

Minutes of the
HOME Board Meeting
June 21, 2007

Members Present: Duane Paulson, John Gallo, Sharon Schmeling, Ron Buchanan, Mark Baldwin, Richard Bertram, Maria Watts, Mike Burow, Harold Groth and Mark Hoefert

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

Excused Absent: Jill Haupt and John Hilber

Guests: Lee Martinson, Carol Biersach, Lee Martinson, Slinger Housing Authority, Rose Juarez-Sura, Gina Sanchez, RoxAnne Witte, Martha Rehrer, HBC Services, Debbie Narus, WI Partnership, Bernie Juno, Tim Rowe, Duane Mireles Hebron House of Hospitality, Dennis Heling, Jefferson County Economic Development Consortium and Robin Lulich, Hartford Community Development Authority

- I. The meeting was called to order by the Chair, John Gallo at 9:00 a.m. with a quorum of the Board present.
- II. The new “alternate” Board member Mark Hoefert for Washington County was introduced.
- III. On a motion by Ron Buchanan and seconded by Duane Paulson, the minutes from the April 19, 2007 meeting were unanimously approved.
- IV. Staff provided a copy of the final purchase price for the Lead Paint Analyzer which the cost will be shared with the Waukesha County CDBG program. Staff indicated that some additional cost for State Certification and insurance will occur.
- V. Based on conversation with HUD, the waiver request from PADA to eliminate the low income rent restriction on the property in Johnson Creek will not be approved. Staff, based on a HUD discussion will require the Community Action Coalition of South Central Wisconsin to advertise the property for sale on the open market “with” the low-income restriction for at least six months. If the property is not sold during that time, a waiver request may be filed with HUD.

On a motion by Duane Paulson and second by Joe Birbaum, one-half of the annual interest payment paid by Community Action (\$250.00) will be waived for 2007; the Board unanimously approved the motion.
- VI. Staff reported that all documents for the HOME Investment Partnership Program participation re-qualification have been submitted to HUD. No current participating municipalities have submitted letters to “opt out” of the program by the May 25th deadline.
- VII. Wisconsin Partnership-Technical Assistance
 - a. The WI Partnership prepared and reviewed a spreadsheet of anticipated “wellness check” findings (the consultant “wellness” report is expected soon). The first major issue is the need to establish “a housing standard manual” and identify who enforces the manual provisions. Wisconsin Partnership is working in conjunction with the State to develop a universal housing standard manual – NOTE: time and effort paid through a separate TA contract with no cost to the HOME Consortium.

All county allocation rehab programs have been reviewed and past Housing Development projects will be the next to be reviewed.

The final year-end fiscal reconciliation is still in process; the Board will be provided the final reconciliation figures.

WI Partnership along with staff will work on modifications to the policies and procedures manual – modification will need to be approved by the Board in the future.

- b. WI Partnership prepared a mid year activity report showing that the # of loan closings under the Downpayment Assistance program is down considerably for 2007. The Board directed staff to conduct a survey of other entitlement programs to identify their DPA and Rehab program polices and procedures. The Board also directed the WI Partnership to survey lenders to determine their views on the “loan “of DPA funds. Staff and WI Partnership are to prepare a report and recommendation for possible Board action at the July meeting.
 - c. The Fund Balance report (unofficial figures until a final reconciliation is complete) was presented and accepted.
 - d. Home Buyer Counseling reports were reviewed and accepted without action.
 - e. Rehab monitoring (as previously noted) has been completed for all county allocation programs.
- VIII. On a motion by Joe Birbaum and seconded by Mark Baldwin, the Board unanimously approved the elimination of interest payment for the Housing Rehabilitation program effective to January 1, 2007. Principal payments will remain as deferred (zero percent) loans payable upon sale or transfer of title.
- IX. Hebron House of Hospitality, a local CHDO was the only CHDO to attend CHDO training. The cost (not including meals) was \$335.00 per person (below the \$500.00 maximum approved by the Board) which is payable from the CHDO operating funds. Hebron House staff extended their appreciation for the opportunity to attend the CHDO training.
- X. Action Items:
- a & b. On a motion by Mark Baldwin and seconded by Ron Buchanan, the Board approved a modification to the local set-aside for the Hartford Community Development and American Red Cross rent assistance program from a loan program to a ½ grant ½ loan payment to increase the expenditure of funds.
 - c. On a motion by Duane Paulson and seconded by Mark Baldwin, the Board approved the acceptance (not the terms) of the application submitted by Hebron House for Waukesha County set-aside, Waukesha County Board members.
 - d. On a motion by Duane Paulson and seconded by Joe Birbaum, the Waukesha County rental rehab set-aside project was tabled.
 - e. Staff reported that the CHDO Operating contract for Movin’ Out has been completed. The contract requires a 3-month progress report on the committed HOME funds.
- XI. On a motion by Ron Buchanan and seconded by Joe Birbaum the meeting adjourned at 10:30.

Next meeting: July 19th or at the call of the Chair.

Respectfully submitted,



John Gallo

Chair, HOME Board