



MINUTES OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, APRIL 15, 2021, 10:30 AM
Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. ROLL CALL.

I. William VandeCastle - Chair, Terri Refsguard - Vice Chair, Sandra Popp, Erin Edwards and Stephen Srubas

Present: William VandeCastle, Stephen Srubas, Terri Refsguard, Erin Edwards, Excused: Sandra Popp

C. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the April 15, 2021, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas, seconded by William VandeCastle to approve of the agenda for the April 15, 2021 meeting of the Green Bay Housing Authority.

Motion carried.

Yes- None, No- None, Abstain- None

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the March 10, 2021, meeting of the Green Bay Housing Authority.

Moved by William VandeCastle, seconded by Terri Refsguard to approve of the minutes from the March 10, 2021 meeting of the Green Bay Housing Authority.

Motion carried.

Yes- None, No- None, Abstain- None

E. REGULAR BUSINESS.

1. Consideration with possible action to approve Resolution 2021-03 authorizing submission of HUD RAD/Section 18 blend program application.

Moved by Stephen Srubas, seconded by William VandeCastle to approve of Resolution 2021-03 and authorize staff to submit the HUD RAD/Section 18 blend program application.

Motion carried.

Yes- None, No- None, Abstain- None

2. Consideration with possible action to send out a Request For Proposal (RFP) seeking a developer for the redevelopment of Mason Manor.

Moved by William VandeCastle, seconded by Erin Edwards to approve of sending out a Request For Proposal (RFP) once finalized by staff for publication to seek a developer for the redevelopment of Mason Manor.

Motion carried.

Yes- None, No- None, Abstain- None

F. INFORMATIONAL.

1. GBHA Bills.

Stephanie Schmutzer presented the GBHA bills. No action needed.

2. GBHA Financial Report.

Stephanie Schmutzer presented the GBHA Financial Report. No action needed.

3. Langan Report.

Jayne Valentine presented the Langan Report. No action needed.

4. Director's Report.

Cheryl Renier-Wigg presented the Director's Report. No action needed.

5. Occupancy report.

Jayne Valentine presented the Occupancy report. No action needed.

6. Date of next meeting: May 20, 2021

G. ADJOURNMENT.

Moved by Terri Refsguard, seconded by Stephen Srubas to adjourn the April 15, 2021 meeting of the Green Bay Housing Authority.

Motion carried.

Yes- None, No- None, Abstain- None

VERBATIM MINUTES

- Let's get the show on the road here.

- Erin texted me that she's logging in so if you want to keep watch for her Kaycee.

- Okay. Very good. So let's call the meeting to order. This is the Green Bay Housing Authority meeting for Thursday, April 15, 2021 at 10:30 am. We have roll call via Zoom. So we'll move on to approval of the agenda for the April 15th, 2021 meeting of the Green Bay Housing Authority. Are there any additions or is our agenda set?

- Agenda set.

- All right. So is there a motion to approve?

- I'll make a motion to approve.

- I will second. So we have a motion and a second to approve the agenda for today's meeting. All in favor, signify by saying "Aye."

- Aye.

- Aye. Any opposed? Motion carries. On to item D. Approval of the minutes from the March 10, 2021 meeting of the Housing Authority. Are there any additions or corrections to that document?

- No.

- No? Alright. Then I will move to approve. Is there a second?

- I'll second.

- Right, we have a second. Again, any additions or corrections? Hearing none. All in favor signify by saying "Aye" for approval.

- Aye.

- Aye. Motion carries. Item E. Now onto a regular business. Item E, number 1, is consideration with possible action to approve resolution 2021-3 authorizing submission of HUD RAD section 18 Blend Program Application. That's a mouthful.

- Yeah. It's only going to get better.

- I'm sure.

- I'm sure.

- So we're moving forward along with our RAD application for Mason Manor. Baker Tilly's advising us to the next steps that we need to go through. The two agenda items are the next steps forward for us. This one is a resolution that is- We need to have this in place in order to make our application with RAD correct and basically it's the resolution, if you've read through it, is basically just demonstrating that we need to do this because we don't have the capital funds to make the appropriate improvements to Mason Manor and that the board of commissioners approves us basically moving forward with the process of RAD.

- Okay.

- Jayme, did I miss anything?

- Think you got it.

- Thank you.

- Cool.

- Right. I will move to approve.

- Was that a space bar chime-in? All right.

- I just learned about that. And with my two roommates at home you never know what you're going to get, so...

- I mean, we were expecting this, right? This is nothing new here. I would make a motion to approve this.

