

Minutes of the  
HOME Board Meeting  
December 15, 2016

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

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

Excused Absence: None

Guests: Roxanne Witte, Jefferson County Economic Development; Mark Baldwin and Kathleen Fisher, Family Promise; Kevin McDonell, Commonwealth Development Corporation

- I. The meeting was called to order by Christine Howard, Board Vice-Chair, with a quorum of the Board present at 8:34 a.m.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Duane Paulson and seconded by Ron Buchanan, the minutes from the November 17, 2016 HOME Board meeting were unanimously approved.
- IV. No Public Comments  
Staff Comments:  
Kristin Silva stated that the 2017 Federal budget has not been passed so we are operating under a Continuing Resolution until April, which holds us at 2016 funding levels until then.
- V. The WI Partnership Balance Fund Balance Report was reviewed. The programs are all moving very quickly. \$224,000 is available in CHDO funds and must be committed within six (6) months. Remaining Admin is approximately \$104,000 that can still be reallocated. The Village Pointe Commons project is finished and they have started to rent up. Once the HOME units are rented, they'll be able to draw the remaining \$50,000.  
Kristin proposed that the Board reallocate the TBRA funds back to unallocated. There has been no interest to run this type of program because of the requirements, specifically case-management.  
On a motion by Joe Birbaum and seconded by Ron, the Board unanimously approved moving the \$125,000 that was designated for TBRA back to the unallocated line item.
- VI. Kevin McDonell was present to discuss the application for \$415,000 to preserve the historic Barton School in West Bend with a total of 40 units, 8 units being HOME units. The property will have an on-site property management office, community room, and exercise room and there will be a 30-year affordable period. Commonwealth will apply to WHEDA for low income housing tax credits and they believe the project could begin in the fourth quarter of 2017.

On a motion by John Bulawa and seconded by Rock Brandner, the Board unanimously approved sending this application to the Executive Committee of the HOME Board to be scored.

- VII. Kathleen Christenson Fisher and Mark Baldwin from Family Promise were present to answer any additional questions about their application presented in November, 2016 for \$250,000. The application was reviewed by the Executive Committee of the HOME Board and the total score was 83 out of 100.

Joe Birbaum made a motion to allocate \$224,321.45 from the 2016 CHDO funds and the balance to come from the unallocated line item, he then amended the motion to have the remaining balance to come out of the 2017 CHDO line item. On an amended motion by Joe and seconded by John Kannard, the Board unanimously approved a \$250,000 grant to Family Promise allocating the remaining 2016 CHDO funds in the amount of \$224,321.45 and \$25,678.55 from the 2017 CHDO funds.

- VIII. Kristin reviewed the budget provided by the WI partnership for Housing Development.

On a motion by John Kannard and seconded by Ron, the Board unanimously approved accepting the WI Partnership for Housing Development administration budget.

- IX. There is a three-year term for WI Partnership and the HOME Inspector and a five-year term for the HOME counseling agencies; however, each year there is an approval required to continue. Kristin suggested extending all contracts through the end of 2017.

On a motion by Ron and seconded by Joe, the Board unanimously approved extending the contracts to the end of 2017.

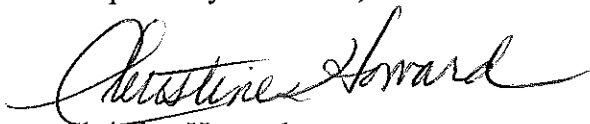
- X. The Board reviewed the 2017 HOME Board Slate of Officers, one member from each county is required. This year a Washington County representative is needed to fill the treasurer position.

On a motion by Ron and seconded by John Kannard, the Board unanimously approved the following 2017 Executive Committee of the HOME Board:

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

- XI. On a motion by Dick Schultz and seconded by Ron, the Board unanimously approved the meeting adjourned at 9:34 a.m.

Respectfully submitted,



Christine Howard  
Vice-Chair, HOME Board