



MINUTES OF THE GREEN BAY HOUSING AUTHORITY

THURSDAY, JANUARY 20, 2022, 10:30 AM
Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains Zoom information, instructions, and a link to the Virtual Comment Form.

B. ROLL CALL.

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

Meeting started at 10:33AM<

Present: William VandeCastle-Chair, Terri Refsguard-Vice Chair, Erin Edwards, Stephen Srubas,

Excused: Sandra Popp

C. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the January 20, 2022, meeting of the Green Bay Housing Authority.

Moved by William VandeCastle, seconded by Terri Refsguard to approve the agenda for the January 20, 2022 meeting of the Green Bay Housing Authority. Motion carried. Yes-William VandeCastle, Terri Refsguard, Erin Edwards, Stephen Srubas, No- None, Abstain-None

D. APPROVAL OF MINUTES.

I. Approval of the minutes from the November 18, 2021, meeting of the Green Bay Housing Authority.

Moved by Terri Refsguard, seconded by Stephen Srubas to approve the minutes from the November 18, 2021 meeting of the Green Bay Housing Authority. Motion carried. Yes-William VandeCastle, Terri Refsguard, Erin Edwards, Stephen Srubas, No- None, Abstain- None.

E. REGULAR BUSINESS.

1. Consideration with possible action on approval of Resolution 2022-01 approving the development plan for RAD submission for redevelopment of Mason Manor and Scattered Site Public Housing resulting in the reduction of Federal Faircloth Public Housing Units

Moved by Terri Refsguard, seconded by Stephen Srubas to approval of Resolution 2022-01 approving the development plan for RAD submission for redevelopment of Mason Manor and Scattered Site Public housing resulting in the reduction of Federal Faircloth Public Housing Units. Motion carried.

Yes- William VandeCastle, Terri Refsguard, Erin Edwards, Stephen Srubas, No-None, Abstain-None.

2. Consideration with possible action on writing off delinquent tenant accounts effective February 1, 2022.

Moved by Stephen Srubas, seconded by Erin Edwards to approve of writing off delinquent tenant accounts effective February 1, 2022. Motion carried. Yes- William VandeCastle, Terri Refsguard, Erin Edwards, Stephen Srubas, No-None, Abstain-None

3. Consideration with possible action on approval of the June 30, 2021, Audit Report.

Moved by Stephen Srubas, seconded by Erin Edwards to approve the June 30, 2021, Audit Report.

Motion carried. Yes-William VandeCastle, Terri Refsguard, Erin Edwards, Stephen Srubas, No-None, Abstain-None.

F. INFORMATIONAL.

1. GBHA Bills.

Stephanie Schmutzer presented the GBHA bills.

2. GBHA Financial Report.

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

3. Langan Report.

Jayme 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.

Jayme Valentine presented the Occupancy report. No action needed.

6. Date of next meeting: February 17, 2022

G. ADJOURNMENT.

Moved by Stephen Srubas, seconded by Terri Refsguard to adjourn the Green Bay Housing Authority

meeting. Motion carried. Yes-William VandeCastle, Terri Refsguard, Erin Edwards, Stephen Srubas, No- None, Abstain- None

H. VERBATIM MINUTES

- And we'll call the meeting to order. We have roll call already in place. So the first item to attend to is approval of the agenda. The approved agenda for today's January, 2022 meeting of The Green Bay Housing Authority. I'll make that motion, is there a second?

- I'll Second.

- All right We have motion and a second. Any further discussion, any additions to the agenda? Hearing none, all in favor of approval of today's agenda signify by saying aye.

- Aye.

- Any oppose? Motion carries, we are moving ahead with our agenda. Item D approval of the minutes. Is there a motion to approve the minutes from the November 18th, 2021 meeting of The Green Bay Housing Authority? And that those minutes are in your pack.

- I will make a motion to approve.

- All right We have a motion I think Terri's got the motion and Steve's got the second

- Yap

- All in favor for. Sorry about that. Any additions or modifications? Hearing? None. All in favor, signify by saying aye. To Approve the minutes

- Aye.

- Any opposed ? Hearing none, motion carries. moving on to regular business. Item Number one, consideration with possible action on approval of resolution 2022 dash zero one approving the development for the last submission for redevelopment of Mason Manor and scattered site public housing resulting in reduction of federal Faircloth public housing units.

