

Minutes of the  
HOME Board Meeting  
March 18, 2021

Members Present: Christine Howard, John Kannard, Russell Kutz, Tim Michalak, Duane Paulson, Kathleen Schilling, Jay Schreurs, Jay Shambeau, Peter Sorce, Maria Watts

Staff: Kristin Silva, Lori Rutzinski and Christina Brockish;  
Waukesha County

Excused Absence: Joseph Birbaum

Guests: Roxanne Witte, Jefferson County

- I. The meeting was called to order by Duane Paulson, Board Chairperson, with a quorum of the Board present at 9:01 a.m. via Microsoft Teams Meeting. The public could call 414-435-2078, Conference ID# 975 839 049 to join the meeting.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Peter Sorce and seconded by Tim Michalak, the minutes from the December 17, 2020 HOME Board meeting were unanimously approved.
- IV. There were no public comments. Kristin Silva shared that Anita Martin from Jefferson County has resigned from the HOME Board.

HUD announced there will be approximately \$5 billion in additional funding for homelessness assistance. The amount that will be awarded to the HOME Consortium is not known at this time.

- V. The financial status report was reviewed. There is approximately \$2,000,000 in the unallocated line item due to a substantial amount of program income received in addition to receiving no development applications in 2020. Kristin will reach out to developers to determine if there is any interest in a development project.
- VI. The 2020 Core programs have remaining balances on the Financial Status Report; some of the money is reserved but not yet spent. The remaining amounts can be combined with the 2021 Core Program allocation to show the current amount remaining in each program.

On a motion by Tim and seconded by Peter, the Board unanimously approved moving the 2020 Core program remaining balances to their respective 2021 Core Program balances.

- VII. We received confirmation from HUD regarding the actual 2021 HOME award amount. The estimated 2021 award was \$1,447,991 and the actual award will be \$1,460,506, an increase of \$12,515. Kristin prepared an allocation budget based on actual numbers as follows:

# 2021 HOME ALLOCATION

	2021 Estimate	2021 Actual
Grant	\$ 1,447,991	\$1,460,506
Projected Program Income	\$ 200,000	\$ 200,000
	<u>\$ 1,647,991</u>	<u>\$1,660,506</u>
Administration	- 164,799	- 166,050
	<u>\$ 1,483,192</u>	<u>\$1,494,456</u>
15% CHDO Reserve (required)	- 217,199	- 219,076
	<u>\$ 1,265,993</u>	<u>\$1,275,380</u>
Housing Development	- 265,993	- 275,380
	<u>\$ 1,000,000</u>	<u>\$ 1,000,000</u>

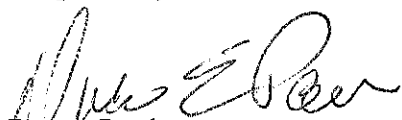
## CORE PROGRAMS

Downpayment Assistance	\$ 300,000	\$ 300,000
Housing Rehabilitation	\$ 225,000	\$ 225,000
Purchase/Rehabilitation	\$ 175,000	\$ 175,000
<u>TBRA</u>	<u>\$ 300,000</u>	<u>\$ 300,000</u>
Total:	\$ 1,000,000	\$ 1,000,000

On a motion by Peter and seconded by Kathleen Schilling, the Board unanimously approved the 2021 allocation with the actual award amount.

- VIII. Kristin provided an update on the Tenant-Based-Rental-Assistance (TBRA) program. Lutheran Social Services has begun helping several applicants with rental and utility assistance. Funding for this project will move at a slow, but steady, pace as each renter is assisted monthly for a maximum of 3-months per household.
- IX. Kristin provided updates from developers of HOME-funded projects in a PowerPoint presentation. Most of the projects are complete, or near completion, and we anticipate final paperwork and draw requests soon.
- X. On a motion by Peter and seconded by Tim, the Board unanimously approved the meeting adjourned at 9:41 a.m.

Respectfully submitted,



Duane Paulson  
Chair, HOME Board