

MINUTES
GREEN BAY HOUSING AUTHORITY
Thursday, October 15, 2015, 10:30 a.m.
1424 Admiral Court, Second Floor Reading Room
Green Bay, WI 54303

MEMBERS: William VandeCastle – Chair, Brenda Goodlet, Chiquitta Cotton, and Brad Hansen

MEMBERS EXCUSED: Sandra Popp - Vice Chair

OTHERS PRESENT: Robyn Hallet, Nikki Gerhard, Casey Murphy, Ka Vang, and Stephanie Schmutzer

APPROVAL OF MINUTES:

1. Approval of the September 17, 2015 minutes of the Green Bay Housing Authority.

A Motion was made by B. Hansen and seconded by C. Cotton to approve the minutes from the September 17, 2015, Green Bay Housing meeting. Motion carried.

COMMUNICATIONS:

2. Letter and award from HAI Group for Low Loss Ratio for 2011-2013.

The HAI Group is the insurance provider of the GBHA. R. Hallet explained that the GBHA was awarded a Low Loss Ratio for 2011-2013. This is due to the GBHA having no claims with the insurance company for the years 2011-2013.

A Motion was made by C. Cotton and seconded by B. Goodlet to receive the award and place on file. Motion carried.

OLD BUSINESS:

None

NEW BUSINESS:

3. Discussion and approval of revised Section 3 Plan.

N. Gerhard explained that Section 3 Plan is a policy mandated by HUD to be adopted by the GBHA. This policy states that the GBHA must employ or advertise employment opportunities to low-income residents of the GBHA and Brown County to the greatest extent feasible. The GBHA is compliant with what the Plan states because residents of Mason Manor are employed as causal employees. All that is required is to get the adoption of the Plan made official since the GBHA has been following all of the prerequisites

C. Cotton raised concerns that the GBHA has not been following all of what the Section 3 Plan entails. She stated that the City of Green Bay is also required to follow the same Plan in terms of employment. R. Hallet clarifies that the GBHA may be required to post job openings for the residents, but cannot force the entire City to do so. S. Schmutzer

voiced similar questions. C. Cotton clarified that any positions that are funded by the Authority must be made known to the residents. C. Cotton further said that the Authority must provide residents with the necessary training for available employment opportunities and also make them aware of those opportunities. N. Gerhard concurs, the Authority, through the City, makes efforts to follow the stipulations of the Plan to the greatest extent feasible. The Authority, via the City's Purchasing Department posts bid opportunities for contractors through ONVIA, an online system that advertises bid opportunities throughout the public and private sectors. C. Cotton explained that the Section 3 Plan is not only for contractors, but the GBHA as well; it is the responsibility of the GBHA to advertise any job openings within the Authority. For example, the residents were entitled to know about the former internship opportunity. The proper language for this requirement is not in the Authority's policy. She brought up that the City does provide notification of current job openings through the City of Green Bay website, but she opined that this could be lacking available positions within the Authority that violates the Section 3 Plan. R. Hallet mentioned that the Human Resource Department could address this issue in future posting for open positions within the Authority. C. Cotton stated these concerns were raised because of a lawsuit that took place within the City of Milwaukee. There are concerns with the current policy of the Authority because it is based on what has been passed down by HUD in the past. She states that it is in need of updating. R. Hallet asked for clarification on which part of the current policy needs updating. C. Cotton explained that the section under Hiring needs to reflect that the residents are receiving the proper training and notification of job opportunities to ensure residents with the necessary qualifications are able to apply. She stated more efforts are required to provide visible postings to residents with information about available jobs within the City in a wider array of locations than just at City Hall. C. Cotton further stated that the Authority needs to set up job training programs for the residents to promote self-sufficiency.

W. VandeCastle suggested that the city attorneys could look into this matter more in depth because of his concern that someone would claim discrimination because a notice of a job opportunity was posted for residents but not for them. N. Gerhard also noted, to which C. Cotton agreed, that notice need not be given to each resident, but simply posted at the GBHA office as well as at City Hall. N. Gerhard further explained that it is the responsibility of a contractor to make positions available to Section 3 residents.

R. Hallet addressed C. Cotton's concern that the GBHA provide training for the residents by stating that Section 3 regulations say this must be done to the greatest extent feasible. She stated that there is no available staff or funding within GBHA's budget to set up entirely new training programs at the moment.

C. Cotton expressed that she has done research and there are grants and other opportunities available which provide funds to start training programs. She also raised concerns about the Authority's responsibility to give the residents training on financial responsibility. The programs set up now have room for improvement. Housing Authorities in other states have found ways to fund these programs

N. Gerhard suggests that this issue be brought back at a later date after the city attorneys can look into this more in depth with the aid of C. Cotton. Finally, R. Hallet

explained that the agenda says “revised” Section 3 Plan because a Section 3 Plan has been required for quite some time, so it is the staff’s understanding that a Section 3 Plan was adopted by the Authority at some point, but current staff has been unable to find the existing Plan.