- All right, and then I'll second. All right. Any further discussion or questions? All right. Just a procedural one. Is it okay if I just print this out and then sign it and scan it and send it back to you?

- Yes.

- Okay. The City Hall's still locked up, isn't it?

- No.

- Oh, they opened it back up again?

- They opened last week, I believe, so...

- Okay.

- All right. Last week for voting

- Nope, they're actually open to the public starting the day after voting. They were open for voting but now the entire building is open. April 7th it started, so...

- Okay. All right, well, I'll get it to you, one way or the other. So we have a motion and a second. All in favor, signify by saying "Aye".

- Aye.

- Aye.

- Any opposed?

- Motion carries. So moving on to, I got to scroll back here. Moving on to item 2 under regular business. Consideration with possible action to send out requests for proposals, RFPs, seeking a developer for the redevelopment of Mason Manor. Cheryl, any comment on that?

- Okay, so, when we hired Baker Tilly, they brought Gorman on as a contract. Remember that? We, kind of, hired them together and Gorman was very helpful with that, but we knew that, at the point that we were going to redevelop Mason Manor and we needed to find a developer, that we'd need to go out for RFP for that. So I apologize for not having the RFP attached to this. Baker Tilly actually sent me a few of them that we're working over, ones that have already been submitted but basically the RFP is going to be we need to secure a developer for the building. So someone that's gonna work with us on the estimates and actually the relocation of tenants, the whole project.

- Sure.

- In other words. So Baker Tilly would like us to get this RFP out. If we could get the approval to get it out and then just get it out as soon as we can, maybe to bring it back and maybe let's see, potentially, the June meeting of the GBHA to look at hiring a developer because we're at that point. I've actually had a couple of emails from other developers that work on this type of public housing transition. So I think it will be good. We may get some, you know, more than one person applying for this. but I think that we're at the point now for the RFP. So if you'd be comfortable with approving it, I can send it out to the board before it actually gets issued. If anyone wants to take a through it and see if we've missed anything, I think that would be, that'd be cool. I'd appreciate that actually.

- I'm okay with that 'cause we, kind of, know what what this is going to be. so I would make a motion to approve that sending out the RFP once it is finalized by staff for occasion and go forward with that. So that's my motion.

- I second that motion.

- All right. We have a motion and a second to approve and send out an RFP on the understanding that we will be getting a copy of that document once it's been finalized for publication. So any further discussion or questions?

- Yeah. So you said the June meeting. So you're going to finish this thing, you're going to send it out. What do they get? Four weeks or something?

- Yeah, I think that's generally the four weeks. We'll have to work it through per our purchasing department as a formalized process. What I'd like to do is, Baker Tilly has actually sent us some with some comments on it. So I'm going to rework that RFP. I'll do that, like, early next week and then run it back to them to have a quick run over and then I'll ship it out to the board for comments to see if there's anything that we've missed. And if you're all okay with that, then I'll work with purchasing to get that out. So, I mean, if it doesn't come in June, it may come in July. But I mean, the goal is to sometime in the next few months to get that developer on board.

- Right.

- All right. Since we have a motion and a second, any further discussion or questions? Hearing none. All in favor signify by saying "Aye." Aye.

- Aye.

- Any opposed? Motion carries. Very good.

- It's getting real.
- Yeah it is.
- It's getting real, actually, right?
- Yeah, yeah yeah. Huh.
- When did we start?
- We started with section 18.
- Yeah.
- Scattered site, section 18. That had to be in '19.
- easily '19.
- Spring of '19
- It was probably fall of '19 because I believe that's when we started doing our tenant meetings.
- Yep. And then, you know, I think we made the decision in the fall last year, right, maybe November, not to go after the tax credits because our odds were pretty slim.
- Yeah.
- Yeah. It's, it's a long process. I kept hoping that we could actually, if we can get a developer on board and get, I think, the HUD requirements that we need to do and whatnot, it'd be great to have, in 2022, the remodel actually starting.
- Yeah.
- I mean, that would be wonderful.
- I mean, it was '18 and '19 when we were sending off generator and boiler issues, right? Because of this
- Yes.
- I'm sure they've corrected themselves since then.
- Yes, they have. We're maintaining pretty well with those things.
- Knock on wood.
- But I'm not going to get this remodel done faster, right? Sooner than later.
- Yes.
- Yes. All right. Moving on to the informal section of the agenda. Item number 1 is GBHA bills. And that's in your packet. Any questions? Nope? Stephanie, anything for me? Any comments from you on the bills?

