

Minutes of the
HOME Board Meeting
January 18, 2007

Members Present: Duane Paulson, Sharon Schmeeling, Ron Buchanan, Mark Baldwin, Richard Bertram, Alan Schnupp, Mike Burow, John Hilber, Harold Groth and Maureen Murphy.

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

Excused Absent: Jill Haupt, Joe Birbaum, Maria Watts, John Gallo and Paul Roback

Guest: Lindsay Blumer, People Against Domestic & Sexual Abuse (PADA), Tim Rowe, Hebron House of Hospitality Inc., Carol Biersach, Lee Martinson, Slinger Housing Authority, Rose Juarez-Sura, Gina Sanchez, HBC Services, Roxanne Witte, Jefferson County Economic Development, Debbie Narus, Lisa Kratz, WI Partnership and Robin Lulich, Hartford C.D.A.

I. The meeting was called to order by the Chair with a quorum of the Board present at 9:06 a.m.

II. The Chair moved for installation of the 2007 Board. In the absence of the incoming Chair John Gallo, the incoming vice-chair Mark Baldwin took over the Chair position for the meeting. The position of treasurer will be filled by Mike Burow of Jefferson County. Introduction of the Board members and guests was completed prior to the meeting agenda beginning. The Staff and Board thanked Ron Buchanan for his service as Chair.

III. On a motion and second, the minutes of the December 21, 2006 Board meeting were unanimously approved.

The Board agreed to move agenda item 8E to meet a prior commitment meeting timeline of the PADA representative.

8E Lindsay Blumer, Executive Director, PADA summarized the situation with the transitional living home and the management/financial problems. She requested that the Board lift the restrictions on the use of the property and approve to sell the property.

On a motion and second, the Board agreed to lift the use restriction to allow sale of the property.

On a motion and second, the Board agreed to hold open for an Offer to Purchase the property for acquisition which will meet HOME regulations and affordability use for 60 days (March 20, 2007) thereafter the home could be sold on the open market.

Any Offer to Purchase seeking HOME assistance would require submission of a HOME application. Any Offer to Purchase would require full payment and interest to the HOME Consortium. (\$50,000 + interest)

IV. No public comments were heard. Staff reported that HUD had offered the HOME Board a training opportunity from Dennison and Associates a national consulting firm under contract with HUD. The Board gave tentative approval to training subject to an outline of the training to be provided.

IV. Kathy Kamp, Wisconsin Partnership reviewed the Five Point Ozaukee County Action Plan and proposed Action Plan Board training (as part of the agenda) will be provided at the February meeting.

The Policies and Procedures manual will be completed for review and discussion at the March meeting.

Annual goals and strategy were developed based on the Board survey and will be discussed more in depth at the February meeting.

Wisconsin Partnership will be reviewing current financial statements and providing revisions for Board consideration. Financial records will be forwarded with the agenda packets.

Staff will provide information and open communications with Board members as necessary.

VI. Kathy Kamp also reviewed the transition meeting held with two Homebuyer Counseling agencies and the HOME inspector. She also reviewed in detail the Downpayment Assistance Program scope of work, policies and procedures and financial structure.

On a motion and second the Board approved the Downpayment Assistance Program, as presented, with the understanding that the board may, as necessary modify the program.

She also reviewed in detail the Housing Rehabilitation Program scope of work, policies and procedures and financial structure.

On a motion and second, the Board approved the Housing Rehabilitation Program, as presented, with the understanding that the Board may, as necessary, modify the program.

VII. Theo Lipscomb, Wisconsin Partnership, reviewed the status of the HOME website which will be completed in February. He also discussed other grant opportunities and indicated he will have a more detailed summary of the Board survey for the February meeting.

VIII. Report & Action Items

a. Cathy Rathmann, Vice-President Community Housing Initiative, reviewed the Fund Balance Report which was approved without action by the Board.

b. Reallocation of Funds

1. Staff reviewed the (amended) Reallocation of Fund Summary including the fee schedule to cover the Wisconsin Partnership (\$179,771) administration costs
2. The (\$3,573.33) payment for 2006 Board travel & meeting
3. The one time transitional (\$5,414) related to the transfer of administration from CHI to the Wisconsin Partnership.

On a motion and second, the Board accepted the fee structure for payment of Program Administration and approved the allocation of \$8,987.33 from Program Income to pay for the meetings/travel and one time transition costs, the motion was unanimously approved.

- c. No distribution of unallocated funds occurred.
 - d. No funding applications were received.
 - e. Was moved to up on the agenda.
 - f. On a motion and second, the Board approved the 2006 allocation of Ozaukee County set-aside funds for Housing Rehabilitation.
 - g. On a motion and second, the Board approved the allocation of 2005 and 2006 Jefferson County set-aside for Housing Rehabilitation.
 - h. The board accepted the modification for the Request for Proposal from Waukesha County.
- IX. On a motion and second, the Board approved the redirection of Wisconsin Partnership Technical Assistance to seek other funding resources to supplement the HOME funds including but not limited to State CDBG funds, Federal HOME Loan Bank, Lead Based Paint grants.
- The Board also requested that the Wisconsin Partnership provide a list of grants and the timeline be reported to the Board.
- X. No Pipeline Report was submitted at the meeting.
 - XI. The meeting adjourned at 11:15 a.m.
- The next meeting will be held on February 15, 2007.

Respectfully submitted,


Mark Baldwin
Vice-Chair, HOME Board