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**The HOME Consortium
Board of Directors Meeting
Thursday, April 17, 2008
Waukesha County Administration Building Rm. 355/359
515 W. Moreland Blvd. (Courthouse Entrance)
@ 9:00 A.M.**

AGENDA

1. Call to Order
2. Minutes from February 21, 2008 Board meeting
3. Public/Staff Comment – Correspondence
4. Marcia Bergeson, HUD, Monitoring Report
5. Scott Fergus – Status of CHI
6. WI Partnership Reports
 - a. Fund Balance Report
 - b. Lead Paint Rehab. Compliance
 - c. HOME Rehab Standards
 - d. Environmental Requirements
 - e. Inspections fees
 - f. Marketing
7. Action Items:
 - a. 2008 Allocation Modification
 - b. Approval of By-laws / Operating Manual
 - c. P&P Manual Language for Lead
 - d. Draft Rehab Standards (long document in PDF)
 - e. P&P Manual Language for Environmental Requirements
 - f. Memo On Inspection Costs
 - g. Presentation from General Capital – Oak Hill Village Project
 - h. Request for CHDO Operating Funds Washington Co. Habitat for Humanity
 - i. Approve Marketing Budget
8. Adjournment (Next Meeting: May 15, 2008)

Minutes of the
HOME Board Meeting
March 20, 2008

Members Present: Ron Buchanan, Mark Baldwin, Duane Paulson, Richard Bertram, John Hilber, Harold Groth, Mark Hoefert, Jill Haupt and Kathleen Schilling

Staff: Glen Lewinski, Kristin Silva and Nancy Mojica

Excused Absent: John Gallo, Alan Schupp, Joe Birbaum, Sharon Schmeling, Mike Burow and Maria Watts

Guest: Tom Sackett, Washington County Chairman, Carol Biersach, Lee Martinson, Slinger Housing Authority, Russell Wanta, Habitat for Humanity of Washington County, Dennis Heling, Jefferson County Economic Development

- I. The meeting was called to order by the Chair with a quorum of the Board present at 9:10 a.m.
- II. On a motion by Ron Buchanan and seconded by Richard Bertram, the minutes from the February 21, 2008 meeting were unanimously approved.
- III. Staff reported that HUD had completed its monitoring visit and the follow-up findings/concern monitoring letter will be sent to Board members. HUD may have some free technical assistance funds to assist with specific monitoring findings. Issues such as Inspections', Affirmative Marketing were identified but discussions will await the HUD letter.

Note: Marcia Bergeson, HUD Representative will attend the April meeting to discuss her monitoring visit.
- IV. WI Partnership reports
 - a. The Fund Balance Report was reviewed and accepted without action.
 - b. Actions on the Dennison Report are proceeding. A draft Inspection Code Manual is nearly complete and awaiting State review, contract revisions are underway (the Waukesha County Corporation Counsel will attend Contract Writing training on April 1, 2008.
- V. Marketing was placed on hold until suggestions on Affirmative Marketing can be incorporated into the Marketing Plan.
- VI. Representative (Carol Biersach and Lee Martinson) discussed the Homebuyer Counseling efforts in Washington/Ozaukee counties. DPA requests are up with a total of \$9,000 (\$5,000 HOME, \$4,000 FHLB) available. A lender/realtor meeting is scheduled for April 25, 2008 to review the available resources.

VII. Action Items:

- a. Washington County Habitat Director Russ Wanta reported that an accepted Offer to Purchase for a duplex lot in West Bend had been received.
 1. This purchase for \$45,000 will be the third out of 4 units to be purchased with the \$130,000 approved by the Board.
- b. The 2008 allocation modification will be published for public comments prior to the Board Approval in April.
- c. The By-Laws/Operating Manual was reviewed and modifications recommended. On motion by Duane Paulson and seconded by Jill Haupt, this item was tabled by unanimous vote.
- d. The Marketing Plan approval was tabled subject to development of a more comprehensive Affirmative outreach to minorities.

VIII. Staff will prepare a "Request for Proposal" for publication for each county related to the availability of County Set-aside funds (\$50,000 project, \$5,000 administration, \$1,000 marketing/advertising = \$56,000).

IX. On a motion by Ron Buchanan and seconded by Harold Groth, the meeting adjourned at 10:29 a.m.

Respectfully submitted,

Mark Baldwin
Chair, HOME Board