

Minutes of the  
HOME Board Meeting  
November 16, 2017

Members Present: Rock Brandner, Ron Buchanan, Christine Howard, John Kannard, Jay Schreurs, Duane Paulson, Dick Schultz, Maria Watts, Mike Wineke

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

Excused Absence: Joseph Birbaum, John Bulawa, Kathleen Schilling, Jay Shambeau

Guests: RoxAnne Witte, Jefferson County Economic Development Consortium; Angela Mancuso and Michael Egly, Housing Action Coalition; Jim Tarantino, Capri Communities

- I. The meeting was called to order by Christine Howard, 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 Dick Schultz and seconded by Rock Brandner, the minutes from the October 19, 2017 HOME Board meeting were unanimously approved.
- IV. There were no staff or public comments.
- V. The WI Partnership Balance Fund Balance Report was reviewed. Kristin updated the Board on the core programs; there is approximately \$5,257 remaining for all of the core programs.
- VI. Debbie Narus from the Wisconsin Partnership for Housing Development stated there is currently a waiting list for funds and requested additional money to be used for any of the three core programs: Down-Payment Assistance, HOME Rehab, and Purchase/Rehab.  
  
On a motion by Maria Watts and seconded by Duane Paulson, the Board unanimously approved the transfer of \$75,000 from unallocated entitlement to the core programs, to be used as needed.
- VII. Jim Tarantino from Capri Communities was present to discuss the Village Point Commons project. They have had some problems with their general contractor who didn't finish the project and decided to terminate their contract. There were issues with excessive unexplained change orders so they are currently going through a legal process with the contractor. Jim stated they were able to complete the project without the general contractor and are currently waiting for the final occupancy permit from the Village of Grafton. The development is two-thirds occupied and he expects full occupancy by approximately the first or second quarter of 2018. He expects the legal process to take time and will update the Board as needed.
- VIII. Angela Mancuso and Michael Egly, representing the Housing Action Coalition (HAC), were present to discuss their application for \$25,403 in administrative funds. The funds will be used to cover some of the salary expenses for the HAC program administrator in 2018. The HAC's intent is for this position to be self-supported but may request additional funding in the future.

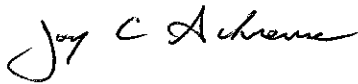
On a motion by Duane and seconded by Dick, the Board unanimously approved allocating \$25,403 from the unallocated administrative funds to the Housing Action Coalition.

- IX. The 2018 Annual Action Plan was available for review and the thirty-day public comment period is now over, there were no public comments. Kristin will submit the plan to HUD once HUD allows.

On a motion by John Kannard and seconded by Dick, the Board unanimously approved the 2018 Annual Action Plan.

- X. On a motion by Dick and seconded by Ron Buchanan, the Board unanimously approved the meeting adjourned at 9:44 a.m.

Respectfully submitted,



Christine Howard     *Jay C Schreurs*  
Chair, HOME Board