

Minutes of the
HOME Board Meeting
March 15, 2007

Members Present: Duane Paulson, John Gallo, Sharon Schmeling, Ron Buchanan, Mark Baldwin, Richard Bertram, John Hilber, Harold Groth, Joe Birbaum, Paul Roback, Maria Watts and Mike Burow

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

Excused Absent: Jill Haupt, Maureen Murphy, and Alan Schupp

Guests: Lee Martinson, Carol Biersach, Slinger Housing Authority, Rose Juarez-Sura, Gina Sanchez, RoxAnne Witte, HBC Services, Robin Lulich, Hartford Community Development Authority, Debbie Narus, WI Partnership, Kathy Mayer, Hebron House of Hospitality, Sue Wack, Laruen Cravens, Max Wilde, Habitat for Humanity

- I. The meeting was called to order by the Chair, John Gallo at 9:06 a.m. with a quorum of the Board present.
- II. On a motion by Ron Buchanan and seconded by Joe Birbaum, the minutes from the February 15, 2007 meeting were unanimously approved.
- III. No Public Comments were heard.

Staff provided the 2007 HOME appropriation (which included ADDI Funds) was a total of \$1,422,925 an increase of \$12,925 from the grant estimate.

Staff also reported that HUD had approved the Technical Assistance from Dennison Associates. The dates and agenda are being decided and will be reported to the Board.

- IV. The Wisconsin Partnership for Housing Development reported on the following agenda items.
 - a. No work hours were reported since various staff proved time during the month.
 - b. The website with the exception of pictures of specific activities is completed. Currently, the website is owned by CHI, staff will look into transferring the website rights to Waukesha County.
 - c. The Partnership explained why an application for Federal HOME Loan Bank funds was not submitted due to a lack of sufficient scoring for our proposal due to a 33% reduction in FHLB (AHP) funding.
 - d. Theo Lipscomb provided the Board two examples of project checklist and summarized how each could be used to evaluate a proposed project. Board members indicated that the format would be beneficial for application review and evaluations.
 - e. Kristin Silva presented a draft "Policies and Procedures" manual. The Board was asked to review the manual and provide comments to Ms. Silva by April 5th. She will

summarize the comments and amend the Policies and Procedures manual after the Board considers the comments at the next meeting.

- f. The Lakeshore (Ozaukee) Habitat for Humanity has requested technical assistance from the WI Partnership (under a separate TA contract with HUD) to form a CHDO. Based on applications or interest for TA CHDO assistance from other Habitat Affiliates. The WI Partnership will schedule a meeting to discuss Habitat CHDO either individually or as a four county Habitat CHDO.

V. Report and Action Items:

- a. The Fund Balance was reviewed and accepted.
- b. On a motion by Joe Birbaum, seconded by Ron Buchanan, the Board agreed to provide additional funds \$4,500 to \$7,000 previously approved to purchase one of two available Lead Analyzers. Staff will try to sell one of the two analyzers to recover the HOME funds.
- c. No unallocated funds were distributed.
- d. Funding consideration:

1. Considerable discussion occurred related to the proposed Habitat project in Jefferson County, with most of the discussion centered on return on equity and loan vs. grant funds. On a motion by Joe Birbaum, seconded by Duane Paulson to deny the project grant funds, but suggested that the applicant work with staff to reconstruct the terms as a CHDO funded loan at 0% deferred mortgage payable upon sale or Transfer of Title. The motion was unanimously approved.

2. No application was reviewed for Waukesha County. Staff informed the Board that the Washington County application needed a correction on page 1 paragraph 2 to include the "Village of Germantown".

The staff asked the Board what position the county allocation vs. the HOME Consortium will take when exceeding the 10,000 loan allowed. In the past the county allocation has been used first position and then the HOME Consortium second position.

On a motion by Mark Baldwin and second by Richard Bertram to make the correction on page 1 paragraph 2 .

Staff also asked if it was funded through Program Income as stated on the Washington County application Line 7. An amendment to the motion was made by Mark Baldwin seconded by Sharon Schmeling to change line 7 on the application to read "county allocation" not Program Income. All in favor of the amendment.

On motion by Duane Paulson and second by Mark Baldwin, to approve Washington County's application for Homeowner Rehabilitation. Motion carries as amended.

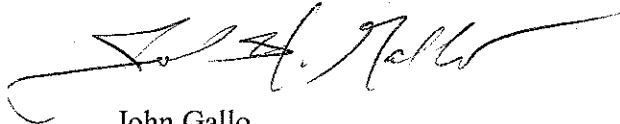
- e. Staff reported that the 60-day sale of the PADA property for non-profit purchase would expire on March 18, 2007. Staff has forwarded an opinion request to HUD related to the sale of the property.

NOTE: Unless requested, all Board correspondence in the future will be transmitted via e-mail.

VI. On a motion by Sharon Schmeling and seconded by Joe Birbaum the meeting adjourned at 11:15 a.m.

The next meeting will be held on April 19, 2007.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "John Gallo", with a long, sweeping horizontal line extending to the right.

John Gallo
Chair, HOME Board