

Minutes of the
HOME Board Meeting
April 16, 2015

Members Present: Mark Baldwin, Joseph Birbaum, Ron Buchanan, Christine Howard, John Kannard, Russell Kutz, Duane Paulson, Jay Schreurs, Dick Schultz, Peter Sorce, Maria Watts

Staff: Kristin Silva, Lori Rutzinski, and Christina Brockish,
Waukesha County

Excused Absence: Dennis Myers, Kathleen Schilling, Glenn Stumpf

Guests: RoxAnne Witte, Jefferson County Economic Development Center; Kris Androsky, Hebron House of Hospitality; James Tarantino and Aaron Matter, Tarantino & Company, LLC

- I. The meeting was called to order by Jay Schreurs, the Board Chair, with a quorum of the Board present at 9:02 a.m.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Ron Buchanan and seconded by Peter Sorce, the minutes from the March 19, 2015 HOME Board meeting were unanimously approved.
- IV. There were no public comments.

A list of lenders that attended the lender training meeting on March 30, 2015 was passed out to the Board.

The Five-Year Consolidated Plan and Annual Action Plan were submitted to HUD.

Kristin Silva said the HUD monitoring went well, we will need to let the seller know at the offer that the funds used to purchase are HUD funds and Waukesha County will not use eminent domain to take over the property if the sale doesn't go through. Roxanne Witte requested getting a copy of the form.

- V. The fund balance report was reviewed. There are currently 14 DPA reserved, 4 rehab applications with 6 loans in process, and 3 purchase-rehab applications with 2 loans in process.

Hebron House balance that was approved last month should come out of the CHDO reserve amount.

Joe Birbaum had some questions about remaining funds, asked that the Board is given a sufficient notice if funds are at risk to expire.

- VI. James Tarantino was present to answer questions from the Board regarding the cost overrun on the Hebron House Summit Avenue Apartments. Many of the additional costs were due to an increase in construction costs since the construction costs were budgeted in 2012. The zoning code required a setback that added significant costs to bury a line that was not originally budgeted. There were delays in HUD funding which added costs as well.
- VII. A presentation was given for the Village Pointe Commons, Grafton application showing the development project that is proposed for senior housing. There are 8 units that will be affordable, the request is for \$400,000.

On a motion by Mark Baldwin and seconded by Joe Birbaum, the Board unanimously approved the application going to the Executive HOME Board for further evaluation.

VIII. The Executive HOME Board met on 4/1/15 to discuss the Tenant-Based Rental Assistance program. Kristin outlined the following program parameters:

- \$250,000 from unallocated to allocate to a TBRA program
- Administration costs will come from HOME administration funding; Kristin will look into other programs' administration costs to determine if it should be less than 10%
- Kristin will check with Waukesha County Purchasing Division to determine if an application would be sufficient or if an RFP will be required.
- This program will be available to all four counties on a first-come-first-served basis.
- This will be established as a three-year contract to be reviewed each year; available to the participating families for 12 months.
- Families will be required to get supportive services.
- Money can be used for a security deposit and rent assistance, will not be used to help with utilities that aren't included in the rent payment.
- To be eligible, a family must be below 60% of the County median.
- The tenant contribution to rent should be 30% of their income towards rent and utilities with a minimum contribution of at least \$10-\$20/month.
- This money will target low-income families with a member with a disability who are at imminent risk of homelessness and families who are chronically homeless or at risk of being chronically homeless.

Kristin will meet with the Housing Authority of Waukesha County to get ideas on how this program could run. It may be difficult to find an agency that is able to run the program across all four counties. This was an update, Kristin will do more research to determine if an agency would be able to provide services if the Board was in favor of a program like this.

IX. On a motion by Ron Buchanan and seconded by Christine Howard, the Board unanimously approved the meeting adjourned at 10:41 a.m.

Respectfully submitted,



Jay Schreurs
Chair, HOME Board