

Minutes of the
HOME Board Meeting
February 21, 2008

Members Present: Ron Buchanan, Mark Baldwin, Alan Schupp, Richard Bertram, John Hilber, Harold Groth, Sharon Schmeling, Mark Hoefert, Jill Haupt and Kathleen Schilling

Staff: Glen Lewinski, Kristin Silva, Theodore Lipscomb and Nancy Mojica

Excused Absent: John Gallo, Duane Paulson, Joe Birbaum, Mike Burow and Maria Watts

Guest: Lee Martinson, Slinger Housing Authority, Robin Lulich, Hartford C.D.A., Russell Wanta, Habitat for Humanity of Washington County, Dennis Heling, Jefferson County Economic Development, Jim Stewart Volunteers of America, George Egan, George Egan Trust and RoxAnne Witte, hbc services, inc.

- I. The meeting was called to order by the Chair with a quorum of the Board present at 9:04 a.m.
- II. On a motion by Ron Buchanan and seconded by Kathleen Schilling, the minutes from the December 20, 2007 meeting were unanimously approved.
- III. Public Staff Comments
 - a. Staff referenced a letter from Hartford Community Development Authority which will be addressed under action items.
 - b. Staff provided a copy of the 2008 grant award letter from HUD showing a reduction in funds from the anticipated grant award of \$72, 640 (estimated \$1,420,000 awarded \$1,335,880).
 - c. The Chair requested that the March meeting be moved to Washington County. The Board on a show of hands agreed to have the March meeting in Washington County.
 - d. Staff provided a brief overview of the Community Housing Initiative problems and that the county was taking steps to resolve loan and mortgage issues.
- IV. WI Partnership Reports
 - By-Laws were distributed by WI Partnership for members review.
 - a. The Partnership Administration reviewed the Fund Balance Report including 2007 carryover funding. The report was accepted without action.
 1. WI Partnership also provided a summary of DPA and Rehab accomplishments for 2007.
 - b. WI Partnership distributed a **Homeowner Rehabilitation Handbook** for review.
 - c. Staff reported that HUD would be monitoring the HOME program as a follow-up to the Dennison Report

- V. A discussion was held regarding program marketing including the use of billboards for advertising. Staff was asked to provide for the next meeting a detailed breakdown of marketing/advertising costs for review.

VI. Action Items:

- a. After discussion related to Habitat funding and lump sum vs. project based funding the Board on a motion by Alan Schupp and seconded by Richard Bertram, unanimously approved a commitment of \$130,000 for the construction of four units for the Washington County (CHDO) Habitat for Humanity. Washington County Habitat has an accepted offer for the purchase of a lot in Kewaskum for \$44,900. Funding is CHDO Reserve eligible.
- b. On a motion by Jill Haupt and seconded by Sharon Schmeling, the Board unanimously approved an allocation of \$150,000 in Waukesha County Allocation set-aside funds to be combined with \$70,000 in CDBG funds for rehabilitation of Marion House. On a motion by Jill Haupt and seconded by Ron Buchanan, the Board approved \$22,650 in HOME funds available entitlement/program income funds for the balance of funds needed for the Marion House Rehabilitation, both motions require repayment of the 0% loan in full if the Marion House is not used to serve elderly disabled persons, sold or Title Transferred within 20 years. After February 20, 2029, the deferred 0% loan will become a grant with no repayment owed.
- c. After a financial review, on a motion by John Hilber and seconded by Ron Buchanan, the Board agreed to reinstate the County Allocation for each county (with the allocation to be determined by each county individually) at \$224,000 or 56,000 per county including \$50,000 for programming, \$5,000 for administration and 1,000 for marketing with \$124,000 allocated from unspent 2007 DPA and 100,000 in unspent Housing Rehabilitation funds.

The project and terms of projects to be determined by each county.

Note: The WI Partnership recommended that county allocation be used for Lead Abatement grants to supplement rehabilitation funds.

- d. On a motion by Kathleen Schilling and seconded by Ron Buchanan, the Rent Assistance/Deposit provided to Hartford Community Development was extended until June 30, 2008 in accordance with HUD regulations, these funds and previously loaned funds must be disbursed as grants.
- e. On a motion by Ron Buchanan and seconded by Jill Haupt the Board directed staff to develop a spread sheet for revised allocation of 2008 funds based on the reduction grant award and action taken previously in this meeting.

- f. On a motion by Ron Buchanan and seconded by Richard Bertram, the Board after a discussion approved an across the counties increase in fees of 20% for inspections services at the following rates per inspections

County	from	to
Jefferson	\$100.00	\$120.00
Waukesha	\$100.00	\$120.00
Ozaukee	\$125.00	\$150.00
Washington	\$125.00	\$150.00

VII. On a motion by Ron Buchanan and seconded by Harold Groth, the meeting was adjourned at 10:55.

Respectfully submitted,


Mark Baldwin
Chair, HOME Board