

Minutes of the
HOME Board Meeting
November 12, 2015

Members Present: Ron Buchanan, John Kannard, Russell Kutz, Dennis Myers, Duane Paulson, Jay Schreurs, Dick Schultz,

Staff: Kristin Silva, Lori Rutzinski, and Christina Brockish, Waukesha County; Debbie Narus, Wisconsin Partnership for Housing Development

Excused Absence: Joseph Birbaum, Christine Howard, Kathleen Schilling, Jay Shambeau, Peter Sorce, Glenn Stumpf, Maria Watts

Guests: RoxAnne Witte, Jefferson County Economic Development Consortium; Kathy Gale, Mary Madden, Angela Mancuso, Housing Action Coalition; Kim Haines, Waukesha County Corporation Counsel

- I. The meeting was called to order by Jay Schreurs, the Board Chair, with a quorum of the Board present at 9:01 a.m.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Ron Buchanan and seconded by Dennis Myers, the minutes from the October 15, 2015 HOME Board meeting were unanimously approved.
- IV. No staff or public comments.
- V. Debbie Narus reviewed the Fund Balance Report, she believes most of the programs will be spent by the end of the year and is committing the funds on a first-come-first-serve basis.

Kristin Silva reported that Movin' Out, Waterloo Apartments is almost complete and they expect to draw the remaining money by the end of the year. Unallocated balances are being reviewed since the administrative funds will have new time constraints as of 7/2016. There is approximately \$100,000 in unallocated administrative funds.

- VI. Representatives from the Housing Action Coalition (HAC) were present to request \$70,000 in administrative funds. The HAC is a Waukesha County based group organized as a 501C-3 agency to manage grant funds. There was an extensive study done to improve homeless services and the HAC was chosen to serve as the backbone agency. It is currently run by all volunteers, the money they are requesting will be used to help pay for a staff member. The staff person will write grant applications and oversee the centralized process.

Ron made a motion, seconded by John Kannard to award \$40,000. A friendly amendment was made by Duane Paulson and seconded by Dennis Myers to award \$45,000. The Board unanimously approved the amended motion to award \$45,000 to the Housing Action Coalition for administrative funds.

- VII. The RFP process to administer the HOME funds is finished. Wisconsin Partnership for Housing Development was the only applicant to administer the HOME funds. The contract term is from 2016-2018.

On a motion by Duane Paulson and seconded by Dennis Myers, the Board unanimously approved the three-year contract for Wisconsin Partnership for Housing Development to continue administering the HOME funds.

- VIII. The Housing Inspector bid process was held for the 2016-2018 contract. There was only one bid, from White Glove Inspections, who is the current inspector for this program. The inspection costs increased for DPA from \$125 to \$140, Rehab and Purchase Rehab from \$150 to \$165, and final inspection costs from \$75 to \$90. Kristin stated these are all reasonable increases to cover the inspector's costs.

On a motion by Ron Buchanan and seconded by Dick Schultz, the Board unanimously approved White Glove Inspections to continue as the Housing Inspector for the HOME program.

- IX. Kristin updated the Board on the Mutual Cooperation Agreements. We are still waiting for some of the communities to respond, overall the majority of the communities have signed on.
- X. Kristin updated the Board on the status of the Hebron House Hillside/Gander properties. The sale has been postponed again until 12/1/15. There are a few agencies that have expressed interest in taking over the properties to avoid displacing the current tenants and to keep the affordable housing units. Representatives from HUD, Kristin, and Dale Shaver, Director of Waukesha County Parks & Land Use, met with Hebron House's Executive Committee from their Board of Directors. Hebron House has agreed to allow a third-party operational review to look at all aspects of their operations and finances. Kristin hopes the review will be completed and the results available by the end of January.
- XI. Kristin reviewed the Annual Action Plan. HUD requires this to be submitted by November 16, 2015.
On a motion by Ron and seconded by Dick, the Board unanimously approved the 2016 Annual Action Plan.
- XII. On a motion by Dick and seconded by Ron, the Board unanimously approved the meeting adjourned at 10:14 a.m.

Respectfully submitted,


Jay Schreurs
Chair, HOME Board