



# **MINUTES OF GBHA PROPERTIES I, INC.**

**THURSDAY, FEBRUARY 16, 2023, 10:30 AM  
IMMEDIATELY FOLLOWING GREEN BAY HOUSING  
AUTHORITY MEETING.**

**In person at City Hall, Room 604 - The Harry Maier Room.  
Virtual attendance is also available 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

Meeting began at 10:56AM

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

Absent:None, Excused:Sandra Popp

## **C. APPROVAL OF THE AGENDA.**

I. Approval of the agenda for the February 16, 2023, meeting of GBHA Properties I, Inc.

Moved by Terri Refsguard, seconded by Erin Edwards to approve the agenda for the February 16, 2023 meeting of GBHA Properties I, Inc. 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 December 20, 2022, meeting of GBHA Properties I, Inc.

Moved by Stephen Srubas, seconded by Erin Edwards to approve the minutes from the December 20, 2022 meeting of GBHA Properties I, Inc. 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 proposed rent increases for all Scattered Site properties effective April 1, 2023.

E.I. Erin Edwards is a current housing participant/resident of the Scattered Site properties and will abstain from voting.

Moved by William VandeCastle, seconded by Terri Refsguard to approve the proposed rent increases for all Scattered Site properties effective April 1, 2023. Motion carried. Yes-William VandeCastle, Terri Refsguard, Stephen Srubas, No:None, Abstain:Erin Edwards

2. Consideration with possible action on writing off delinquent tenant accounts effective February 8, 2023.

Moved by Erin Edwards, seconded by William VandeCastle to approve writing off delinquent tenant accounts effective February 8, 2023. Motion carried. Yes-William VandeCastle, Terri Refsguard, Stephen Srubas, Erin Edwards, No:None, Abstain:None

## **F. INFORMATIONAL.**

1. Occupancy Report

Jayne Valentine presented the Occupancy Report. No action needed.

2. Langan Report

Jayne Valentine presented the Langan Report. No action needed.

3. GBHA properties I Financial Report.

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

## **G. ADJOURNMENT.**

Moved by Stephen Srubas, seconded by Terri Refsguard to adjourn the meeting of GBHA Properties I, Inc. Motion carried. Yes-William VandeCastle, Terri Refsguard, Erin Edwards, Stephen Srubas, No:None, Abstain: None

## **H. VERBATIM MINUTES.**

- It's 11, 10:56. Let's call to order the meeting of GBHA Properties I, Incorporated for February 16th, 2023. We have roll call. So the first item was the approval of the agenda that we all have in front of us. So is there a motion to approve the agenda for this morning's meeting?

- I'll make a motion.

- Second.

- I'll second then.

- I have a motion and a second. All in favor of the agenda signified by saying aye.

- Aye.

- Aye.

- Any opposed?

- You have motion carries. Moving on to item D, approval of the minutes from the December 20th, 2022 meeting of GBHA Properties I, Inc. And that is in your packet as well. Any addition corrections or modifications to those minutes in our last meeting? Otherwise, is there a motion to approve?

- I'll make a motion.

- Okay. Have a motion. Is there a second?

- I'll second that.

- All right. I have a motion and a second. Any additions, corrections or modifications or questions? Otherwise? All in favor of approval of amendment from the December 20th, 2022 meeting. Signified by saying aye.

- Aye. Right?

- Yeah. Aye.

- Heck. Heck yeah, Bill. Alright. Alright. Any opposed? Motion carries. All right, moving on to E, regular business consideration number one, consideration of possible action on approval of proposed renting increases for all scattered site properties effective April 1, 2023.

