

Minutes of the
HOME Board Meeting
February 16, 202~~2~~³ *yes*

Members Present: Jay Schreurs, Duane Paulson, Russell Kutz, Jeff Smith, Kris Deiss, Jay Shambeau, Deb Sielski, John Kannard, Kathleen Schilling

Staff: Kristin Silva, Christina Brockish, Lisa Johnson


Absent: Maria Watts, Christine Howard

Guests: Ted Matkom and Dennis Hanson from Gorman Co/Candise Street Lofts; Patricia Fabian, Housing Action Coalition of Waukesha County

1. The meeting was called to order via Teams by Jay Schreurs, Board Chairperson, with a quorum of the Board present at 9:01 am via Microsoft Teams Meeting. The public could call 414-435-2078 Conference ID# 990 844 755 to attend the meeting.
2. The Board Chair led the Pledge of Allegiance.
3. On a motion by Deb Sielski and seconded by Duane Paulson, the minutes from the December 15, 2022, HOME Board meeting were unanimously approved with the following changes: add that Maria Watts was present and Duane Paulson was absent.
4. No public comments. Kristin gave the Board an update on the HOME ARP Allocation Plan. HUD requested some minor changes that the consultant will make, and we will resubmit the Plan.
5. Kristin reviewed the Financial Status Report. On a motion by Kathleen Schilling and seconded by John Kannard, the board unanimously approved to use 2022 carryover funds first in the Core Programs for 2023.
6. HOME Consortium Loan Portfolio Update. Kristin provided the Board with a spreadsheet showing the number of loans and the total amount spent by Core program in each County from 1998—2022.
7. Ted Matkom from Gorman and Co/Candise Street Lofts talked to the Board about why they didn't make their annual payment in 2022. Ted reminded the Board when they were in the process of applying for FEMA funds, they discovered they were in a flood plain. They had to build a levy wall that was funded by a loan from the City of Jefferson for \$600,000, with the agreement that City of Jefferson would receive payment first. Ted doesn't estimate the HOME funds getting paid back for approximately 15 years. No vote was made on this item. Kristin is going to gather more information from the developer and talk to Waukesha County Corporation Counsel about the HOME Board's options. This agenda item will be brought to a future meeting.

8. Independence Village HOME funds reallocation. The property they were trying to purchase is no longer available. On a motion by Jay Shambeau and seconded by Kris Deiss the board unanimously approved taking the \$770,000 back to unallocated funds.
9. Patricia Fabian from the Housing Action Coalition of Waukesha County spoke to the Board about the application for funding for the Executive Director position. The Overflow Shelter has served on average 20 people per day this winter and their family suites are always full. Patricia talked about the need for more affordable housing in Waukesha County, and how the COC is trying to encourage that. On a motion by Duane Paulson and seconded Kathleen Schilling, the board unanimously approved the application of \$40,000 in administrative funding for the Housing Action Coalition for 2023 costs.
10. HOME By-laws Draft. Kristin presented draft HOME By-laws for review. The Board made the following suggestion for edits to the draft:
 - Pg 3 3.2 Board members can vote by phone or computer via a Teams meeting, and their vote will be counted.Kristin will work with Corporation Counsel on this draft, and present a final version to the Board at a future meeting for approval.
11. On a motion by John Kannard and seconded Kris Deiss, the board unanimously approved to adjourn the meeting at 10:06 am.

