



Waukesha County CDBG Program  
Program Administrator  
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The HOME Consortium  
Board of Directors Meeting  
Thursday, August 20, 2020  
@ 9:00 A.M.

**This meeting will be held via the Microsoft Teams application and will be open to the public.**  
Interested members of the public are encouraged to participate in the meeting via telephone.

To join the meeting:

- Dial 414-435-2078
- Enter the Access Code: 113 450 994

**AGENDA**

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Minutes from the July 16, 2020 Board Meeting
4. Public/Staff Comment
5. Financial Status Report
6. Movin' Out – HOME Waivers
7. Adjournment

**All agenda items are potentially actionable**

In accordance with the Americans with Disabilities Act, persons requiring any means of handicap accessibility for this meeting must contact Kristin Silva at 896-3370 (FAX 896-8510) at least 48 hours prior to meeting.

Minutes of the  
HOME Board Meeting  
July 16th, 2020

Members Present: Joseph Birbaum, John Kannard, Russell Kutz, Anita Martin, Tim Michalak, Duane Paulson, Kathleen Schilling, Jay Schreurs, Jay Shambeau, Peter Sorce, Maria Watts

Staff: Kristin Silva, Lori Rutzinski and Christina Brockish:  
Waukesha County

Excused Absence: Christine Howard

Guests: Dave Porterfield and Christopher Jaye, Movin' Out;  
Roxanne Witte, Jefferson County

- I. The meeting was called to order by Peter Sorce, Board Chairperson, with a quorum of the Board present at 9:03 a.m. via Microsoft Teams Meeting. The public could call 414-435-2078, Conference ID# 553 962 241 to join the meeting.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Tim Michalak and seconded by Joe Birbaum, the minutes from the May 28, 2020 HOME Board meeting were unanimously approved.
- IV. There were no public comments. Kristin Silva stated that the 2020 Annual Plan has not been approved yet, we are still waiting for the 2020 funds.
- V. The financial status report was reviewed. Requests for the core programs have slowed down this summer; however, we anticipate only a small decrease in requests overall in 2020.
- VI. The estimated 2021 allocation was reviewed and discussed.

On a motion by Maria Watts and seconded by John Kannard, the Board unanimously approved the following budget for 2021:

<u>HOME PROGRAM</u>		
	Administration	\$164,799
	Housing Development	\$265,993
CHDO Reserve	TBD	\$217,199
TBRA Program	TBD	\$300,000
CORE Programs	Downpayment Assistance Program	\$300,000
	Housing Rehabilitation Program	\$225,000
	Purchase Rehabilitation Program	\$175,000
		<b>\$1,647,991</b>

- VII. Dave Porterfield and Christopher Jaye, representing Movin' Out, were present to discuss their request to use the HOME Waiver #7: **Use of HOME Funds for Operating Reserves for Troubled HOME Projects**. With the onset of the COVID-19 pandemic, the project has 4 vacant units and rent collections were down by 30% in April. The vacancies combined with anticipated lower than budgeted rent collections from the remaining tenants has raised concerns regarding the project's financial health for the balance of this year. Movin' Out is requesting \$70,838 to help replenish the operating reserve account as allowed under the HOME Waivers.

On a motion by Kathleen Schilling and seconded by Joe Birbaum, the Board unanimously approved sending the request by Movin' Out to the Executive Committee of the HOME Board for further review and recommendation.

VIII. On a motion by Maria and seconded by John, the Board unanimously approved the meeting adjourned at 9:39 a.m.

Respectfully submitted,

Peter Sorce  
Chair, HOME Board