



MINUTES OF THE GREEN BAY HOUSING AUTHORITY

**THURSDAY, OCTOBER 17, 2019, 10:30 AM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. ROLL CALL.

I. William VandeCastle - Chair, Terri Refsguard - Vice Chair, Sandra Popp, Mary Borowitz, and Stephen Srubas

Members present: William VandeCastle, Mary Borowitz, Sandra Popp, Stephen Srubas, Excused: Terri Refsguard, Absent: None

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the October 17, 2019, meeting of the Green Bay Housing Authority.

Moved by Sandra Popp and seconded by Stephen Srubas to approve of the agenda for the October 17, 2019, meeting of the Green Bay Housing Authority.

Motion carried. Yes- Sandra Popp, Stephen Srubas, William VandeCastle, Mary Borowitz -voice vote, No-None, Abstain- None

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the August 15, 2019, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas and seconded by Sandra Popp to approve of the minutes from the August 15, 2019, meeting of the Green Bay Housing Authority.

Motion carried. Yes-Stephen Srubas, Sandra Popp, William VandeCastle, Mary Borowitz - voice vote, No-None, Abstain- None

D. REGULAR BUSINESS.

1. Consideration with possible action to approve the reclassification of the Property Manager position to the Housing Administrator position.

Moved by Stephen Srubas and seconded by William VandeCastle to approve the reclassification of the Property Manager position to the Housing Administrator position.

Motion carried. Yes-Stephen Srubas, William VandeCastle, Sandra Popp, Mary Borowitz -voice vote, No- None, Abstain - None

2. Consideration with possible action to amend Chapter 3 - (Eligibility) of the Admission and Continued Occupancy Plan.

Moved by William VandeCastle and seconded by Sandra Popp to approve of amending Chapter 3- (Eligibility) of the Admission and Continued Occupancy Plan.

Motion carried. Yes-William VandeCastle, Sandra Popp, Stephen Srubas, Mary Borowitz - voice vote, No- None, Abstain-None

3. Consideration with possible action to amend Chapter 5 - (Occupancy Standards and Unit Offers) of the Admissions and Continued Occupancy Plan.

Moved by Sandra Popp and seconded by Mary Borowitz-voice vote to approve of amending Chapter 5 - (Occupancy Standards and Unit Offers) of the Admissions and Continued Occupancy Plan.

Motion carried. Yes- Sandra Popp, Mary Borowitz, William VandeCastle, Stephen Srubas, No- None, Abstain- None

4. Consideration with possible action to amend Chapter 6 - (Income and rent Determinations) of the Admissions and Continued Occupancy Plan.

Moved by William VandeCastle, seconded by Stephen Srubas to approve of amending Chapter 6 (Income and Rent Determinations) of the Admissions and Continued Occupancy Plan.

Motion carried. Yes- William VandeCastle, Stephen Srubas, Sandra Popp, Mary Borowitz - voice vote, No-None, Abstain-None

5. Consideration with possible action to amend Chapter 7 - (Verification) of the Admissions and Continued Occupancy Plan.

Moved by Mary Borowitz -voice vote, and seconded by Sandra Popp to approve of amending Chapter 7 (Verification) of the Admissions and Continued Occupancy Plan.

Motion carried. Yes-Mary Borowitz, Sandra Popp, William VandeCastle, Stephen Srubas, No-None, Abstain-None

6. Consideration with possible action to amend Chapter 8 - (Leasing and Inspections) of the Admissions and Continued Occupancy Plan.

Moved by Stephen Srubas, and seconded by William VandeCastle to approve of amending Chapter 8 (Leasing and Inspections) of the Admissions and Continued Occupancy Plan.

Motion carried. Yes-Stephen Srubas, William VandeCastle, Sandra Popp, Mary Borowitz-voice vote, No-None, Abstain-None

E. INFORMATIONAL.

1. GBHA Bills.

Stephanie Schmutzer presented the Green Bay Housing Authority Bills. No action needed.

2. GBHA Financial Report.

Stephanie Schmutzer presented the Green Bay Housing Authority's Financial Report. No action needed.

3. Langan Report.

Jayne Valentine presented the Langan Reports for September and October. No action needed.

4. Director's Report.

Jayne presented the Director's report. No action needed.

5. Occupancy Report for the month of October.

Jayne Valentine presented the occupancy report for the month of October 2019. No action needed.

6. Date of next meeting: November 21, 2019.

F. ADJOURNMENT.

Moved by Sandra Popp and seconded by William VandeCastle to adjourn the meeting.

Motion carried. Yes-Sandra Popp, William VandeCastle, Stephen Srubas, Mary Borowitz-voice vote, No-None, Abstain-None

VERBATIM MINUTES

- Bill is the boss of everybody.
- Yeah, let me get my glasses on here first. There we go. All right. Are we ready to call the meeting to order? All right, well we've got roll call. It's already there, everybody's here.
- Except for Terri.
- Yeah, Terri, okay. Do we know if she's gonna show up or not?
- [Cheryl] No, she's excused.
- Is she, okay.
- She had another meeting.
- All right. So we'll move onto item B, approval of the agenda. You have the agenda in front of you. It's already been sent out. Any additions, modifications? Otherwise is there a motion to approve?
- I'll make the motion.
- I would second that motion.
- All right, I've got a motion and a second. Anything further? Otherwise all in favor signify by saying aye.
- [All] Aye.
- Any opposed? Motion carries. Approval of the minutes. We have the minutes from the August 15th meeting. That was in your packet and sent out to us. Are there any additions or corrections? Otherwise I'd entertain a motion to approve.
- I would make a motion to approve.
- And is there a second?