Respectfully Submitted,



Jay Schreurs

Minutes of the
HOME Board Meeting
April 20, 2023

Members Present: Jay Schreurs, Duane Paulson, Russell Kutz, Jeff Smith, Kris Deiss, Maria Watts, Christine Howard, Deb Sielski, John Kannard, Kathleen Schilling

Staff: Kristin Silva, Christina Brockish, Lisa Johnson

Absent: Jay Shambeau

Guests: None

1. The meeting was called to order via Teams by Jay Schreurs, Board Chairperson, with a quorum of the Board present at 9:01 am via Microsoft Teams Meeting. The public could call 414-435-2078 Conference ID# 597 767 658 to attend the meeting.
2. The Board Chair led the Pledge of Allegiance.
3. On a motion by Kris Deiss and seconded by Deb Sielski the minutes from the February 16, 2023, HOME Board meeting were unanimously approved.
4. No public comments.
5. Kristin reviewed the Financial Status Report. Two large draws were done this week so there will be some changes to the report.
6. 2023 Annual Action Plan -\$1,632,417.00 is the actual number, not much adjustment was needed in the programs. On a motion by John Kannard and seconded by Kathleen Schilling, the board unanimously approved the 2023 Annual Action Plan as presented.
7. HOME Bylaws -Kristin gave a quick update on the bylaws. There are two copies on file. One was approved by the HOME board in 2008 but there is no signed copy on file.
8. On a motion by John Kannard and seconded Russell Kutz, the board unanimously approved to adjourn the meeting at 9:15 am.

Respectfully Submitted,


Jay Schreurs

Minutes of the
HOME Board Meeting
June 15, 2023

Members Present: Jay Shambeau, Duane Paulson, Russell Kutz, Jeff Smith, Kris Deiss,
Maria Watts, John Kannard, Kathleen Schilling

Staff: Kristin Silva, Christina Brockish

Absent: Jay Schreurs, Christine Howard, Deb Sielski

Guests: None

1. The meeting was called to order via Teams by John Kannard, Treasurer, with a quorum of the Board present at 9:00 am via Microsoft Teams Meeting. The public could call 414-435-2078 Conference ID# 869 902 642 to attend the meeting.
2. The Treasurer led the Pledge of Allegiance.
3. On a motion by Kris Deiss and seconded by Duane Paulson the minutes from the April 20, 2023, HOME Board meeting were unanimously approved.
4. No public comments. Staff comments- HUD has not yet approved the HOME ARP plan or the Annual Plan for 2023. Expecting Annual Plan approval soon and HOME ARP to follow.
5. Kristin reviewed the Financial Status Report. No applications are currently waiting for funding. For the first time a prepared marketing brochure promoting the HOME program has been distributed to developers. The numbers are down for the Rehab program, Down Payment Assistance program and the Purchase Rehab program, due to the supply of housing stock remaining very low. A discussion ensued regarding the HOME cap per unit that is currently allowed (\$70,000/unit). An agenda item will be added for the next HOME Board meeting to discuss modifying the per unit limit.
6. 2024 Annual Action Plan. We are expecting level funding and a raise of program income. The expected amount is \$1,900,000. This will be published in the newspaper for 30 days and then approval will be requested of HUD to use the funds. On a motion by Maria Watts and seconded by Kathleen Schilling, the board unanimously approved the 2024 Annual Action Plan as presented.
7. HOME Bylaws -Kristin gave a quick update on the bylaws. Approval of bylaws will be added to the agenda for the next HOME Board meeting to allow the Board time to review in more detail.
8. On a motion by Jeff Smith and seconded Duane Paulson, the board unanimously approved to adjourn the meeting at 9:23 am.

Respectfully Submitted,



Jay Schreurs

Minutes of the
HOME Board Meeting
July 27, 2023

Members Present: Jay Schreurs, Duane Paulson, Russell Kutz, Jeff Smith, Kris Deiss, John Kannard, Kathleen Schilling, Deb Sielski

