

Minutes of the
HOME Board Meeting
November 17, 2016

Members Present: Rock Brandner, Ron Buchanan, John Bulawa, Christine Howard, John Kannard, Kathleen Schilling, Jay Schreurs, Jay Shambeau, Duane Paulson, Dick Schultz, Mike Wineke

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

Excused Absence: Joseph Birbaum, Maria Watts

Guests: Roxanne Witte, Jefferson County Economic Development; Angela Mancuso, Housing Action Coalition; Kathleen Christenson Fisher and Mark Baldwin, Family Promise

- I. The meeting was called to order by Jay Shambeau, 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 John Bulawa, the minutes from the October 20, 2016 HOME Board meeting were unanimously approved.
- IV. No Public Comments
Staff Comments:
Kristin Silva stated that Movin' Out was supposed to begin \$16,111 yearly loan payments in September for the Globe Apartments but they haven't made the payment yet. She spoke to Dave Porterfield at Movin' Out and he said he didn't feel they had enough surplus cash available to make the payment. Kristin has asked an accountant to look at the financial statements to determine the availability of surplus cash. Movin' Out will be at the next Board meeting to discuss their financial position.
- V. The WI Partnership Balance Fund Balance Report was reviewed, Kristin is working with the WI Partnership to correct errors she believes is on the Fund Balance Report and will have an updated report at the next meeting. Debbie Narus reported that DPA has \$89,000, Purchase/Rehab has \$2,900, and Rehab has \$7,800 remaining.
There is approximately \$250,000 in the unallocated entitlement.
\$224,000 is available in CHDO funds and must be committed within six (6) months.
Remaining Admin is approximately \$130,000 and could be reallocated.
- VI. Angela Mancuso, President of the Housing Action Coalition (HAC) Board, was present to request an extension on the 2016 HAC contract with \$17,154.88 remaining to be drawn. She also requested additional administrative funding in the amount of \$28,844.12 for 2017 administration. This full-time administrative position will eventually be self-sustainable. Kristin is the vice-president of the HAC Board and explained that they take the burden off of any one non-profit agency by providing solutions to community needs like the overflow shelter.

On a motion by Christine Howard and seconded by Ron, the Board unanimously approved to extend the 2016 HAC contract until the end of 2017.

On a motion by Duane Paulson and seconded by Ron, the Board unanimously approved allocating \$28,844.12 for the 2017 HAC administration costs.

- VII. Kathleen Christenson Fisher and Mark Baldwin from Family Promise were present to discuss their application for \$250,000 in CHDO funds. The money will be used to develop transitional housing units attached to a singles shelter and support services space that will serve homeless single men and women in Washington County. Jay Shambeau shared that the City of West Bend approved the proposal, and John Bulawa stated that Washington County liked the concept.

The residents of the transitional housing units would receive case management services to help get them into permanent housing. A small portion of the resident's income will be collected each month as rent and then Family Promise will provide half of what was paid towards their permanent housing rent fund.

On a motion by Dick Schultz and seconded by John, the Board unanimously approved sending the application to the Executive committee for further discussion. The Executive Committee meeting is scheduled for Monday, December 5th at 8:30 a.m.

- VIII. Kristin asked the HOME Board to consider ranking a rental project higher on the housing development application than a homeowner project, starting with applications received in 2017. Currently a homeowner project would rank slightly higher than a rental project. Kristin explained the reason for the request was that the majority of the HOME funds are allocated to the core programs, which are all programs for homeowners. The HOME funds designated for development are almost exclusively awarded to rental projects, so it makes sense to acknowledge that rental is a higher priority for those projects.

On a motion by Christine and seconded by Ron, the Board unanimously approved changing the points for rental projects from 5 to 7 and changing the points for housing units from 7 to 5 beginning in 2017.

- IX. Kristin updated the Board on the Assessment of Fair Housing (AFH) which is very similar to and will replace the Analysis of Impediments (AI). She contacted Milwaukee County and the City of Milwaukee to discuss a regional collaboration when preparing the AFH. HUD highly recommended this collaboration, and all organizations agreed to work together. Milwaukee will put an RFP out for consultants to do the research and prepare the regional AFH. This process will begin in 2017.

On a motion by Kathleen Schilling and seconded by Christine, the Board unanimously approved the collaboration for the 2019 AFH.

- X. On a motion by Duane and seconded by Dick, the Board unanimously approved the meeting adjourned at 9:54 a.m.

Respectfully submitted,



Jay Shambeau
Chair, HOME Board