- I'll let the newbie--
- Will I second?
- What's that?
- Over here.
- We have a second?
- I'll second.
- All right.
- I was gonna let Mary.
- We have a motion and a second. Any further discussion or questions? Otherwise all in favor signify by saying aye.
- [All] Aye.
- Any opposed? Motion carries. Onto regular business. Consideration with possible action to approve the reclassification of the Property Manager position to the Housing Administrator position.
- [Cheryl] Okay, that will be me. I actually have to leave very shortly, I'm going to a conference. But I'm gonna cover this first on the agenda. So that's why we amended it and put it on here. So when Robin left as the Housing Administrator, we kept that position open to kind of feel how things were gonna go. And then we split off Brown County Housing Authority which made that position kind of a 3/4 time position the way it sat. So in sitting down with Stephanie and Jayme, and we kind of looked at those duties, and really, Jayme's been picking up a lot of those administrative duties that Robin handled with regards to the planning, and the report writing, and contracts, and all those kinds of things. So when we looked at it, we thought, well instead of filling like a part time administrator or a 3/4 time, let's take a look at reclassing Jayme, making that Property Manager position the Housing Administrator position, and then she would take over the duties, the administrative types of duties as well as the contract work that the Housing Administration position did. And then the higher level things I would take on, which is new housing development work, strategizing homelessness initiatives, those types of higher level items, I would take those on. So we wrote up the job description, sent it to HR. They reviewed it. They do what's called the Carlson Dettmann Screening. Everyone's in a letter, on a rank. The Housing Administrator position originally was at an L. The Property Manager was at a J. And when they reviewed the position they put it kind of right in the middle.
- As a K?
- [Cheryl] As a K, as a grade K. And looking at those numbers for the Housing Authority, it's a net savings of about--
- [Jayme] 4,000.
- [Cheryl] - About \$4000.00 in net savings cost to do that. But I think that's a good direction. Jayme's really stepped into that role and has been doing a lot of this work in the interim. And you look so confused, Stephen. How can I answer your question?

- I thought we addressed this three months ago or something. Didn't this come up in an agenda, and we somehow talked about your responsibilities and/or compensation.
- [Jayme] We did, and we just said it was an HR, and HR apparently.
- Yeah, okay.
- [Cheryl] This is actually the motion part of it, where we invite the Housing Authority to approve it.
- And that was an FYI, and this is the real thing.
- [Jayme] In your favorite director's report.
- Okay.
- [Cheryl] In your favorite director's report.
- Okay.
- [Cheryl] So I sent of the report which kind of lists some of the things that Jayme had picked up in there for the duties, and which has actually been a lot. There is a lot of reporting in public housing.
- Right.
- I gotta tell you. The paperwork is crazy.
- And so my question would be is it too many hats? Are you able to manage?
- [Jayme] I'm fulfilling it. I'm doing good, it's keeping us busy. I feel the other staff members have taken things that were in their job description that they may not have been doing before. So we really, as staff, updated everybody's job descriptions of what they were actually doing versus what was written, and I feel we have a very good handle on it.
- [Cheryl] That's one of the things that I would have--
- That would've been my main concern.
- [Cheryl] 'Cause Jayme, I'm like wait a minute, can you handle it, because one thing I don't want to do is have so many job duties on a position, and then you get crazy and you can't handle it. But I think there was some things that Jayme, it was weird how it was worked with the old housing administrator and Jayme, because I feel like there are things that Jayme should've been doing that the housing administrator was doing, and there were things Jayme was doing that some of the other staff should be doing. So once we cleared that all up it worked then, with the tasks.
- So who are the other staff then? Ka, are you doing more?
- Mm hm, yep.
- And are you able to manage then, with, okay.
- Yeah.

- So down the line as you funneled different jobs to different people. so everybody's able to manage, and it's things are like not not getting done?

- [Cheryl] Correct, I believe we're weighing other responsibilities.

- Okay.

- [Cheryl] And it wasn't that there were, the staff were already doing those tasks, so it wasn't like there was a lot of jobs stuff that was added with Ka and Karen, and Steph on that end. It was really more cleaning up some of the stuff.

- Okay, just want to make sure. I'm in a, yeah, I'm in a position where hats get placed on just because you're there. So I want to make sure that you're not.

- [Cheryl] I mean, one thing that, which is why I took on some of their duties, because Jayme did say, look, with regards to the bigger housing development proposals, and the task force for ending homelessness and those types of things, she would not have time to do that.

- Correct, okay, all righty.

- [Cheryl] Kind of falls under my, a lot of the stuff I do anyway in my position.

- Okay, I just want, the supervisor has--

- So it sounds like there's been a big job description review that's been going on for a period of time, and this is sort of the outflow of that. And I'm perfectly fine with that. I think it's a great idea, and that it's something that every organization should do from time to time as things transition. I guess what I'd like to do is ask for, and think about this in terms of a time for maybe a year, but maybe in a year to come back to us and say, we did this last year, how is this working out. Did we miss something? So I don't want just--

- I agree.

- Dump it on, make this change and be done. So let's put it on for maybe nine months from now to start another review, go through the same sort of protocol you went through before. Take a look at this and say, did we miss something? Should there be something else that's changed? Did we overdo something, or under-do it? There may be a better word for it than that, but just take a look at it and see if changes that are being made by this are working.

- [Cheryl] Are still holding. One of the pluses that I think we're counting on, is this repositioning of the Section 18 work, is going to eliminate some of the public housing things that take up a lot of time as well, which is another plus to do all of this. And in nine months we'll be able to know for sure.

- So from a quantitative standpoint, we've rearranged some tasks, and now we're rearranging positioning, and with that is an upgrade in the ladder from the city, you're saying is about \$4,000.00 worth of savings on overall with the difference--

- Over with this.

