

Minutes of the  
HOME Board Meeting  
January 21, 2016

Members Present: Joseph Birbaum, Ron Buchanan, Christine Howard, John Kannard, Russell Kutz, Dennis Myers, Duane Paulson, Kathleen Schilling, Jay Schreurs, Dick Schultz, Peter Sorce

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

Excused Absence: Jay Shambeau, Maria Watts

Guests: RoxAnne Witte, Jefferson County Economic Development Consortium; Kim Haines, Waukesha County Corporation Counsel; Paul Decker, Waukesha County Board Chair

- I. The meeting was called to order by Jay Schreurs, the Board Chair, with a quorum of the Board present at 9:00 a.m.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Peter Sorce and seconded by John Kannard, the minutes from the November 12, 2015 HOME Board meeting were unanimously approved.
- IV. Kristin Silva reported that Glen Stumpf from Ozaukee County will not be on the HOME Board in 2016, Ozaukee County will appoint a new member.  
We received notice that the HOME allocation will increase this year and should be restored to the amount before it was cut by 10% two years ago.  
Kristin is working with the purchasing department to get the TBRA request for proposal out, it should go out in the next three weeks.  
The Housing Action Coalition has posted the administrative job notice and they expect to have interviews in February.
- V. Kristin reviewed the Fund Balance Report, 2015 was a very strong year; the Partnership was able to spend all of the 2014 funds that were carried over and most of the 2015 funds. There were 63 Down Payment Assistance (DPA) loans, 17 Purchase Rehab loans, and 15 Rehab loans. Debbie Narus reported that there are already 7 DPA's in the first week of January.  
The Movin' Out – Waterloo project is complete, they expect to be fully occupied by the end of the month and once they are, the remaining balance can be drawn.  
There are remaining funds in unallocated: \$168,000 in entitlement funds and \$64,000 in CHDO funds. This money will be carried over into the 2016 balances and will be available to allocate to projects or programs.
- VI. Kristin received a request from a homeowner that received HOME and CDBG rehab loans a number of years ago. The HOME loan was an interest-bearing loan and the homeowner has since lost her job. She would like to sell her home, but does not think the total of the principal and interest on the loans will be covered in a sale. The homeowner is requesting the Board forgive the interest portion of her loan to make it easier for her to sell. After a brief discussion by the Board, and on a motion by Joe Birbaum and seconded by Christine Howard, the Board unanimously approved waiving approximately \$2,124 in interest on her HOME loan.

VII. Jay Schreurs' term as Board Chair is complete, it is Washington County's turn to Chair the HOME Board. On a motion by Peter Sorce and seconded by Ron Buchanan, the Board unanimously approved appointing Dennis Myers as the 2016 HOME Board Chair. On a motion by Dick Schultz and seconded by Duane Paulson, the Board unanimously approved appointing Kathleen Schilling as the treasurer. On a motion by Joe and seconded by Dennis, the Board unanimously approved the 2016 Slate of Officers:

Chairperson:	Dennis Myers	Washington County
Vice Chairperson:	Christine Howard	Waukesha County
Secretary:	Ron Buchanan	Jefferson County
Treasurer:	Kathleen Schilling	Ozaukee County

VIII. 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.

IX. Kristin updated the Board on the status of Hebron House. UEDA (Urban Economic Development Association) was hired to perform an operational review of Hebron House's finances and operational structure to determine the financial position of the agency. UEDA subcontracted with a CPA to do a detailed financial analysis. They are approximately  $\frac{3}{4}$  of the way finished and expect to be finished examining their records by the end of January or beginning of February. In addition to looking at the financial position, there will be recommendations for ways to reduce expenses and increase revenues. So far, Hebron House is doing a good job at providing all of the information necessary for the review.

X. On a motion by Peter and seconded by Ron, the Board unanimously approved the meeting adjourned at 9:26 a.m.

Respectfully submitted,

  
Jay Schreurs  
Chair, HOME Board