- Okay, so the background is in your packet. Each year our scattered site renewal is with Brown County Housing Authority. April 1st. What we do is we look at the rents, the fair market rents that Todd has proposed and then the voucher payment standards that integrated Community solutions proposed. So with that, we calculate the tenant utilities and then our utilities and then just go based on the voucher payment standard. So regardless, our tenants will continue to pay 30% of their adjusted annual income. It's just the difference of subsidies that we will receive from the Section eight program. So, okay. Those are in your packet. I also put, so I have like two or three of each ones. So I'm not sure how the attachments went in but I did show like the two, three and four bedrooms what the 2022 rents were, what the 2023 rents were, the difference of amounts for each year, how many units and then the projected increase. So, okay, this year we are gonna see an increase in rent revenue in the amount of \$19,226. And then if you can per month, that's per year. Per year, yep. That is 19,000 in the year. And then you can see the last year one section or our scattered sites were in public housing our rent revenue was \$394,000 our first year. Switching to the section 18 platform you can see the significant increase in rent income as to why we did switch to this program. And then this new year starting April 1st, 2023. So you're just looking to honor approval for the contracted runs for the scattered sites properties. And I think Aaron might have to abstain from this vote. Yes, I think you do, Aaron. Sorry, no vote, Aaron.

- All right. I will make that motion to approve the proposed rent increases for all scattered site properties effective April 1, 2023. Is there a second?

- Oh, second.

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

- Then one abstention.

- And one abstention. Hearing none. Motion is approved. Item number two, consideration of possible action on writing off delinquent tenant accounts effective February 8th, 2023.

- So this is very like what we did for Mason Manor. I will continue to track them and seek payment for these but we do write them out of our system. It just helps clean things up on Jamie's end, too. So.

- Is there a motion to approve?

- I will motion that.

- All right. And I'll second. Any further discussion or questions? Hearing none. All in favor of writing off delinquent tenant accounts effective February 8, 2023. Confirm by saying aye.

- Aye.

- Aye Any opposed? Hearing none. Motion carries. Moving on to informational item number one. Occupancy report. It's in your packet?

- Yes, it's in your packet. We do have one scattered sites unit that is vacant right now, but we do have a different family within our scattered sites program that's gonna be transferring to this unit, then bringing up another one. So right now we just have one to report. Okay.

- What's our waiting list for scattered sites?

- We no longer maintain our waiting list.

- Oh, that's right. It's too Do we know what their waiting list is?

- I think it's, oh gosh I don't know because they combine 'em all now, but it's at depending on the bedroom size. Two bedroom is always gonna be the longest, at least a year. Three bedroom moves pretty quickly. Three to six months I would say, as well as four. Four bedroom, but two bedroom. That's a hard one.

- That's a hard one. They come far and few between.

- Okay.

- All right, then moving on to item number 200 information Langan report. She's also a detective.
- Yes. So Langan will no longer be doing our fraud investigations, as ICS will have to do that for the assistance, and we did not have any at lease up in the last month. So no background checks.
- Okay.
- I can probably talk about this offline but did you bring it up now?
- I do, you probably know I do all the section eight housing fraud.
- Yep.
- Prosecutions for the city or for Brown County.
- Yep.
- So will any of ours end up in there that I might run into a conflict with?
- Possibly.
- Okay, so I'll have to talk to Patrick about that.
- Yes. Okay.
- I'll have to flag the ones that are, right?
- Yeah.
- Yep. Yep.
- Okay.
- Hopefully no.
- Yes, but...
- I would say that that is significantly less fun than my abstention and Aaron's.
- These are some interesting cases sometimes. Alright, moving on to the financial report
- That was in your packet. Were there any questions from anyone?
- All right.
- Anybody have any questions? Hearing none, we are right for adjournment.

- Anything further before we adjourn? Otherwise, there is a motion to adjourn.
- I'll make a motion to adjourn.
- We have a motion to adjourn and just like to thank the city for allowing us to do this sort of half and half and whatever. It's nice to be back. We'll be back together again. So thank you all very much and thank you.
- Need a second, need a second?
- Need a second?
- To adjourn?
- Is there a second to adjourn?
- I'll second.
- We have a motion and a second to adjourn. All in favor of adjournment by saying aye. Aye.
- Aye.
- Aye.
- We are adjourned. Thank you all very much again
- Recording. All right, thank you.