- Oh, including the upgrade in ladder?

- Yes.

- Yes.

- [Stephanie] With removing Robin's position, the savings from that, and then upgrading hers, it's a difference of about \$4,000.00.
- Less the difference in the .
- [Jayme] And your percentage is changing.
- Okay, okay. So you need a motion to approve this?
- [Cheryl] I do.
- This is a, I would make that motion.
- Good.
- Great job, ladies.
- And I will second it. So, we need to vote.
- [Cheryl] And then this one you need to vote on your pad.
- Yes.
- Yes.
- I'm not able to yet.
- [Cheryl] Oh, you haven't hooked her up yet?
- Oh, does that mean we can do it verbally, and in the notes then?
- Unfortunately not.
- Okay, you guys should see something pop up. Everything's kinda slow. Motion approved.
- [Cheryl] And your vote, you need a verbal vote.
- And Mary would be voice vote.
- I approve.
- [Cheryl] Okay.
- All right.
- [Cheryl] Great, thank you.
- Very good.
- [Cheryl] It's not that I don't want to stay for this review of your--
- Are you really going to a conference?

- [Cheryl] I really am.

- That's what she says.

- Bye, Cheryl.

- [Jayme] I'd rather do 200 pages of a psalm.

- Going to put four grand on the ponies, what are you talking about? Let's move onto item number two under regular business. Consideration with possible action to amend Chapter 3 - of the Admission and Continued Occupancy Plan. And that is in our packet. Fire away, Jayme.

- [Jayme] All right, so we are getting there. We'll probably have four chapters next month, and four chapters the following month, so we can kind of finalize ACOP. So this part of the chapter, like Bill said, deals with the eligibility. Some of the key updates were if a family splits up on our application, who receives assistance. So in the part of a domestic violence victim, that individual would remain on the waiting list and the other person would lose the assistance. They would just have to reapply if they were still interested. Let's see--

- Would they have to go back on the wait list?

- [Jayme] They would have to reapply. So if there's a current application on our waiting list, and that makeup splits up due to domestic violence, the individual that is the victim of domestic violence would keep the application, and the person that--

- Oh, gotcha.

- Would have to reapply if they were eligible, if they were still interested. So that's how HUD has requested us to determine that part of it. If an applicant family was married on the waiting list, it's essentially up to the courts to decide who remains on the waiting list.

- Right, 'cause we're not--

- [Jayme] We can't decide that stuff.

- And we shouldn't.

- No.

- Right, okay. What happens when the divorce is finalized? What happens at that point?

- [Jayme] It's up to the court. The court will make the decision which individual will remain on the waiting list. And the other person would then have to subsequently reapply, and then it would be like somebody waited months for that date and time.

- What about when they're already eligible and they're living in the house and they get a divorce? What happens then?

- [Jayme] Usually one moves out, typically, or they can legally do like a reasonable accommodation and transfer, but then a minor cannot be in two households at the same time, so usually that's, we actually had to deal with that once where one of the members took one of the children, and the other took the other, just so they could stay in the same bedroom size, they would still qualify for a two bedroom. Otherwise we look at tax documents, who claims the minors in the household.

- Okay.
- [Jayme] Sometimes you can switch every other year, which is really fun, but yes.
- Okay, well good, thanks.
- [Jayme] Sure. Let's see, some of the other ones were just updated definitions of what a spouse is. We can allow common law marriages to be considered a spouse on every household. Let's see, eligibility criteria, let's see, the web addresses and just numbers of our HUD PIH notices were updated. And then for Social Security, everyone must provide their Social Security Number. And then any individuals that are added to a household, if they're six or under, they have six months to get their Social Security Number. Otherwise they have to supply it at the time they submit their application. And then one of our big changes for denial of admission is historically we would deny an applicant for anything violent or criminally related, or anything drug-related for five years from offense date, or release date, whichever is the later. However we have changed it to fit Brown County's three years for misdemeanor and five years for a felony.
- So, did you always have a near-elderly or an elderly family in your definitions?
- [Jayme] We always had to have that definition. But we always consider elderly a 62 and older when we work with our designation of that.
- I've never heard of a near-elderly.
- The domestic abuse example you gave earlier, is that superseded or preceded by the misdemeanor felony criteria you're listing now, right? So if somebody gets penalized for it, right, what--
- [Jayme] Yes, so they would have to reapply. If they come to the top of the waiting list, that's when we would determine their eligibility. They have to be found guilty. So as long as the trial is open, and they have not been found guilty, they are eligible to be on our waiting list. Did that make sense?
- Yep.
- No.
- [Jayme] So in between being charged--
- Innocent before--
- Yeah.
- So we gave them, we took away their part of their stipend, and then they were found not--
- [Jayme] This is all waiting list, all waiting list, they're not currently on our program.
- Not currently on, okay, so we have a couple. They're on the waiting list. One of them beats up the other one. We kick one of them off the list to reapply. The other one stays on the list, but the one kicked off the list has to reapply.
- Correct.
- But if they're found guilty?

- [Jayme] Then they will be deemed ineligible for our program.
- 'Cause it's a violence.
- Mm hm.
- Okay.
- But they're kicked off before they are determined guilty, is that what you're getting at?
- That's what I'm asking.
- [Jayme] Of that current application, the individual that was the victim can remove that person from their application. That person can submit their own application once--
- Yeah, you know what I'm saying, I feel like there's a gap in the timeline though. Like if we don't know
- Yeah, do they go back to the beginning, I mean do they have to do a--
- [Jayme] So the applicant that is the victim of domestic violence, they keep their current date and time of their application.
- Yes.
- [Jayme] The other person would have to reapply, and then that's whenever that person would submit that application, it would be the later.
- So they don't get the same date.
- [Jayme] Correct.
- Okay, even though--
- Yeah, but if they're found not guilty, then we're making the wrong move.
- Then they're guilty.
- I think the question is, when are you making that decision in the process, because what happens in the situation where there is a fight, and they're both charged with domestic violence? That's what happening a lot now.
- Which makes a lot of sense to me.
- Yeah, 'cause they can't figure out, you know, a husband gets shot and the wife gets stabbed.
- What happened?
- Yeah, and so until they figure it out.
- [Jayme] Let's see what HUD has to say about it.