Staff: Kristin Silva, Christina Brockish, Lisa Johnson

Absent: Maria Watts, Christine Howard, Jay Shambeau

Guests: None

1. The meeting was called to order via Teams by Jay Schrerurs, Chairperson, with a quorum of the Board present at 10:02 am via Microsoft Teams Meeting. The public could call 414-435-2078 Conference ID# 967 901 323 to attend the meeting.
2. The Board Chair led the Pledge of Allegiance.
3. On a motion by Kris Deiss and seconded by John Kannard the minutes from the June 15, 2023, HOME Board meeting were unanimously approved.
4. No public comments. Staff comments- Christine Howard would like to move the meeting time to 10:00 am, she is on the County Board and has a meeting on the same day every month. Deb Sielski agrees with the time change. 2023 Annual Plan was signed by County Executive and sent in, and HOME ARP funding was approved.
5. Kristin reviewed the Financial Status Report. Update on the HOME DPA, Debbie has 4 new DPA accounts and 1 new Rehab. Debbie is also working on 10 applications for HOME Rehab.
6. 2024 Annual Action Plan. This was published in the newspaper for 30 days and there were no public comment. On a motion by John Kannard and seconded by Kathleen Schilling, the board unanimously approved the 2024 Annual Action Plan.
7. HOME Bylaws – Term limits were discussed; they will be 3 years with 12 years maximum. The bylaws go into effect starting today. On a motion by Duane Paulson and seconded by Kathleen Schilling, the board unanimously approved the HOME Bylaws.
8. Raise the maximum per unit HOME Award – The Board discussed the benefits and negatives of raising the maximum per unit HOME award. On a motion by Kathleen Schilling and seconded by Deb Sielski, the board unanimously approved to raise the maximum per unit HOME Award to \$80,000, up from \$70,000.
9. RFP Process – Housing Inspector, only one contractor bids, Jim from Whiteglove, Housing Counseling, we have preferred providers for DPA counseling but like to have 4 or 5 agencies bid. Consultant for the 2025-2029 Consolidated Plan is also out for bid.
10. HOME-ARP Program approval and process for allocation of funds - Kristin will put together a calendar and draft applications for presentation at the next meeting.
11. On a motion by John Kannard and seconded Kris Deiss, the board unanimously approved to adjourn the meeting at 10:38 am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jay Schreurs". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jay Schreurs

Minutes of the
HOME Board Meeting
September 21, 2023

Members Present: Jay Schreurs, Jeff Smith - online
Duane Paulson, Russell Kutz, John Kannard, Maria Watts - in person

Staff: Kristin Silva, Christina Brockish, Lisa Johnson

Absent: Kris Deiss, Christine Howard, Jay Shambeau

Guests: Roxanne Witte, Jefferson County; Mary Anne Young, Carol Keen, Kyla Ward, Impact Seven; Melissa Songco, Brett Peloquin, Habitat for Humanity

1. The meeting was called to order via Teams by Jay Schreurs, Chairperson, with a quorum of the Board present at 10:01 am via Microsoft Teams Meeting and in person in Room AC355/359 of the Waukesha County Administration Center, 515 W. Moreland Blvd. The public could call 414-435-2078 Conference ID# 304 148 325 to attend the meeting.
2. The Board Chair led the Pledge of Allegiance.
3. On a motion by Maria Watts and seconded by John Kannard the minutes from the July 27, 2023, HOME Board meeting were unanimously approved.
4. No public or staff comments.
5. Kristin reviewed the Financial Status Report.
6. Impact Seven presented their application for an additional \$319,000 in funding for their Woodside Prairie project in Grafton. The need for additional funding is due to an increase in cost of construction materials, change orders and the increase in interest rates from 6% to 8% in the last 2 years. The HOME Board asked if it was necessary to refer this amended application to the Executive Committee, but Kristin explained that was not necessary because the application had already been scored and approved initially, so it is acceptable for the full Board to make a decision. On a motion by Maria Watts and seconded by John Kannard, the board unanimously approved the additional \$319,000 in funding for Impact Seven project. The money will come from the Development Projects funds. The total amount of HOME funding in this project will now be \$880,000.
7. Habitat for Humanity presented their application for an additional \$110,000 in funding for the Domenica Park project. The need for additional funding is due to the increase in cost of construction materials and difficulties finding contractors to do the work. They have done a large amount of fundraising for this project including submitting \$1.1 million in grant requests in which they received \$300,000 at this point and are waiting to hear about the rest. Melissa explained that they will get construction loans to fund the remaining homes if they can't secure all the funding through grants, but that makes the project cost more and involves more risk. On a motion by Duane Paulson and seconded by John Kannard, the board unanimously approved the additional \$110,000 in funding for Habitat for Humanity. \$23,158 will come from Unallocated and \$86,842 will come from Development projects funds to total the \$110,000. Maria Watts abstained from the vote since she is on the Habitat for Humanity Board. The total amount of HOME funding in this project will now be \$880,000.