- No, it's pretty standard stuff. Nothing fun and exciting.
- Yeah. All right. All right. So I guess we can receive and place on file if we want but otherwise we're moving on to the financial reports. Those are also in your packet.
- Yep.
- Any questions? Any comments Stephanie?
- We're getting close to the end of our year so we are starting to work on budget for next year so, that's all I got.
- Okay, All right. Any questions from anybody before we move on? All right. Then moving on to item number 3, the Langon Report, which is also in your packet. Any questions on that? So it looks like we got 42 applications that came in.
- Those were just working off the waiting list. Just forecasting our upcoming vacancies. So Kye and Kaycee have been sending a bunch of applications into laying in to see if they'd be suitable tenants for the Green Bay Housing Authority.
- That seems high, isn't it? I mean, is that up?
- It's a little higher because April was a very difficult month of vacancies for us. I think we've looked at it. The board usually, like, takes 5 to 10 applicants to get one unit filled. So they're just forecasting and being very proactive and thinking of all the units that are coming up.
- All right. All right, any questions? Otherwise we can move on to the Director's Report. We're really flying here this morning.
- Well, I'm going to slow it down a bit. Okay, so we are still searching for a building services coordinator and a custodian too. I think we have an interview this afternoon and then we've got another one next week. We are really struggling to fill those positions. It is unbelievable. And I think the general theme is, or I shouldn't say the general theme, but there are a number of applicants that don't like the on-call.
- Okay.
- You know, we've had really good applicants that we've made offers to but just didn't like that every-other-week-on-call situation. So I guess we're working with HR and maybe finding some different outlets to find some qualified applicants for those two positions, but yeah. And I have to say that our staff is outstanding. I mean, think about it. We haven't had a building services coordinator or a custodian too since November. So that's Jayme, you know, carrying three phones, that's Kye and Casey. That's Tom. I mean, we've got our casual workers. Everybody has really pitched in and we've got a contract person, luckily, that's been working with us pretty well for those repairs that need to be made. But yeah, kudos to the staff for keeping things afloat during this transition time while we appoint positions
- With these applications, are they filing an application and then after they file they realize that there's on-call on the weekends?
- It's in the job description in the application. But I feel like it's when we make the offer. We're, like, "Hey, we like you," we make an offer, they're like, "Mm, I thought about it. I don't like the on-call part."
- And we also go through it during the interview process. Like, it's a question. "Do you have any comments or concerns or need clarity on on-call?" and it's great.

- And it's not a lot of on-call, really, when you look at it, right? I mean, comparatively speaking, I think when we looked at the numbers of how many times you actually get called.

- Well, you know, and I was thinking about this a while back. It's a little surprising because you think for the type of position that they're applying for, they would understand that they need to be available not 24/7 but, you know, seven days a week, because of the scope of their responsibility. You'd think that they would understand that coming in and that if they'd been in that business, they will have been doing that already. You know, I mean, any barn structure that's got a maintenance staff is going to have that kind of a requirement because the building doesn't shut down over the weekends. It still runs.

- Right.

- So it's a little surprising that people almost seem like they're shocked that they have to come in on the weekends.

- You know, and I think we've had some folks too that, you know, have applied to the job, we've made the offer, and then went back to their employer and got more money maybe, and stayed.

- Sure.

- So I want to say, we probably had, maybe, one or two, Jamie, in that regards as well. So yeah.

- I'm sure.

- I've never- it's wow. I mean, this is even longer than filling the director position.

- Yeah, I remember.

- I thought was pretty long.

- Yeah.

- Are you on call on weekends?

- On call out every day.

- Yeah, that's what I thought.

- I'm on call on weekends now.

- Yeah. Is it possible to find a service for that component of it? Or is it, like, does it hands to that?

- Hey, we're going to start looking at those types of things, right? If there is some type of, maybe, there isn't an on-call situation where we have a separate company that would do that, you know, 24/7 nights and weekends type of situation. I actually, the last conversation we had with human resources was, "Can we look at the temp agencies?" because I know there are temp agencies that have more of the trades kind of people working with them. Maybe we're not looking in the right places. So I think they were going to try to look at that angle as well. Because I think you work with the temp agencies that way. You hire them, right. You know, if they work out, so...

- Doesn't that raise more issues though? 'Cause I would think that if I'm the responsible party, in some respects, for the maintenance, I don't know that I want some outsider coming in and tinkering around with

everything while I'm gone on the weekends. You know, even if I'm not doing the work I'd want to know what's going on and be there to supervise.

- Right.

- It's shocking to me that, you know, you're in that kind of business and you don't want to work on weekends.

- Right.

- Yeah.