- Well, so, part two eligibility, if Bill and I have a relationship that's recognized. We're on the list, there's a discrepancy about some domestic violence between Bill and I. You boot me off because I'm a monster until the court says, no, Steve wasn't actually the monster.

- It was Bill.

- It was Bill.

- Yeah.

- And then who gets the original date? You know what I'm saying?

- That's what I mean, I know.

- This is like a grade school or a high school test. Bring the college test.

- [Jayme] I guess the way it is written, I guess HUD has not thought of having two parties being arrested at the same time.

- Well, if we can't--

- But even so, if no one's been--

- We can't kick somebody off.

- If no one's been convicted of anything, we're still penalizing one by putting them back even though we have no clue if that charge holds out.

- Yeah, I think the only thing I would add to that is let's make it less dramatic than shot and stabbed, but let's say that there's a fight.

- Right.

- The police will generally remove, based on their initial investigation, they will remove one party from the property.

- Correct.

- So even if that person's not necessarily at fault, because I've seen situations where they've removed a party, but then they eventually went back and charged the party that stayed in the house.

- So how do you get kicked off the list? Well it's by court order before there's a--

- [Jayme] So that's the second part. So there's domestic violence, and then there's like if they're married and there was no domestic violence, who keeps their place on the waiting list.

- Yeah.

- [Jayme] So HUD has put, I think this was mandatory, right, we couldn't edit it.

- Yes.

- [Jayme] So, "if the family break-up results "from an occurrence of domestic violence, dating violence, "or sexual assault or stalking, the public housing authority "must ensure that the victim retains assistance." That was the guidance that they have given us.
- All right. How do they define break-up? Because what if they don't break-up?
- [Jayme] "For documentation requirements "in public housing related to domestic violence--"
- That's if somebody's saying, I want them outta here, or I don't want them living with me anymore.
- [Jayme] We've seen it--
- Or I want them off my application.
- Quite a few times.
- Right.
- Yes.
- Yeah.
- I just don't want to be in the position that we're the judge and jury before a judge and jury make a determination.
- Right.
- Correct.
- [Jayme] And we cannot deny an application or an individual until they are found guilty.
- Right, but they can still move way down on the wait list. And not be guilty.
- And I feel that is, that would be the head of household who applies, is determination, if they want to essentially remove that person from their waiting list. 'Cause you can have a head of household, a co-head and a spouse, where essentially they all have the same powers, it's just one is named on the application.
- So but what you're saying, Steve, is Sue and George are married. They apply for apartment living there, so they apply for Mason Manor. Their name is on the wait list. Sue and George have a fight. She calls you and says take his name off that list, I want my own apartment there, he can do whatever he wants, blah, blah, blah, blah. You go back to George and say you're gonna have to reapply, and you can't have the same date. So it might put him a year behind.
- After all that settles out, Bill represents all of them, the court says no way, this was Sue's fault. Right?
- Correct.
- And then we gave Sue a spot in line that was undeserving of part one--
- Yeah, it almost sounds like if you're--
- [Jayme] But then if she is charged and found guilty, then she would not be eligible for assistance.

- But George still got double.
- George got doubly screwed.
- Yeah.
- Right.
- [Jayme] Has this ever happened to us?
- I'm just trying to think--
- Well, and it almost seems like it's a, the old adage, race to the courthouse type thing. So when they get into a fight, and it's the first one to get ahold of you, says I want the other one out, you know, how do you--
- Yeah, so that's the thing. If they both got, okay, you're gonna reapply, George, you're gonna reapply, but you still get the same date until one of the two are found guilty. Then it can go back to the original, or just taken off. But George would sue--
- [Jayme] So you would like to see it the same thing, he can reapply as his own application, but he would--
- Have that date that was the original.
- [Jayme] Same as the original, same date and time.
- Until someone's found, but I don't know, if HUD allows that, is what I'm saying.
- Can I--
- So I just am looking for HUD to make a determination on that.
- You're on the board, do.
- Well, just as a tenant living in the building, you know, at the rate the courts go, the person could be in the building. And we do have some fears living there.
- Right.
- Sure, absolutely.
- Of having people moving in the private parking lots.
- So this was HUD required language?
- So the only, kind of similar situation that I've ever dealt with was, so you guys are telling me, if they're on the wait list, so they're not offered anything yet, so let's say it's Annie and Don. And so Annie comes and says, oh, I want Don off. So let's say when they applied Annie was head of household, so she's listed as the head of household. So the only thing I've ever dealt with was when someone did come in and say, I have police reports, and I have a no trespass, or like a restraining order on him. And then usually when they say that over the phone, I say, sorry, I'm gonna need documentation before we could remove that other person, which is the husband or the boyfriend. And then when they bring that in, that's when we remove them. So I've only dealt with that when like there was actually domestic violence and the police reports.