- So at November meeting, you know, this board approved going forward with our redevelopment plan and knowing that that would result in a reduction of our public housing units under our faircloth limits. And then at the end of that meeting chair, VandeCastle said, Hey, you know what, let's get this in a resolution format. So the board can approve this. So in going forward of record, we've got record that at some point. Someone's like, why did we do have a reduction in our faircloth while on the board approve that? So the resolution was in your packet. I tried to just lay out the point of why we're doing it and the fact that the board approved this and that we're lessening our units down to 140. So any questions I guess.

- No

- No

- Is there a, unless it was in our presence, is there a motion to approve?

- [Erin, William] I will make a motion.

- All right. Everybody wants to make a motion, Cheryl, I'll give it to you. And then Steve will be the second

- okay

- I spit out a motion and a second to approve a resolution 2022 dash zero one. Any further questions or discussion hearing? None. All in favor, signify by saying aye.

- Aye.

- Opposed? All right, Cheryl, while we're I still on the RAD stuff, any update on the attorney selection, I know that I've been had some correspondence with Joanne and the city attorney's office about this, that they narrowed it down to and they were going to select one of them. I don't know if you've heard anything back about whether that's been accepted or not.

- Yep. I, had as part of my director's report, but we'd love to share it now that's appropriate.

- Go ahead. So we had two, we had two clients, we were first of all, the law department did a reach out for us on the attorneys that would work with this HUD RAD process. And we got two back. One was from Husch Blackwell which is a Madison based firm. And one was from Nixon Peabody, which is a New York based firm, both very qualified, both work on many of these RAD HUD projects in the past, the one we chose and I should say, Joanne bunkered, who was our interim city attorney reviewed this chair Vandecastle did, I did. We looked through really, they were very comparable, but we decided to go with Husch Blackwell called Dombrowski, who actually, we looked at this, I guess, as being more of a local firm, they've worked with Wisconsin rapids in Kaukauna and Wisconsin based HUD RAD projects. So, they were a little bit cheaper, not a whole lot cheaper, but a little bit cheaper. So when looking at them, we just really thought they were good firms. They've worked with Baker Tilly in the past. They have that experience as well. They worked with this. They've got connections with Associated Bank So overall I think we went with the local firm. I had a little bit more Wisconsin experience in the end.

- I would concur. That, I like, as, as was said, I reviewed this as well and they were very close, but I, I concurred with the recommendation prior to you supposed to stay local, not just, I mean, it's good to stay local, but also the, the local experience that they had was made a lot of sense to me. So. All right. All right. So back to our regular order of business here, item number two consideration with possible action. Writing off delinquent tenant accounts effective February 1st, 2022, Stephanie, I think this is your.

- Yes. I was just trying to get the right one up on my screen over here. So I could look at that. So yeah, we have some to write off, most of what we're writing off for scattered sites is like charges that we occurred during move out for Mason Manor. We have a little bit more on the rent side, but this is very common for us to write them off because then I still go after them for payment. And we do have some people that have already reached out for repayment agreements on these. So

- Is this amount typical?
- it's about what we normally have on
- Tenants
- Yeah.
- Okay
- I'd like people to just pay all their stuff. So we don't have to do this, but that's not how it works. So.
- All right. Any, any questions?
- Is there a Motion to approve?
- No, I'll make the motion. All right.
- I'll second that.
- All right. We've Erin with a second. Ah, Steve, I see your face. All right. So we are, we have a motion and a second, any further discussion, any questions from anybody otherwise all in favor of the, the write off of the delinquent tenant accounts signify by saying aye.
- Aye.
- Any opposed? All right Motion carries. I am ask informational with regard to the GBHA bills. Stephanie back to you.
- Oh, number three.
- Oh, that's right Number three. Missed One. consideration with possible action on approval of the June 30, 2021 audit report. And that was also in your writeup.
- Yes
- It wasn't boring right everyone read through.
- Yes, Yes.
- I'm super surprised that no one asked for me to mail them a copy of this because they wanted to read so much. Nothing real special to report. It was just our regular audit, normal adjustments and stuff like that go through, When we have a close out of a CFP year. I know that next year will be a lot more fun because once we get up and running with doing some changes, there will be some very big changes happening. But this year was pretty status quo, which I'm happy with. Does anybody have any questions or want me to go over anything?

- Ah, Stephanie, a lot of times in these audits when I kind of look for is, do they make any recommendations for future structural use or anything like that? And I didn't see anything in here, but I could have very well missed it. So did you come across any of that?

