

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