

Minutes of the
HOME Board Meeting
April 19, 2007

Members Present: Duane Paulson, John Gallo, Jill Haupt, Sharon Schmeling,
Ron Buchanan, Mark Baldwin, Richard Bertram, John Hilber,
Maria Watts and Mike Burow

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

Excused Absent: Joe Birbaum, Paul Roback, Harold Groth , and Alan Schupp

Guests: Lee Martinson, Carol Biersach, Lee Martinson, Slinger
Housing Authority, Rose Juarez-Sura, Gina Sanchez, HBC
Services, Dave Porterfield, Debbie Narus, WI Partnership,
Tim Rowe, Hebron House of Hospitality, Dennis Heling,
Jefferson County Economic Development Consortium and
Howard Mandeville, Executive Director, Movin' Out, Inc.

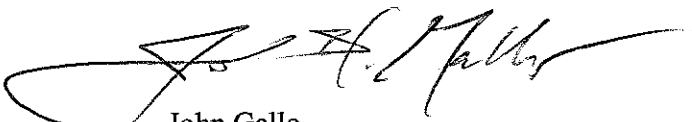
- I. The meeting was called to order by the Chair, John Gallo at 9:05 a.m. with a quorum of the Board present.
- II. On a motion by Ron Buchanan and seconded by Mark Baldwin, the minutes from the March 15, 2007 meeting were unanimously approved.
- III. Staff and the consultant – WI Partnership will participate in two day technical assistance workshop on April 24-25 with Dennison Associates. Their comment will be forwarded in the future to the HOME Board.

Washington County reported that Mark Hoefler will be replacing Maureen Murphy as the alternate.
- IV. Waiver Requirements –
 - a. Staff sent a letter to HUD requesting a waiver to the affordability placed on the PADA property which if the waiver is granted will be sold and the HOME funds repaid in full.
 - b. Staff will forward a waiver request for Board member Alan Schupp related to his position with Habitat for Humanity and possible use of HOME funds to purchase land for Habitat in Ozaukee County.
- V. Letters for continued participation by each county (also representing towns), villages and cities as part of the required re-qualification process have been sent. Any “opt-out” responses are due by May 25, 2007
- VI. Wisconsin Partnership Technical Assistance –
 - a. WI Partnership indicated that the HOME website was up and running. Board members were asked to review the website and provide any comment.

- b. The Policies and Procedures Manual with recommended changes was reviewed. On a motion by Duane Paulson and second by Ron Buchanan to change page 1 paragraph 2 to delete "Alternates are allowed to sit at the table for discussion". After a brief discussion the motion failed. On a motion by Mark Baldwin and seconded by Sharon Schmeling, the Board adopted the Policies and Procedures Manual as amended.
 - c. A revised HOME project application and project evaluation form was presented and reviewed by the Board.
- VII. Staff indicated that free CHDO training was available. On a motion by Mark Baldwin and second by Maria Watts, the Board approved funding from CHDO Operating for staff from each of the current Consortium CHDO organizations be approved to attend the training with a maximum compensation of \$500.00 per person. On a motion by Richard Bertram and seconded by Jill Haupt, to allow two persons from each agency to attend. On a subsequent amendment by Sharon Schmeling seconded by Mark Baldwin, Waukesha County guideline for travel, accommodations and food are to be followed. The motion and amendment were approved with Duane Paulson voting no.
- VIII. Request for Funding – Action Items
- a. After a presentation by Howard Mandeville representing Movin' Out seeking funds to purchase properties for occupancy by person with disabilities and discussion among Board members regarding the amount of funds requested, ability to spend down funds and availability of funds. On a motion by Duane Paulson and seconded by Mark Baldwin, the Board approved the commitment of \$250,000 for property acquisition from CHDO Reserves and \$10,000 in CHDO Operating funds for pre-development costs to identify properties, pre-development costs and preliminary cost estimates. The vote was unanimously approved. Each potential property acquisition must be analyzed for cost effectiveness and project evaluations by the WI Housing Partnership and brought before the Board for approval before release of funds. On a motion by Ron Buchanan and seconded by Sharon Schmeling the funds must be committed by 12/31/07
 - a. The Waukesha County set-aside application was tabled.
 - b. On a motion by Sharon Schmeling and seconded by Duane Paulson the Washington County allocation was verified at \$65,000 consisting of \$50,000 in 2006 program funds, \$10,000 in program income (foreclosure recovered money) and \$5,00 in administration reducing the grant submission by \$1,000.
- IX. The fund balance report was reviewed by the WI Partnership who reported the figures were not necessarily accurate until CHI year end financials were verified.

The next meeting will be held on April 19, 2007

Respectfully submitted,



John Gallo
Chair, HOME Board