- It seems like hiring, in general, is tough right now. I mean, we are being challenged finding good people. But I agree with Bill, you know, you have a benefit of the person who works there that knows the building, you know, somebody from the outside coming in just on the weekends is not going to be familiar.

- Right.

- Yeah.

- Well, that will transition me into letting you know that personnel approved our reclassification of a casual worker to a cleaner position.

- Okay. So that's our position that's going to be there nights and weekends for lockouts and that low-level maintenance types of things, plunging a toilet or light bulbs or those types of things. So that goes to council on Tuesday for final approval but there were no questions asked on it, which is good. So,

- Okay.

- I think that will be hopeful and that we'll have this now position, that when we interview, we can talk about this other position that we have now available. So hopefully that helps. We've had vaccinations at Mason Manor, right? Two shots now?

- Yep

- So we had the opportunity for our residents to get vaccinated. How many people are we thinking? Was it like 60 or...

- Between 50 and 60.

- 50 and 60 residents got their vaccination so that was, I think, good. Jayme, do you want to make your announcement about section 18?

- Ooh. The application is at SAC office in HUD Chicago. 100%.

- Okay.

- You Remember we had to work through HUD, Milwaukee, for our section 18 application. HUD Milwaukee. HUD Milwaukee. HUD Milwaukee. And then when they're satisfied they ship it to SAC, which is the federal-

- No! No! No! they do not ship it to SAC. They ship everything to me.

- Okay.

- and then I upload for hours.
- So we got permission to do that. So that is actually in the hands now of the folks that can make the determination for that trans-program.
- Okay.
- So how is that different than item 1 of regular business? item 1 of regular business if our application is already at Milwaukee?
- Mason Manor. This is for scattered sites.
- All right, I get it. Yeah.
- What you passed today was Mason Manor. Okay, and then I just wanted to say that I've had conversations with my back up. Part of our Mason Manor redevelopment is a blend of RAD financing and section 18 again, where we pull some of those units and then we asked Brown County Housing Authority to allocate vouchers for those units. So I had a very positive conversation with Patrick Leifker from the Brown County Housing Authority who was supportive of that concept. Primarily because when we pull the units out of our public housing portfolio, which we did with the first round of scattered sites, if we take additional units out of our public housing portfolio, that allows us to build more public housing. And that's a plus because we can create affordable housing units then through the public housing system. So he was in favor of that. We'll be working with the Brown County Housing Authority to get the approvals for that. For the Mason Manor portion of the section 18. But that was good that at least he's supportive of that. So I think the board probably will as well.
- Okay.
- So that's all I have for my report. Are there any questions for me?
- Nope.
- Cool. All right, very good. Moving on to the Occupancy Report which is also in your packet, any questions?
- So, like I kinda said earlier in the meeting, April 1st was a little difficult of a month for us. We had some pretty significant move-outs at Mason Manor, some very difficult move-outs with Mason Manor. So we're just working on those. If you see the application numbers, they're a lot lower than what they've been previous months. Kye, Casey and myself have been purging the waiting list over the past few months so we're working with up-to-date applications. So yeah, that's very fresh and new and people are very new on the waiting list, which is great. And then so far this year we have had 12 move-ins and 9 move-outs overall. So We're doing all we can.
- That's positive.
- All right. Any questions?
- Those percentages are, when you look on your sheets, you know, you want to keep an eye on those percentages.
- Yes. 'Cause that's what HUD is- HUD's monitoring us on those percentages. You may remember a while back, they were much lower, those percentages, which concerns HUD. But we're not turning units over so I'm looking at 100%, 98, 98, I mean, those are great numbers for turnover.

- Yep. Okay. Any other questions regarding the report? No? Carrying on. It gets received and placed on file. It's part of the record. All right. Anything else before we look to adjournment? I know we've got a meeting date reported for May 20th, is our next meeting date. Anybody have any issues with that? Nope. Then I guess we are ready for adjournment.

- I mean, did we hammer through faster than usual today?

- We didn't have that big of an agenda though.

- Yeah.

- Fair enough.

- Important items, but only two, so... Oh, you know, one more thing, I guess, now that I thought about it, the city of Green Bay has completed what we're calling the TIDAH plan. TIDAH stands for Tax Increment District Affordable Housing.

- Yeah, but Cheryl let's get some jazz hands.

- ♪ TIDAH! ♪

- So that was a carry over from the old director. So in a nutshell, the city of Green Bay, the City Council has agreed to hold open two of our TIFS for an additional year which we then can capture those taxes generated from those TIFS and use that towards affordable housing.

- Okay.