- Applicant was taking a sublet off their list?
- Yes.
- And that seems plenty reasonable.
- Okay.
- I just don't wanna--
- I know, like you said, be the judge.
- Right, because it's before the process happens.
- Is this HUD required language?
- [Jayme] So the domestic violence part is.
- Yes.
- Okay.
- [Jayme] That is. But I'm looking for the GBHA policy, that's where I think we can edit.
- Yes.
- [Jayme] So other former family members may submit a new application with a new application date and time if the waiting list is open. So we can edit it and say, other former family members may submit a new application and it will be honored with their original date and time if a waiting list is open.
- Yep.
- Okay.
- All right, that makes sense.
- That would make sense.
- Yeah.
- Yep.
- Well, yeah, sidebar, how often do you have to defend HUD's decisions to our nonsense law?
- [Jayme] Not very often. We have very few that actually--
- Awesome.
- [Jayme] It goes through our original decision.
- Yeah, which is perfect.

- Yeah, I am on the Section 8 side, from the county side, when we've gone to court on some of these. Some of these things have come up. There was a policy thing that came out from HUD a couple of years ago that said that we couldn't go after somebody for a violation for criminal conduct or whatever until they'd been convicted.

- Yeah.

- Yes.

- So even though in the past we had gone after them, if there was a police report.

- [Jayme] Yep.

- If there's a police report at one of our properties, we try to kick the person out, HUD says, you can't kick them out until they're actually convicted.

- [Jayme] Yes.

- And that was a change in policy from HUD, and that there was a specific letter to that specific point that you had to wait until there was a conviction before you could do something.

- Bugger.

- So like Mary said if that happens--

- 'Cause you're innocent until proven guilty.

- Sure.

- And if they're like living there, like someone's, they're not convicted yet, so they still have a court date, let's say like next month--

- Or next year.

- Right, yes.

- Technically they're still eligible to be there until that court date's decision.

- [Jayme] Yes. But, however, then, if you want to muddy the waters even further. So say I was charged with a crime today, and my court date isn't until, and I'm found guilty next year, I technically was no longer eligible for assistance November 1st, the 1st of the month after the crime. So then all that subsidy, in the meantime, has to be paid back.

- That's what I do, I go after the Section 8s for those payments.

- [Jayme] So we can--

- Sweet gig if you can get it, Bill.

- Yeah, right.

- Yes.

- Wild. Okay, thanks, sorry.
- No worries, sorry.
- Any other questions regarding this?
- [Jayme] Was everybody okay with the changing of the misdemeanor and the felony, three to five years?
- Okay.
- Is there a motion to approve? I will make that motion.
- I will second.
- All right, we have a motion and a second. Roll call.
- All right, it should pop up.
- Shoot, how did I just lose myself?
- Like that's a, it's one of those that's subject to how you phrase it.
- Do you still see it, Sandy?
- No, I gotta get back in.
- That's all right.
- Are you okay?
- How did I lose myself, or how did I lose myself, or how someone--
- There's some inflection there.
- Motion approved.
- All right.
- [Jayme] Oh, did you vote, Mary?
- Mm hm.
- Yes.
- All right, moving on to item number three. Consideration with possible action to amend Chapter 5 - of the Admissions and Continued Occupancy Plan.
- [Jayme] All right, so the key changes are regarding the maximum numbers of persons in each bedroom size. We are following Fair Housing and the City of Green Bay's housing and building codes, so it's 150 square feet of living space for the first individual, and then they would require 100 square feet for the next individual. And a minimum sleeping area has to be 70 square feet. So just based on our square footage, and just kind of mimicking the Brown County Housing Authority, we changed our bedroom size minimum and maximum

numbers. Let's see, and then we updated how we offer applicants to what we are practicing, where we would require our applicants to pay the security deposit in full within two weeks and signing their lease.

- Does this drastically change our percentage of occupancy?

- [Jayme] For which part?

- You changing the number of occupants?

- [Jayme] No.

- Available?

- No.

- By square footage?

- No, it's just us following Fair Housing, providing it in our update that we're gonna follow the Fair Housing codes, 'cause like our small unit is 380 square feet. So technically we could have three individuals living in a one bedroom apartment, which we do. 'Cause like we have mom and dad and baby. Before we only had said that a maximum number could be two.

- Right, so now we add up our total maximum number, and it's a different number than what we had for a total maximum before.

- [Jayme] Correct.

- But our number of occupants hasn't actually changed.

- [Jayme] Correct, it's this whole--

- So now we have no--

- The family size is how we allowed it.

- So now we have a lower percentage that's relative to the total available. Isn't it, no?

- No, it's the other way.

- It's actually the other way around, because now they're letting the three instead of the two.

- Three instead of two.

- So there's more.

- [Jayme] So we have had quite a few applicants that are mom and dad, or two adults and one child, and before they were not allowed in a one bedroom, Mason Manor units, specifically, where we have a very high need for two bedroom units, that's a very long waiting list.

- I see.

- [Jayme] And so, if we change some of our occupant standards, this will allow more individuals.

- So the larger one bedroom, is that four people?
- [Jayme] No, it would still be three, because it's a one bedroom.
- Oh, okay.
- Yep. Let's see. The process of how we offer to families, we just updated to what PHA actually does based on the waiting list, and then, it was a little older, our ACOP, where it was never updated that it said Mason Manor was a retirement community, so we have updated that verbiage and said we are designated where 85% is elderly and/or disabled, and 15% of our tenants, at Mason Manor specifically, is general occupancy.
- Any questions? Otherwise is there a motion to approve?
- I'll make that motion.
- Can I do this part?
- Mm hm.
- Oh, I'll second.
- All right, very good, thank you. So we have a motion and a second. And we'll vote here in a second.
- Did it pop up?
- There are gonna be people that won't like this thought, because of the more kids in the one bedroom apartments.
- [Jayme] But it's practicing what we kind of preach, and it follows the Brown County Housing Authority, because a living area, it's more or less for our scattered sites as well, because the living room technically can be considered, and it is--
- A bedroom.
- A bedroom area.
- [Jayme] A bedroom, yes, so we have a lot of larger, I think this will significantly change, or not significantly, but it will more change scattered sites because of we have very large families applying, and we do not have the units. So if we consider, if we have a three bedroom household, before we could only have six people in that household. But now we can have eight. And that, I think that this will more or less significantly change scattered sites versus Mason Manor.
- Yes, 'cause our largest bedroom size is four bedrooms, but we get families with like mom and dad, and then like nine kids, or like eight kids. 'Cause sometimes we look at them and you have to figure out, okay, are they all gonna fit in there? Or are they ineligible because they're too big.
- They're too big.
- Yeah.
- Right.

