of Mason Manor staff. Additionally, N. Gerhard mentioned that the o-zone treatment can effectively be used to exterminate unwanted odors within units as well.

S. Schmutzer stated that there wasn't anything else of significance with the financial reports.

A motion was made by B. Hansen to accept and place on file the financials for the current month of February 2016. S. Popp seconded that motion. Motion carried.

In regards to bills, the Authority took time to individually look over the bills and had no further question or comments.

A motion was made by S. Popp to approve the bills. Motion was seconded by B. Hansen. Motion carried.

#### **STAFF REPORT:**

#### 8. Langan Report for the Month of January 2016.

W. VandeCastle asked for the reasons behind the number of frauds investigations. N. Gerhard stated that unreported income and household members are the primary causes of fraud. S. Popp asked if there was any form of a biannual notification system that reminds the resident of their contractual obligations. She is concerned with low income individual that may be penalized for fraud without knowledge of their actions contributing to fraud. She also inquired about the Housing Choice Voucher program through ICS. N. Gerhard stated that there is no need for such a system within the GBHA programs due to the easy access she has to residents and their life events. R. Hallet stated that for the HCV program there is a page within each tenant's annual recertification paperwork that highlights a list of the most common or significant obligations. Beyond that, she stated that it is a team effort on the behalf of both the staff and tenant to remind and inform one another about events or actions that might interfere with their contractual obligations. She also mentioned that ICS has done a better job to inform and stress to the applicants of the consequences of housing an unreported individual during their briefing processes. Unreported individuals in the household, is one of the most consistent causes of fraud ICS encounters. W. VandeCastle stated that an unreported individual in the household is not considered fraud unless it can be proven that it was an intentional violation of their contract.

A motion was made by B. Hansen and seconded by W. VandeCastle to accept and place on file the Langan Report for the month of January 2016. Motion carried.

9. Occupancy Presentation and Report for the month of February 2016.

N. Gerhard reviewed the written occupancy report, which indicated a high number of vacancies. S. Popp asked if the high number of vacancies was mostly due to the new non-smoking policy. N. Gerhard stated no. She added that there have been some in-house transfers, one unexpected death, and some tenants had broken their leases prematurely. She also explained a change to the report starting this month incorporates the occupancy rate as it is calculated by HUD, which differs from staff's calculation because the occupancy rates determined by HUD do not include off-line units. S. Popp asked why some leases up dates were so far away compared to others and if the new contracted cleaning service would help this situation. N. Gerhard stated that the lease-up dates is not only determined by the dates that tenants can officially move in but also do to the turnover rate of the units. Currently the Mason Manor staff is able to turnover five units monthly, so some vacant units cannot be filled until later months due to staff spending all their time preparing other units.

S. Popp made a motion and was seconded by W. VandeCastle to accept and place on file the occupancy report for the month of February, 2016. Motion carried.

N. Gerhard continued the occupancy report with a before and after picture presentation of the vacant properties. B. Hansen asked if the Authority has ever considered not spending as much time preparing vacant units prior to leasing them up. N. Gerhard stated that staff cleans the units before leasing up to exemplify the quality standard it has for maintaining a unit.

10. Resignation from GBHA Commissioner, Brenda Goodlet.

R. Hallet asked the Authority for any suggestion in replacement of Commissioner B. Goodlet. She stated that it would be preferable to acquire a new commissioner that has a financial background. This will help to diversify the expertise and strengths of the Authority. W. VandeCastle suggested that the Authority should consider an individual from the N.E.W. Community Shelter. S. Popp suggested someone who is a member of the Brown County Housing and Homeless Coalition, or perhaps a specific individual from the U.W. Extension. R. Hallet responded that she had never seen this individual or others from the U.W. Extension at the Coalition meetings therefore doesn't believe they are members.

11. Resignation from Senior Property Manager, Nikki Gerhard

R. Hallet announced the resignation of Senior Property Manager, N. Gerhard. The Authority members asked N. Gerhard where her new place of employment will be. N. Gerhard stated that she will not be far away from the Authority as she will begin her new career at the Water Department for the City of Green Bay. R. Hallet stated that before a new Property Manager can be appointed, the refilling of the position has to be approved first by the Personnel Committee and then accepted by the City Council. Applications are accepted in the meantime.

R. Hallet added two additional staff reports:

12. Letter from HUD

R. Hallet stated that the Authority received a letter from HUD with information on a variety of topics, including: HUD's fiscal year 2017 budget, Capital Funds Award, Affirmatively Furthering Fair Housing, upcoming funding milestones, HUD's promotion of a no-smoking policy, and the

Lead the Way Training,. S. Popp asked if Affirmatively Furthering Fair Housing applied to the GBHA. R. Hallet responded that it applies to all PHA's, CDBG's, and any other agency that is connected with HUD's efforts to provide subsidized housing. HUD highly encourages all agencies to have a regional collective approach in furthering fair housing opportunities for people within their jurisdiction. R. Hallet stated that she has met with the Redevelopment Authority staff and together they considered either keeping their efforts within Brown County or expanding to include the entire WAHA district. R. Hallet added that they also discussed the likelihood of contracting for the work related to this effort.

W. VandeCastle asked if this letter from HUD had any implications for potential participation in development funding. He mentioned that local non-profits, in the past, have furthered their projects by using GBHA as a conduit for their funding. R. Hallet stated that she is not aware of any mention of Revenue Bonds within this letter from HUD. W. VandeCastle asked if the Authority still has the power to authorize Revenue Bonds. She stated yes, adding that NWTC had recently inquired with her about Revenue Bonds, in order to build housing structures for their students. Thus far, NWTC hasn't continued their communications or intentions to work with the Authority in this regard.

### 13. Capital Funds Report

R. Hallet reported that the Capital Fund Program awards have been announced. She stated that the Authority received more funding than the previous year, which may be due to the fact that the GBHA has become a high performer. She provided a handout showing the amount of the CFP awards over the past 11 years.

A motion was made by B. Hansen and seconded by S. Popp to adjourn the meeting.

The meeting was adjourned on February 18, 2016, at 11:25 am.

ZW:RAH:JD