- So we put the plan together and it's a very, actually, a broad based plan. But the bottom line, based on our housing study, is we need to create more units. So that's either, like, large units, accessible, elderly, transitional with supportive housing but we've, kind of, run the gamut as the goal doing that. And that's going to go to council for approval, final approval on Tuesday. We have about 1.1 million in the hopper right now with that funding source. So that's good for affordable housing. And then we also, the city of Green Bay received word, through the American Rescue Plan, that we'll be receiving an additional 1.9 million of home dollars as well. That will be used towards affordable housing. I don't know if the Federal Register has come out yet with exactly how we can use the home dollars but it would be, you know, for the efforts home is meant for housing

- Yeah. So it's some type of affordable housing whether that's shelter assistance or new units or whatever that is, we'll figure that out. So I have never really been able to say that we have a lot of money to spend on affordable housing before so, yay.

- Once that money's in the city's hands are we going to have any say on how it's spent?

- You know, I will talk to our block grant specialists. Usually there's a public comment period.

- Yeah. You know, we get the money in and this is what you can use it for and then we do some type of a public comment period. So I would think that's generally how we do stuff, is we try to get some public input-

- Okay.

- with regards to that, so yeah.

- How much are we talking between the two?

- I.9 and I.I

- Steve methods three.

- Yeah.

- I mean, we're racing towards section 18 applications with a gun to our head 'cause we can't afford to maintain Mason Manor and we have \$3 million we can spend on housing. Can we use it to help maintain Mason Manor?

- Well, I just want to clarify, Steve, we are maintaining Mason Manor. We just have dated things we need to replace. I don't want anyone to think that it's not maintained. I don't think we could use home funds. I think that's a double dip, probably, with Federal Public Housing and Home Allocations. But TIDAH, potentially, we haven't looked at that.

- I need to be clear about this. I need jazz hands when you refer to it.

- It's not jazz hands. It's more like magic hands.

- All right, okay.

- So that's a potential. I'm not sure at right now, like, we don't want to, I guess, how can I say this? We're in the process of actually replacing a lot of things. So we're really maintaining them at this point because we know that part of this redevelopment and we'll be actually replacing those items, so...

- Yeah right.

- I see. And if we were pinned to those from a separate pile then that pile would be smaller. I get it, okay, sorry.

- All right. Well the, kind of, underlying reason for my question was, you know, just reading some of the stuff in what's going on in Madison with the, you know, the federal money coming into the state and the fight between the governor and the legislature as to how that gets spent. And my curiosity here is that, you know, who's going to make the decisions with this money how it gets spent once it's in. I mean, I understand the public comment thing but at the end of the day somebody's going to be issuing checks and who's going to decide where those checks go. Is that us or is that City Council?

- It actually will be City Council. Much like the Cares money that came in through HUD, this will be the home money will come in through HUD.

- Okay.

- So I'm thinking, you know, there'll probably be those, you know, however we look at allocating those dollars would go to the redevelopment authority first and then council for final and then our department would administer that. That's how I see the home funds coming in and being administered.

- Okay. Okay. So it's actually Federal money.

- Yeah.

- We get it from the Fed so it's those rules compared to State dollars.

- So we shouldn't get too excited at this point yet about us being able to spend all that 3 million. There are other hands in the pie.

- There are lots of hands but it's all, it's affordable housing.

- Yeah. So, you know, the housing authority certainly has an opinion on how we should be, you know, creating affordable housing. You know, we've got our providers, Terry, you know, NEW shelter, we've got the shelter providers that are, like, okay here are our needs. So I feel like it's actually a good problem to have now and actually have some resources to allocate, right, towards affordable housing 'cause usually those are the hardest dollars to spend just because you need such a big gap to create affordable housing.

- I mean, even if it's it's still a good thing, right?

- Right.

- Yeah.

- That's cool.

- One thing I did forget to tell you is that The Housing Authority did receive our CFP number for 2021. So we'll be receiving \$345,708.

- All right.

- Awesome. \$708.

- It's very specific.

- I mean, eight bucks is good. Like, it's eight bucks we didn't have.

- That's right.

- That's right.

- We're up a third of a mil. Right on.

- All right. Any other questions before we look for adjournment? Or comments? All right, then I think we are ready to adjourn. Is there a motion to adjourn?

- I'll make the motion to adjourn.

- I have a motion. Is there a second?

- I get a second.

- All right, we've got a motion and a second. Thank you all for a fine today and all in favor of an adjournment, signify by saying "Aye."

- Aye.

- Aye.

- Any opposed?

- Thanks guys.
- Have a good rest of April, see you in May.
- Yeah
- See you in May.
- See you guys.
- Stay safe.
- Bye.