- [Jayme] So prior, if it was a four bedroom, we could only have eight people, where there's a lot of bigger families coming to our area, and this will accommodate their family size if we change it in our makeup.
- Okay, I think it's great.
- Motion approved.
- All right, moving on to item number four. Consideration with possible action to amend Chapter 6 - of the Admissions and Continued Occupancy Plan.
- [Jayme] The only key changes are the web addresses and the PIH notices that we're given from HUD.
- Okay, I will just move to approve.
- Oh, there you go.
- Is there a second?
- Stephen.
- Yep, Steve did.
- Okay.
- All right, it should come up on your screens. Okay, motion approved.
- Did Mary vote?
- Oh, does Mary support the piece?
- Yes.
- Yeah.
- Sorry.
- Item number five, consideration with possible action to amend Chapter 7 - of the Admissions and Continued Occupancy Plan.
- [Jayme] All right, so the key changes on this one were just all getting web addresses and the PIH notice numbers, and HUD's hierarchy of acceptable documents of income, and when each document is accepted. So there is a hierarchy of how we, we can't just have a tenant say I make \$10.00 an hour or \$40.00 an hour. Like we would prefer something from the employer, pay stubs, or then like they can be notarized statements, so there's a hierarchy of the documentation or Social Security verifications, so we are just following HUD's updated hierarchy of acceptable documents, and if we show like a due diligence that we've reached out to so many employers at so many times, then we can take notarized statements from tenants.
- So what are written third party verifications, written third party verification forms, those types of things, oral third party--
- [Jayme] Yes, so in our housing system we have a form that's generated that HUD can send to the employer.
- Oh okay.

- That would be considered a third party verification form. A third party verification document is something from the employer stating, like on their letterhead, so and so worked so many hours at an hourly rate, and that would be third party documentation.
- Okay.
- And I have a form too.
- [Jayme] Yes, Ka has a form too.
- Because there are some forms where they're like, we're not sure what you want, send us something, we'll fill it out. So then I had to create one.
- So people that, their hours are changing constantly every week, do they have to have this continually done?
- [Jayme] Yes, and we change rent monthly for some.
- Wow.
- Is there, maybe it's just my mood today, is it consistent with our privacy policy?
- [Jayme] Yes.
- Okay.
- [Jayme] Yes, or we can use three consecutive pay stubs, at a minimum.
- Normally most people do three consecutive pay stubs, yeah. What about, are you guys all notaries?
- No.
- No.
- Okay.
- [Jayme] Stephanie is a notary, because internally, we, Karen, Ka, and myself, are all, in tenant files, we cannot notarize. Since Stephanie is kind of like a removed party, she can notarize, but she's last case scenario, we would prefer somebody else, like their bank or their--
- Bank or, okay.
- [Jayme] Yes.
- Yeah, otherwise we have to schedule Stephanie to come over, or if we have to come over with the person, they can--
- Yeah.
- Yep.
- [Stephanie] And, you know, you guys can always send tenants here because we do have more than me as a notary on this floor also.

- I usually refer them to the banks, if they bank somewhere, 'cause then they'll do it for free if you're a customer there.
- No, notarizing is free everywhere.
- Yes.
- All right, are there any other questions?
- Sorry.
- All right, otherwise is there a motion--
- [Jayme] Keep 'em coming.
- Is there a motion to approve.
- I'll make a motion to approve.
- All right. Is there a second?
- I'll second.
- All right, we have a motion and a second.
- All right, pop up on your screen for a vote. And Mary, are you? I guess since you motioned. I just have to manually.
- You never know.
- Okay, motion approved.
- All right, moving onto item number six, I think that's where we are. Yes.
- Chapter 8.
- Consideration with possible action to amend Chapter 8 - of the Admissions and Continued Occupancy Plan.
- [Jayme] All right, so HUD previously said that we have to have a no smoking policy now, which was effective July 1st of 2018, but now they are requiring it to be in our ACOP. So we just added that verbiage.
- What's an ACOP?
- [Jayme] Our admissions and, sorry, lots of acronyms, admissions and continued occupancy plan.
- Okay.
- [Jayme] So that's like the bible that we follow, that HUD puts out. So we have to actually have verbiage in our ACOP even though previously we had to have an addendum to our lease regarding no smoking. So now it is in our ACOP and we also had to have a revision regarding our minimum heating standards. So we have a minimum heating standards. If we supply the heat, if we control the heat, it has to be at least 67 degrees or

higher. If the tenant controls the heat, our equipment has to at least hit 67 degrees. So we had to have that in our ACOP.

- That was new.

- [Jayme] Yes, that was new.

- And so is it nationwide now, it's a HUD rule, that all HUD are non-smoking?

- [Jayme] Yes.

- Yes.

- Wow.

- [Jayme] That was the final rule. So it had to be, the final rule was all public housing properties had to be smoke free. It was our discretion to do it off our property.

- Correct.

- Okay.

- [Jayme] Yes, that was the final rule back in 2018.

- Okay.