A motion was made by C. Cotton and seconded by B. Goodlet to table this in order for the necessary revisions to be made. Motion carried.

4. Approval for revisions to Chapters 4 (Application, Wait List and Tenant Selection) & 8 (Leasing & Inspections) of ACOP and supplemental materials.

N. Gerhard explained that HUD released a PIH notice stating the definition of homelessness at the time of Admission, which may be different than a definition a PHA may use for preferences at the time of application. For simplicity, staff recommends the Authority adopt the same language for both purposes and has adjusted the ACOP to reflect this. Furthermore, staff has created a form that new residents must complete to document they are homeless at the time of admission. To be eligible for the homeless Waiting List preference one adult member of the household must meet the criteria set in the ACOP and must provide documentation from an agency who works with homeless individuals, certifying they are indeed homeless.

B. Hansen inquired if fleeing domestic violence falls under the same category. N. Gerhard explained that a copy of the police report or incident report can be provided as form of documentation in order to claim domestic violence. W. VandeCastle raised the concern of if a medical report could be a sufficient replacement. N. Gerhard explained that she will modify the ACOP language to state that in the case of domestic violence, documentation from a professional attesting to the situation of an applicant will be accepted.

N. Gerhard explained the Homeless at Admission Lease Addendum Questionnaire as a recommendation by HUD. The questions came directly from HUD in the PIH notice and will become a part of the lease up process. S. Schmutzer stated the ultimate goal of HUD is to eradicate homelessness. The questionnaire will provide an accurate record of if the Authority is making progress toward this goal. W. VandeCastle asked for clarification of where an applicant is placed if they get the homeless preference. N. Gerhard explained that the applicant is put at the top of the Waiting List and then placed wherever their qualifications allow under ACOP. N. Gerhard clarified that the GBHA can only provide long term housing and frequently refers individuals looking for immediate housing to other agencies in the area which can aid the immediate housing needs of an applicant. R. Hallet clarified that this policy of a homeless preference has been implemented for a long time and the only change is the definition of homelessness by HUD and the certification forms.

N. Gerhard explained that the proposed change to Chapter 8 is simply to incorporate the homeless at admission questionnaire to the lease up process.

A motion was made by B. Hansen and seconded by W. VandeCastle to approve the revisions to Chapters 4 and 8 as amended by discussion. Motion carried.

5. Approval to amend GBHA budget to add administrative staff and adjust maintenance-related expenses.

R. Hallet explained that N. Gerhard and K. Vang experience numerous interruptions while working; these interruptions take up time and produce stress for N. Gerhard and K. Vang that effect work efficiency, particularly when working on something that requires concentration. Management has determined that an addition administrative level employee would alleviate some of the stress and eliminate the interruptions. The additional employee would interact with the residents and aid in the less crucial requests. The Authority has the funding to hire a new employee, but it must be approved first by the City's Personnel Committee then City Council. Management found it appropriate to discuss this with the Authority first and ask if the Authority was in agreement with this request

R. Hallet also explained that the office renovations being made to Mason Manor and the hiring of a new staff member would need to happen simultaneously, in order to provide appropriate work space and equipment.

W. VandeCastle asked for clarification if this agenda item is to approve a budget amendment or to approve hiring a new staff person. R. Hallet stated at this point it is only to amend the budget.

N. Gerhard clarified that the new employee would enable staff to provide a better level of customer service for the residents as well as to be able to expand programming, such as was discussed regarding resident training, above. In addition it would enable staff to mitigating some of the stress and freeing up more time for N. Gerhard and K. Vang to work on current and future projects for the Authority.

S. Schmutzer explained that the budget originally included an additional maintenance staff member. However the need has shifted from maintenance to administrative. R. Hallet clarified that staff is exploring the possibility of contractors performing some routine day to day operations such as the cleaning of Mason Manor vacated units and clearing the garbage and unwanted items left behind by tenants who leave. The GBHA would need to amend the budget to shift the funds for an additional maintenance staff member to contractors for these responsibilities, in addition to funding the new administrative staff member.

B. Hansen inquired about the surplus in the budget. S. Schmutzer confirmed that the projected reserve for Mason Manor is more than the recommended amount of its six month expenses. This runs the risk of HUD recapturing the unused funds from the Authority. She further explained that the financial reports seem to show a negative income only because of depreciation; however stressed we do need to spend down our reserves. R. Hallet explained that the new administrative employee would help bring down the reserves and maintain them at the desired level. S. Schmutzer further explained that the new cell tower that is in the process of being installed would bring in additional income to further fund of the new staff member.

A motion was made by B. Goodlet and seconded by C. Cotton to approve the amendment of the budget to add administrative staff and adjust maintenance-related expenses. Motion carried.

6. Appointment of Interim Executive Director.

R. Hallet explained that with K. Flom's resignation the Authority is without an Executive Director. HUD requires all Authorities to have an Executive Director named at all times. Until a permanent Executive Director is named, it is requested that R. Hallet be named the Interim Executive Director.

A motion was made by C. Cotton and seconded by W. VandeCastle to appoint R. Hallet as the Interim Executive Director. Motion carried.