8. RFP Approval for Housing Inspector, Housing Counseling Agencies and Consultant for 2025-2029 Consolidated Plan. Kristin worked with Waukesha County's Purchasing Dept for this process. Only one inspector submitted a bid, Whiteglove Home Inspections; he has been our inspector for years and just raised his prices for the first time in 8 years. Whiteglove is very competent, and we have been happy with their service, so they were selected. For the Housing Counseling Agencies RFP; 4 agencies submitted bids, La Casa, Jefferson County, Housing Resources and Movin' Out. All the agencies are qualified and will be placed on the Preferred Provider List for homebuyers to choose from. For the Con Plan Consultant for 2025-2029 Consolidated Plan, we received three bids, however one bid was over 7 times the budget amount, so it was eliminated by Purchasing. The committee scored the other two bids. Mosaic Community Consulting was half the cost and rated more qualified than the other company, so they were selected. On a motion by Maria Watts and seconded by Duane Paulson, the board unanimously approved the RFPs for Housing Inspector, Housing Counseling Agencies and Consultant for 2025-2029 Consolidated Plan.
9. HOME-ARP Program RFP schedule and draft applications. Kristin prepared drafts for Supportive Services, Non-Congregate Shelter, and Rental Housing Development applications and reviewed them with the board. Kristin suggested that there be a committee for each application made up of subject matter experts from other agencies and the community, and one or 2 HOME Board members. The committees will meet once or twice to review and score applications. The committees will make recommendations to the full HOME Board. The HOME Board will have final approval over the recommendations and funding amounts. Kristin will work on recruiting committee members and bring back suggested committees to the October HOME Board meeting. After reviewing the schedule, Kristin moved the deadlines back a month. All three of the applications will be released September 28th, and the Supportive Services application will be due October 27th, and the Non-Congregate Shelter application and the Rental Housing Development application will be due November 22nd. On a motion by Duane Paulson and seconded by John Kannard, the board unanimously approved the applications and the amended schedule.
10. On a motion by Russel Kutz and seconded Duane Paulson, the board unanimously approved to adjourn the meeting at 11:25 am.

Respectfully Submitted,



Jay Schreurs

Minutes of the
HOME Board Meeting
October 19, 2023

Members Present: Jay Schreurs, Jeff Smith, Duane Paulson, Russell Kutz, John Kannard, Maria Watts, Christine Howard, Kris Deiss, Kathleen Schilling, Deb Sielski