- Yeah, but there still were, well of course some of them are switching, but like Villa West, they just switched recently.

- [Jayme] That's HUD funded, that's not public housing.

- Oh, okay, all right.

- Yes.

- Any additional questions?

- It looks like you also added a bunch of like move-in checklist, rental agreement, pest control addendums, garbage policy, parking addendum.

- What's the barbecue policy? Am I, above no question, to be--

- [Jayme] So I think it was last year or the year before, my brain's been all mumble jumble.

- Two years.

- [Jayme] But our insurance company wanted us to have a policy regarding barbecue, so we have created a barbecue policy, and that got filed and in signing now. So then--

- And what is the barbecue policy?

- Yeah, what is it?

- The most important thing on there is if you have your home, and you like, if you have your own and you live in our houses, you have to be 10 feet away from the unit using the barbecue.
- [Jayme] And they can't be stored inside.
- Yes, like gasolines--
- Yes, especially with the propane.
- Propane.
- That can't be stored, yes.
- 'Cause they were storing them in their storage units.
- Yes.
- They did?
- Yes.
- It's actually the building code.
- Mm hm.
- Yes.
- Yes.
- Yes.
- But, if people don't hear it, they don't know it exists, so they're just protecting themselves. I know it exists, and if it's raining I'm not going to follow it, I-- Yeah.
- What?
- No, yeah, right, huh?
- Shhh.
- Smoked meats, I love it.
- That's why with the barbecue policy I was concerned that we like discriminating against a certain type of cooking process.
- Like a Miller Park Sausage.
- Yeah, you couldn't go to Joe's barbecue and bring it home and eat it, you'd have to eat it all before--
- When you're at--
- Actually using a barbecue implement.

- The first floor, your windows face, and people are right next to your windows, that's, I've lived in places like that.
- At Mason Manor, I've seen people barbecue in our gazebo. 'Cause it's big enough, so they'll sit on the benches and stuff, and then put the grill right in the middle, but it's like, you guys, under a wooden roof, so you're like, no, don't do that, you know. So that's the point of the barbecue policy, to make our insurance company happy.
- All right, so we've got all our meat cooking process, I would like to make a motion to approve these changes.
- I will second. Oh geez.
- It should be coming up on your screens.
- And I vote yes.
- Okay, thank you, Mary.
- [Jayme] I'm done with the eight file.
- Yay.
- Until next month.
- Until next month.
- I cannot wait, personally, I cannot wait.
- There's four or five more chapters left.
- [Jayme] I have tried to verbatim every line.
- Motion approved by the way.
- All right, moving onto information. GBHA bills.
- [Stephanie] That was in your packet. Are there any questions?
- Is there anything out of the ordinary? I mean, I didn't see anything when I looked, but, I'm not as good at reading these as some may be.
- [Stephanie] I think it's oh, 'cause we skipped a month, so it is quite long.
- Yes.
- [Stephanie] The only significant thing is that we did finally get, from Lutheran Social Services, they forgot to bill us for a couple of months . We really don't need just not bill 'em.
- Was there anything that came up over than the normal?
- [Stephanie] No, everything was pretty standard. It was either standard or things that you had already previously approved.

- Okay.
- Okay, any other questions? Otherwise is there a motion?
- These are accept and place on file.
- A Motion to accept and place on file?
- I'll make that motion.
- I'll second.
- I'll second.
- All right, we've got a motion and a second, we don't need the electronic vote?
- Yep, no vote, yep.
- Okay. Number two, GBHA financial report.
- [Stephanie] All right, so, that is in your packet also. If you notice that there are frowny faces, that is because once I had gone through all our information and I updated everything from 2018, because our properties are not aging backwards, it costs more and more to update and keep everything. So six month's worth of expenses has increased. So the six month's worth of expenses, that is what HUD allows us to keep as a reserve. So our projected reserve is just, is under what that, what HUD would allow, it's not that we're short money, it's just this is one of the reasons why we need to look at repositioning because the cost of fixing these units is just going to outpace what we have.
- And is it because of misuse, or is it just because of age?
- It's because of age. I mean, when we have--
- [Jayme] We acquired our scattered sites over 30 years ago, and we did a really awesome remodel at that time. Well, they're not just seeing that right now. So we are in the process of redoing six or eight different properties for roughing, siding, or both. And just like the flooring isn't holding up anymore, so we have to, yeah.
- Yeah.
- [Stephanie] So there is some new flooring that we put in.
- And then now you're putting in, for flooring and stuff like that, is it gonna be primarily like a laminate, are you doing linoleum, I mean, what are doing as a rehab?
- [Jayme] At Mason Manor we're continuing with carpet, that's what we have, until we look at repositioning with what--
- What about with scattered sites?
- [Jayme] Scattered sites, we are removing the vinyl or tiling that was originally, or carpet, and now we're putting a vinyl planking down.
- You are?

- Yes.
- Okay, I was just wondering what you were using, okay.
- [Jayme] Yep, we're using a vinyl planking now, or Duratiles in the bathrooms that hold up better.
- Okay.
- Great, any other questions? Otherwise I'll make a motion to accept and place on file.
- I'll make that motion.
- All right, we have a motion and a second. All in favor?
- [All] Aye.
- Any opposed? Okay, item number three, Langan Reports. And actually it's plural because there's two of 'em, one for August and one for September. Any questions about them, anybody? Otherwise I will make a motion to accept and place both reports on file.
- Second.
- A motion has been made and there's been a second. Any opposed, any objection?
- No, it's great to see no fraud.
- It's accepted. All right, item number four, director's report.
- [Jayme] All right, so I have a few things. We have our bedbug quarterly inspection next week. So hopefully next month we'll report back on that. Our November meeting, we are going to be holding our annual public hearing. Since we are starting to look at the idea of repositioning, we would have had to do a significant amendment to our annual plan, but HUD has just recommended that we just redo our new five year plan, which is due next year, so it'll be our public hearing for our five year plan so we didn't have to do a significant amendment and then the five year. That will be on the agenda. And then previously we told you that we're doing a capital needs assessment for Mason Manor. That was almost two months ago. In our contract that we signed they promised a report back in 20 business days. That has come and gone. So we have been trying to correspond with them to get that report, and they said that they can no longer fulfill it, even though they've come and done the inspection. So we've waited two months and now we are going to go back to the next lowest responsive bidder to do a new capital needs and improvement inspection, and hopefully we'll get the report.
- Okay.
- Okay.
- [Jayme] Yes.
- That is disappointing.
- It is.
- Yes.

