

Minutes of the  
HOME Board Meeting  
February 15, 2007

Members Present:

Duane Paulson, Sharon Schmeiling, Ron Buchanan, Mark Baldwin, Richard Bertram, John Hilber, Harold Groth, Joe Birbaum, Paul Roback, Maria Watts and Maureen Murphy.

Staff:

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

Excused Absent:

Jill Haupt, John Gallo, Mike Burow and Alan Schupp

Guests:

Lee Martinson, Slinger Housing Authority, Rose Juarez-Sura, Gina Sanchez, HBC Services, Dennis Heling, Jefferson County Economic Development, Debbie Narus, WI Partnership, Nancy Forrester, West Bend Savings and Trish Jonas, Habitat for Humanity

I. The meeting was called to order by the Vice-Chair, Mark Baldwin at 9:05 a.m. with a quorum of the Board present.

II. On a motion by Sharon Schmeiling and seconded by Ron Buchanan, on a unanimous vote approved the minutes of the January 18, 2007 meeting.

III. Public/Staff Comment

- a. In response to e-mail questions from Mark Baldwin, the Board reviewed the policy on naming persons who make motions in response to agenda items in the minutes. Since most Board minutes indicate the name of the person and person seconding the motion, the Board by unanimous agreement approved the policy to include in the minutes the name of the Board member and second who made a voting motion.

The Board also discussed the posting of minutes. Currently, not all Boards/Commissions post minutes, the Board agreed to post the HOME Board minutes after approval on the HOME website with a link on the Waukesha County website, if possible.

A third issue discussed was providing Board agenda documents to non-Board members. Staff previously provided this documentation upon request however, the number of requests and amount of documentation have become both costly (copy/mailling charges and staff time consuming). Staff agreed with Board concurrence to forward via e-mail, but additional documentation would need to be a personal request and each page duplicated to cost .25 (twenty-five cents).

- b. Staff reported that the federal government had not approved the federal appropriation.

Nancy Forrester, West Bend Mutual Bank raised the question of fees paid to the Homebuyer Counseling agencies for services rendered and the difference in fees both

within the Consortium and other program administrators such as Sheboyan which only charges \$50.00.

IV. Kathy Kamp and Kristin Silva (WI Partnership) provided the Board with an overview of the HOME Board and provided new Board members with a better understanding of the HOME program and Board members responsibilities.

a. Theo Lipscomb with assistance from WI Partnership staff reviewed and summarized the Board survey results. The Board requested that the Partnership develop some fund criteria recommendation based on the survey and present the recommendation to the Board at the next meeting.

b. The Local HUD Office will be working with a consultant (Dennison & Associates to determine possible HOME Training.

V. WI Partnership

a. Contracted work hours were reviewed.

b. The HOME Board revised website should be completed by March and well be reviewed at the March meeting.

c. On a motion by Joe Birbaum and second by Maria Watts, the WI Partnership was authorized to apply to the Federal HOME Loan Bank for housing rehab and DPA grant funds.

VI. In response to the issue raised, by Nancy Forrester under the Public Comment, both of the contracted HOME Homebuyer Counseling agencies responded:

**Hbc services** – Rose Sura is a HUD certified Homebuyer agency and is restricted to an initial \$25.00 owner fee, which is used for a credit report. She receives \$1,000 per closing from HOME funding, she also received \$500.00 from the DPA Loan (\$5000.00 HOME deferred Loan -\$500.00 counseling = \$4,500 applied to downpayment) and finally in addition, she receives \$400.00 in service fee if Federal HOME Loan Board Bank Downpayment Plus funds are piggybacked on the HOME DPA loan (\$5000.00 FHLB grant - \$400.00 service fees = \$4,600 grant funds provided) to a possible total of \$1,925.00.

**Slinger Housing Authority** receives an initial \$50.000 class fee from the client. They received a \$450.00 closing fee when using HOME DPA funds (\$5,000 HOME DPA loan - \$450.00 = \$4,550.00 loan DPA), they indicated that they do a combination service fee of \$450.00 if the client receives HOME DPA or combination loan/grant. Their total compensation is \$1,500.00. Further discussion on the issue will be undertaken between staff, the TA consultant and the homebuyer agencies.

VII. Report/Action Items:

a. The revised Fund Balance Report was reviewed by the WI Partnership. Board members were asked to comment about the revised report and provided any recommendation.

b. Reallocation of Funds

1. Staff raised the issue of purchasing a shared interest with the Waukesha CDBG Board of a lead analyzer (gun) that provides an accurate reading of possible lead contamination during a property inspection. Staff indicated that two "analyzer guns" are under lease and could be purchased from CHI. Staff also indicated that the Waukesha CDBG Board had agreed to share the cost to purchase one "analyzer gun".

On a motion by Duane Paulson and seconded by Sharon Schmeling the Board unanimously agreed to allocate \$7,000.00 in program income for 1/2 interest in the purchase of a lead analyzer gun.

c. No Distribution of Unallocated Funds occurred.

d. Funding Consideration / Application

1. Ms. Trish Jonas representing the Jefferson Habitat for Humanity made a presentation requesting funding for the construction of a Habitat home in Jefferson County. In accordance with Board Policy funding for this project and the terms will be decided at the next meeting.
2. Staff reported that no applications for funding were received in response to the Waukesha County allocation set-aside Request for Proposal.
3. Washington County Board TAC/members indicated that they would be holding a meeting to discuss and allocated the Washington County set-aside funds.

VIII. The Board agreed that the revised fund balance report contained sufficient information so that the pipeline activity report with the exception of the Homebuyer Counseling agency report would no longer be needed.

IX. On a motion by Ron Buchanan and a seconded by Joe Birbaum the meeting was adjourned at 11:10 a.m.

The next meeting will be held on March 15, 2007.

Respectfully submitted,



Mark Baldwin  
Vice-Chair, HOME Board