

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 C. Schreurs". The signature is fluid and cursive, with a large initial "J" and a stylized "C".

Jay Schreurs