- Really disappointing.
- [Jayme] Yes, and it is just frustrating all around because we had to go into everybody's units. For the first one it took an entire day for staff's time, and bothering our tenants, and now we have to restart from the beginning which already puts us two months behind to figure out which direction we'd go for Mason Manor and repositioning itself. We have not paid that previous contractor.
- Okay.
- Who was the next? Well, I don't think it was Berners-Schober, we were way up there.
- Yes.
- I think we priced it pretty accurately.
- [Jayme] So the next one is roughly \$2,500.00 more than the original one. It went from \$4,000.00 to roughly I think \$6,500.00.
- Okay.
- Okay.
- [Jayme] and then just one other thing. The audit finished up yesterday, so we should be getting audit reports, and the PHA drafts to me by the end of November. So then either December or January we should have finalized reports.
- Okay, very good.
- It's been busy.
- It has.
- Did it go good?
- [Stephanie] Yes, yeah.
- Who said just take the cheapest one?
- All right.
- We do.
- We do.
- No no no no, somebody advised us not to.
- [Jayme] It's just a general city policy.
- All right, fair enough.
- All right, any further questions regarding the director's report?

- I'm gonna take that back to my boss, he'll be thrilled. I'm just saying .
- All right, is there a motion to accept and place on file?
- There is no report. Other than the verbal.
- The verbal.
- Other than the verbal.
- Accept the verbal. All right, occupancy report for the month of October.
- [Jayme] All right, also in your packets. So Ka and I added a new line--
- Wow, you guys are doing great.
- [Jayme] We are doing really fabulous. I think we have a lease up that was scheduled for I think last Friday, but he had a stomach flu, so we're like please stay away, we don't need to get it in our office, because it will like wipe all of us out. So if we would've signed that lease, we would've been 99.37% occupied for Mason Manor, which I honestly in my almost four years can never remember a number that high, which is fabulous. So yes, we're just moving along. We're doing really fabulous. The line that we added, I just think it puts a little bit more into perspective, because yes, we can say we have so many people on the waiting list, or we have so many units upcoming, but so far for 2019 we have signed 46 new leases and 49 tenants have moved out. So that's roughly 25%.
- Wow.
- [Jayme] So I feel that really, those numbers really put into perspective how busy we are, we can say that three or four or six people move out every month, but to see that--
- 46 new move-ins, 49 move-outs.
- [Jayme] We have signed 46 new leases which is roughly 25%, and 25% have moved out, this year, and we're not done with 2019.
- And this is between both.
- Correct.
- Okay, great.
- [Jayme] I mean, I can change that.
- No, that's fine.
- [Jayme] Yeah, so that was as of October, so we still have all of October, all of November, all of December still.
- Wow, awesome.
- Mm hm.
- Everybody's gonna stay.

- [Jayme] Hopefully.
- This is the nine month follow up Bill asked for, you're like, no, it's been cool.
- So you have two two-bedrooms coming up? That are available, is that what that meant? Or do you just have two people, 'cause it said Mason Manor Nursing Home, a two bedroom and it says two--
- [Jayme] It's just separate, that's just like, so we have, I think I know where you're looking.
- So upcoming vacancies.
- [Jayme] Upcoming vacancies we just have one individual that is vacating to go to a nursing home. So we only have one person projected to move out this month. Then the next column is just who is broken up on our waiting list, so the person that's leaving the nursing home is not in two-bedroom, they are--
- Oh, okay, all righty.
- Okay?
- But you only have two people on your waiting list for a two-bedroom?
- Yes.
- Wow.
- For Mason Manor.
- [Jayme] For Mason Manor, for scattered sites it's--
- It's a lot.
- [Jayme] It's 33 now. But there are very, the HUD spouse or co-head has to be elderly or disabled to be in a two bedroom. So we have a lot of single elderly or disabled.
- Oh, but you don't have a lot of, that are way older?
- Mm hm.
- Yeah, okay. Sure, that makes sense.
- [Jayme] Or a reasonable accommodation that would require them to have a two bedroom.
- All right, is there a motion to approve?
- I'd make the motion.
- All right. Second?
- I'll second.
- All right, all in favor?

- [All] Aye.
- Just get in the habit of always leading into a motion.
- Oh, I know.
- All right, so next Green Bay Housing Authority Committee meeting is November 21st. Assuming back here again?
- [Jayme] Yes, and the first agenda item we'll just give a public hearing to see if anybody has any concerns or issues regarding our five year plan.
- So there will probably be another capital gains through the building?
- [Jayme] Yes.
- And then will there also be a HUD inspection yet this year?
- [Jayme] They give us a two week notice. So we still don't know. We're anticipating one. But we don't know.
- So I believe I still need a motion for adjournment.
- Motion to adjourn.
- Motion to adjourn.
- Motion to adjourn, I'll make a motion.
- All right, we have a motion and a second. All in favor?
- [All] Aye.
- Okay, motion carries.