- No. They don't really have any recommends. Their recommendations are the standard ones, which are, we need to always make sure that we have backups for all of our positions. Like if something should happen to Jamie, Cheryl, myself, and also that we need to have segregation of duties and they, an auditor always wants more segregation of duties so that there's no way to have fraud. But when you're working with like Jayme's offices three people, you can only segregate so much.

- Right

- There just isn't. So those are the two always gonna be their comments, but we've done what we can.

- And the only reason I bring that up is, I've seen other commission, public commission meetings and stuff. When they talk about that, it comes up just so it's on the record that we've talked about it. And as you said, because of the small size of our staff, which is typical in these kinds of situations, there really isn't anything you can do, you know, the auditors put that in there, but it's like, yeah. Okay, great. What you know, we're not gonna hire more staff just to, to serve as a backup. So, but yeah, I think from a public perspective in the minutes, it should be reflected that we talked about it. So,

- all right.

- That's all I have. Anybody else have any questions regarding the audit?

- Do you need a motion to approve? Do we approve.

- Yeah we should probably we should have a motion that it approves it.

- Accepts it. What do you, is it, is it an approval thing? I mean, yeah. I'll make a motion to approve the audit. It seems

- Approved and accepted, or accepted approved.

- Well, I need approval because that's what I submit to HUD saying that you approve that this is what the answers are.

- Got it, reviewed it, approve it I wholeheartedly approve it.

- And I wholeheartedly

- A full throated approval.

- All right, So we have a motion and a second, any further discussion.

- Terri, we killed it, way to go.

- Yes.

- We had a YouTube video coming soon. We have a motion and a second, no further discussion. All in favor, signify by saying aye.

- Aye.

- Any opposed? it is approved. Alright. Now on to the GBHA bills.

- Okay, The only thing that I have to, to really talk about that's different is that back in November Broadway lost I only requested their final payment on their loan. So that's finally done, but otherwise everything else for December is pretty much status quo.

- Okay. Very good. Any questions? From anybody. Hearing none. We'll move on to item two, the GBHA financial report

- Any questions.

- or anything to highlight.

- [Stephen] Nothing.

- If you notice on the first page, there are both smiley faces there.

- Yes

- And what that has to do with

- That's the kind of financial reports we like just smiley face. We don't need the numbers. We just need smiley faces.

- That the kind I can understand.

- I was going through our, our money that we draw down from HUD. And at the end of October is really the cutoff. They, we had more money in there. They must have given us more money than I had anticipated. So I just drew the rest of it down because I had to draw it or I lose it and I'm not willing to lose the money. So that actually bumped our revenues up quite a bit and made smiley faces.

- Okay.

- Very good.

- So do we have to worry about that? If they give us extra money that we have to worry about and say oops, well, you made a mistake, but back.

- No, not, I mean, really it's, it's what they granted us. And what I think happened is, is that they, they have been increasing the amounts. And I always was just taking a portion of what was there, because that's what they always tell me to do is calculate in a certain way. And I did it, but I wasn't going to leave. I think it was almost \$40,000 for one for scattered sites. I wasn't leaving that on the table. And it

was more than that for Mason Manor.

- Okay.

- Give them hell Stephanie.

- Yeah, there you go. All right. If there's no questions, I'ma move on to the Langan report. Any questions there again? That's in your pack.

- Nope. All right. Then we're moving rapidly on here. onto the director's report, Cheryl.

- So I spoke to you about our new attorney that we've hired, which I'm excited about working with. We've actually been very busy working on our redevelopment project. I say we, but I really mean Jayme and her staff at Mason Manor. So we've had a Gorman and company working with their environmental team, their appraisal team, and our capital needs assessment folks that had to come in and spend some time in our units to do measuring testing, all that fun stuff. That was last week, which was, I think all week long in some capacity, people coming and going to make that all work, HUD approved our CHAP, which is great. In fact, they approved it pretty quickly. I think from when we sent it in. So we officially have a CHAP, which is the next step in our process. And we've also met with, let me back up, our HUD rep has changed. So we had Scott Kegler for a long time as our, as our HUD rep. And now we have a new person Scott's moved up in the organization, which is good. He's still there. And he's still kinda working with us as he turns things over. But we had a meeting with HUD and our team and they actually gave us the authority to hold our units open. So good thing for us in that one, we have a vacancy at Mason manner. We can leave it open because the goal is for this project to do one or two floor at a time? So if we can get enough vacancies to relocate our tenants in house, then we create these vacant floors to do the work. And then we move those tenants back up and it allows for less disruption, I think in the tenants life than having to somehow find a site for them offsite. So that's good. It's bad because of course we have a need for affordable housing and we've got units that are offline in the community, but necessary for us to get this project done. So we've started to, I think, hold these units open. We've just gotten through our last group that we've approved and now we can officially start making those vacancies.