7. Review and approval for the write-off of delinquent tenant accounts for fiscal year ending June 30, 2015.

S. Schmutzer explained that there are former tenants who have not made payments on their debt with the Authority. She elucidated that the ones marked with an asterisk on the report are those which are not yet older than 60 days, which is generally not advised to be written off, however staff feels confident that these tenants will not pay therefore she is requesting advanced approval to write off their debt along with those which are currently older than 60 days. S. Schmutzer reported six (6) are former tenants from Scattered Sites who left without paying their debt. These tenants in particular were asked to leave because of the refusal to pay rent.

R. Hallet asked how a tenant from Mason Manor was able to acquire a debt of over \$11,000. N. Gerhard explained that the tenant in question was living there for an extended period of time and had owed rent, even before N. Gerhard started working at Mason Manor. When the tenant was falling behind a repayment agreement was made between the tenant and the GBHA. S. Schmutzer explained that payments would be made consistently for a while, but then no payments were made for an extended period of time. When payments were made the tenant would only pay enough to pay off rent for that month and not the accumulating debt, even though this tenant was employed and earning an income. Eventually the tenant was asked to leave, but has not paid any of the amount due. R. Hallet explained that since the tenant is working and entered into TRIP, the Authority will receive an amount of what is owed.

N. Gerhard pointed out that one address listed should be 605 instead of 506.

A motion was made by C. Cotton and seconded by B. Hansen to approve the write-off of delinquent tenant accounts for fiscal year ending in June 30, 2015. Motion carried.

INFORMATIONAL:

None

FINANCIAL REPORT AND BILLS:

S. Schmutzer explained that there is not much to report since the audit of October 5th and 6th has finished. The process went smoothly and there were no major concerns

from the auditors. A recommendation was made by the auditors about the workload of N. Gerhard, expressing that at the current state, there is a concern for human error to occur because of the high workload.

S. Schmutzer reported that the Sisters of St. Francis has finished paying off their bond from the Authority. W. VandeCastle explained that the bond was used to help finance the building of a new convent. S. Schmutzer further explained that the Authority was receiving revenue every year from the payments made on this bond. However since the bond has been paid off the Authority will no longer receive income from it.

A motion was made by C. Cotton and seconded by B. Goodlet to approve and place on file the Finance Report. Motion carried.

C. Cotton raised her concerns of misspelt words within the Bills. This could lead to errors in the future. R. Hallet expressed appreciation for this attention to detail but expressed that the Authority is asked to approve the spirit and intent of items brought to them, not necessarily the exact spelling. The Check Details report is primarily for internal use; the memos included on them are not printed on the checks to vendors. However, staff will try to catch such errors before bringing them to the Authority.

W. VandeCastle asked about the canine inspection that is on the Bills. N. Gerhard explained that a canine unit is bought into Mason Manor to inspect the units for bed bugs. She further explained that K. Vang implemented a quarterly search of different floors to prevent future infestations.

B. Hansen asked about the status of the new siding being done at Scattered Sites. N. Gerhard reported that the contractor in charge of the project has been very cooperative and completed the job exceptionally well. The new siding is low maintenance and highly durable.

A motion was made by B. Hansen and seconded by C. Cotton to approve and accept the Bills. Motion carried.

STAFF REPORT:

8. Langan Investigations report for the month of September 2015.

R. Hallet allowed the Authority to observe the Langan Investigation report and then asked if any members had any questions regarding the content. There were no questions asked.

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

9. Occupancy Presentation and Report for the month of September 2015.

N. Gerhard explained that the report has been updated to show the lease up dates of the properties listed. There are a number of lease up dates coming within the next few months; to date there are currently fewer vacant units. Mason Manor has three upcoming vacancies. One resident is transferring to a new unit, the second is moving to

an assisted living facility. The last resident must move back with family due to medical complications. The upcoming vacancies in the Scattered Sites are due to a transfer to a larger unit and a resident moving out of the property. The third resident is leaving a unit because of the purchase of a new home. N. Gerhard explained that the applications and waiting list has been growing. For Scattered Sites, there have been a number of applications from outside of Brown County, in the Chicago area. The applicant list for Mason Manor has increased with applications from Brown County. The GBHA occupancy rates of Mason Manor and the Scattered Sites are in the desired ranges.

A motion was made by B. Goodlet and seconded by C. Cotton to approve and place on file the Occupancy report for the month of September 2015. Motion carried.

10. Lead the Way Training

R. Hallet explained the registration process for the online Lead the Way Training. There are different sessions that may be completed by each of the members. The total amount of time of the sessions is around six hours. She asked if the Authority members wanted to complete the first segment on their own or do it together at the next meeting. W. VandeCastle suggested that the first session be done by each member of the Authority individually prior to the next meeting and then discussed at the next meeting. Everyone agreed with this approach.

A motion was made by C. Cotton and seconded by B. Hansen to adjourn the meeting. The meeting was adjourned on October 15, 2015, at 11:55 am.

[CM:rah:jd](#)