

Minutes of the  
HOME Board Meeting  
July 20, 2017

Members Present: Rock Brandner, Joseph Birbaum, Ron Buchanan, Christine Howard, John Kannard, 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: John Bulawa, Kathleen Schilling, Maria Watts

Guests: Jessica Peterson, Oakbrook Corporation

- 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 Duane Paulson and seconded by Joe Birbaum, the minutes from the May 18, 2017 HOME Board meeting were unanimously approved.

IV. There were no public or staff comments.

- V. The WI Partnership Balance Fund Balance Report was reviewed. Debbie Narus updated the Board on the core programs; there is approximately \$5,300 left for Down Payment Assistance (DPA) with two more applications waiting to be processed so far, \$48,288 left for Purchase/Rehab, and \$124,544 for Rehab.

Kristin Silva updated the Board on the Family Promise project in Washington County, they are expected to break ground any day now.

- VI. The DPA program is running out of funds and The WI Partnership for Housing Development, Inc. is requesting additional money for that program.

On a motion by Joe and seconded by Ron Buchanan, the Board unanimously approved transferring \$50,000 from the 2017 Rehab to 2017 DPA.

- VII. Jessica Peterson from Oakbrook Corporation was present to request the 2016 HOME loan payment in the amount of \$13,964.37 be deferred until the loan is due in full on 10/31/19. There were extenuating circumstances in 2016 that prevented the organization from ending the year with surplus cash. Oakbrook identified a problem with their previous property manager and hired a new one; the occupancy rate has increased with the new staff. There was flooding on the first floor in 2016 and in 2017, a U-Haul truck hit a carport and damaged several vehicles. Jessica stated that they incurred a large deductible because of that accident this year.

The HOME Board members had questions regarding the large depreciation expense in the financial documents provided by Oakbrook; although it is a legitimate expense when preparing accounting documents, this could signify available cash. There were also questions regarding flooding issues, the Board asked if this was potentially the builder's responsibility. Jessica will research these questions and provide an explanation at the next scheduled HOME Board

meeting. The Board members did not take action to defer this loan payment and will address it once the questions have been answered.

VIII. Kristin provided an update for the Board regarding the application submitted by Commonwealth for the Barton School apartments. Kevin McDonell, Vice President – Development, is working with WHEDA to determine if the project will be approved. WHEDA is putting all of the historic projects on hold until the State’s budget passes. Kevin anticipates funding if the budget passes since their application scored high.

IX. Kristin updated the 2017 Annual Action Plan to include the transfer of \$600,000 from Economic Development to the earmarked homeless shelter.

On a motion by Ron and seconded by Joe, the Board unanimously moved to approve the final 2017 Annual Action Plan.

X. Kristin received some good news on the proposed 2018 Federal funding of the HOME program. The initial proposed budget by the House is showing an 11% decrease which is a great starting point. The HOME Consortium’s 2018 allocation was budgeted with a 10% decrease and went through a 30-day public comment period resulting in no public comments.

On a motion by Duane Paulson and seconded by Ron, the Board unanimously approved the 2018 HOME allocation as follows:

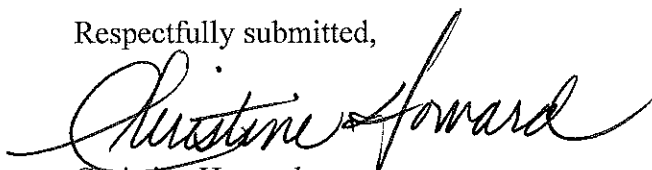
Grant	\$ 959,909
Projected Program Income	\$ <u>200,000</u>
	\$1,159,909
Administration	<u>- 115,990</u>
	1,043,919
15% CHDO Reserve (required)	<u>- 143,986</u>
	899,933
Housing Development	<u>- 199,933</u>
	\$ 700,000

**CORE PROGRAMS**

Downpayment Assistance	\$ 300,000
Housing Rehabilitation	\$ 225,000
Purchase/Rehabilitation	\$ <u>175,000</u>
Total:	\$ 700,000

XI. On a motion by Dick Schultz and seconded by Ron, the Board unanimously approved the meeting adjourned at 9:41 a.m.

Respectfully submitted,



Christine Howard  
Chair, HOME Board