Staff: Kristin Silva, Christina Brockish, Lisa Johnson

Absent: Jay Shambeau

Guests: Roxanne Witte, Jefferson County; Brett Peloquin, Habitat for Humanity

1. The meeting was called to order via Teams by Jay Schreurs, Chairperson, with a quorum of the Board present at 10:00 am via Microsoft Teams Meeting. The public could call 414-435-2078 Conference ID# 554 281 136 to attend the meeting.
2. The Board Chair led the Pledge of Allegiance.
3. On a motion by John Kannard and seconded by Christine Howard the minutes from the September 21, 2023, HOME Board meeting were unanimously approved.
4. No public or staff comments.
5. Kristin reviewed the Financial Status Report and explained the changes that were made. On the advice of the County's accounting staff, we took out the column for Carryover Funds and put those funds in the general Unallocated bucket except for CHDO, TBRA and Admin funds. John Kannard asked about the funds that if we don't use, we lose; are we still tracking that money. Kristin explained that we are still tracking that money and that in 2024 we will be at risk of losing some of the CHDO funding if we don't fund a project. Habitat for Humanity is planning on creating a CHDO, which could help.
6. Habitat for Humanity \$110,000 additional funds terms discussion - Brett Peloquin from Habitat for Humanity came to the board to ask that the additional \$110,000 in funding they were granted last month be changed from a 50/50 grant/loan to a full grant that won't need to be paid back. The original \$770,000 will stay the 50% loan/50% grant. The grant will be for construction costs, and this is an exception made to the HOME Board policy of providing loans. On a motion by Christine Howard and seconded by Duane Paulson, the board approved the terms that the \$110,000 will be awarded as a grant. Maria Watts abstained from the vote because she is on the board for Habitat for Humanity.
7. HOME-ARP Program RFP priorities, schedule, and committees. A discussion ensued about the four qualifying homeless populations for the ARP grant.
8. Tenant Based Rental Assistance Program RFP. Lutheran Social Services has been running this program since 2020 and it has been going well but it is an expensive contract. LSS has concerns about providing the 25% HOME Match that is required for HOME funds in 2024. Kristin would like to put this for an RFP process through the County's Purchasing Dept. On a motion by John Kannard and seconded by Kathleen Schilling, the board unanimously approved creating a Tenant Based Rental Assistance Program RFP.

9. On a motion by John Kannard and seconded Duane Paulson, the board unanimously approved to adjourn the meeting at 10:39 am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jay Schreurs". The signature is written in a cursive style with a large, looping initial "J".

Jay Schreurs

Minutes of the
HOME ARP Rental Housing Development Committee Meeting
January 29, 2024

Members Present: Jay Schreurs, Adam Templer, Dave Porterfield
Staff: Kristin Silva, Christina Brockish, Lisa Johnson
Absent: Duane Paulson
Guests: Ted Mattson, Megan Schuetz, Gorman & Company, LLC; Dennis Hanson, LSS; Kathleen Fisher, Gabe Christenson, Hebron Housing Services

1. The meeting was called to order by Jay Schreurs, Chairperson, at 10:00 am via Microsoft Teams Meeting. The public could call 414-435-2078 Conference ID# 948 379 625# to attend the meeting.
2. The committee members introduced themselves.
3. Gorman & Company, LLC, Rimmel Drive Apartments Application. Ted Mattson, Megan Schuetz and Dennis Hanson presented for this project. The application is for \$880,000 to go towards the new construction of 11 of the 56 affordable housing units. The HOME-ARP units will be for the qualified population defined as “other populations: where providing supportive services or assistance would prevent the family’s homelessness or would serve those with the greatest risk of housing instability.” Gorman plans to accept tenants with incomes at or below 30% of the county’s median income in Johnson Creek. They will be ADA compliant and will be single story apartments and townhomes. The townhomes will have garages that are included in with the rent. Lutheran Social Services will have an office space in the facility to be a liaison for services for the residents.
4. Hebron House, Home is Waukesha Housing Project Application. Kathleen Fisher and Gabe Christenson presented for this project. They are asking for \$880,000 to go towards the new construction of 11 affordable permanent rental units for individuals who are chronically homeless or at risk of homelessness. HHS is in negotiations to acquire the now vacant Hope Center property. The first floor would be for Hebron’s administrative and supportive services and would be available to the residents. The floors above would be housing. There is a high need for this type of project in Waukesha County to provide to the chronically homeless and Hebron House has many years of experience.
5. Scoring and discussion – There was a discussion about the Gorman & Company project in terms of who they will accept as tenants. The tenants need to not only be at 30% CMI, but they must also be at risk of housing instability. There was also discussion about if projects need to work within the coordinated entry system. Kristin will reach out to HUD for a clearer definition of these requirements and provide that information before the next committee meeting. Kristin also went through the scoring sheets and asked for them to be completed by next Monday, February 5th.
6. The meeting was adjourned at 11:16 am.

Respectfully Submitted,


Jay Schreurs