- So I have a question about that,

- Yap.

- if we hold a bunch of rooms open so you could start shifting tenants around to be able to clear off blocks of space. I mean, there's a cost to that, right?

- Yes.

- Is that, is, is the cost for both moving them and the loss for not filling them part of the payback on the incentive program, Or is it just a loss?

- I think it's part of our whole development project. That's a cost that was included in the going proposal to us, the cost of relocation of the tenants. So there will be, No, we gonna have to do is, maybe our staff can do some of that internal moving, or if we have to hire out, luckily they're one bedrooms, they're smaller units. It's a matter of helping to pack up and transition that out. But that's

part of the development costs from the Gorman side.

- Okay. So even, even if, even if our staff their quotes, if staff is doing that work, they keep track of their time or whatever, so that we can keep that cost affiliated with that's what, you know what I'm saying? Like how like

- Yap, Yap. I believe so.

- Okay I believe so. Now we have not seen the development pack yet,

- Right. Because the capital needs needs to be done and they need to put all the financing together. So we need to see that yet. That's gonna be coming back to the board on where we are with splitting development fees and the cost to the housing authority. Those types of things will come back to us. But that relocation is part of the development with Gorman. Including first parts.

- Do you start holding rooms empty now? even though there's some legwork that has to happen on a plan?

- Yes

- Okay.

- I think the goal is to, I wanna say it was late summer, early fall, potentially starting some work. As soon as we can get rolled up, we gonna have to get 21 units vacant.

- That's why

- Yeah.

- so it's really you know ready For the floor. So, right. So I mean, I think the goal is to start as soon as we can get the financing in place and the units that's available, but am I wrong on that start date Jayme?

- They ,They hoped for possibly October, but they wouldn't be surprised if it was January.

- Right.

- Kinda depends on how it works with the right moving tenants around and whatnot. But so, and HUD, you know, it Hud told us, look, we're, you know, it's not going to look great because we'll have a vacancy rate, but they understand they're like everybody does it. They have to in order to make this all work. So.

- Okay.

- Yeah.

- Thank you.

- Good questions. All right.

- And I think the only other thing is we have been dealing with some COVID cases in Mason Manor. So we've been monitoring that, you know, the way it's so prevalent there's I don't think any way we could have avoided that happening. So, but it's with the keeping an eye on people as much as we can and hoping everybody hangs, hangs in there, hoping it's our part, and it's less right. that way. So.

- Right.

- Okay. Anything further for your director's report? Alright, then moving on to the occupancy report.

- And so that is in year package. So for mason manner, you can see that five, 17 and 403 for Mason Manor. Those will start being our holding units for our development. So we will start seeing more of those for scattered sites. We just had a typical one move out of town. So we're only anticipating one right now coming up. We are starting to get a waiting list, which is good as we typically go through quite a few applications to get one occupied. So yeah, nothing major to report right now. Let me know if you have any questions on it.

- No

- And it's our understanding that it's got our tenants and scattered sites should be able to stay in the units, during remodels. Dependent if there, I mean, if there is one, that's got remodel that might be different, but generally speaking for siding and roofing windows, we're hoping that our tenants can just stay in place. It's not fun during a remodel having, having gone through myself.

- Yes. Yes. But that's all part of life. Right? Gotta, gotta go through a little pain in order to get something to new and improved.

- Right, Yap.

- All right Any other questions on the occupancy report? All right. Well, I think we are ready to talk about our next meeting date, which is February 17th, and then we are ready for adjournment anything else. Anybody have anything else? All right. Then we are ripe for a motion to adjourn. Anybody want to jump on that?

- I'll make a motion to adjourn.

- All right. We have a motion. Is there a second?

- I'll Second.

- We have a motion and a second all in favor of adjournment. Say aye.

- Aye All right. Very good. Any opposed? Nope, no opposition. So we are adjourned. Thank you. All. Stay warm and survive the winter

- happy new year to everybody

- Hope it gets better.
- And yeah happy new year to everybody.
- Have a great day
- Thank you all
- Cheryl, can I keep you for a second?
- Sure.
- You're.