

Minutes of the  
HOME Board Meeting  
July 21, 2016

Members Present: Joseph Birbaum, Ron Buchanan, John Kannard, Duane Paulson, Kathleen Schilling, Dick Schultz

Staff: Kristin Silva, and Christina Brockish, Waukesha County; Debbie Narus, Wisconsin Partnership for Housing Development

Excused Absence: Rock Brandner, John Bulawa, Christine Howard, Jay Schreurs, Jay Shambeau, Maria Watts, Mike Wineke

Guests: Roxanne Witte, Jefferson County Economic Development; Ben Sheehan & Aaron Perry, Waukesha Habitat for Humanity

- I. The meeting was called to order by Ron Buchanan, the Board Secretary, with a quorum of the Board present at 9:00 a.m.
- II. The Board Secretary led the Pledge of Allegiance.
- III. On a motion by Joe Birbaum and seconded by Duane Paulson, the minutes from the June 16, 2016 HOME Board meeting minutes were unanimously approved.
- IV. No Public/Staff Comments.
- V. The WI Partnership Balance Fund Balance Report was reviewed. The programs are really moving along, DPA has \$76,000, Purchase/Rehab has \$85,000 and there is \$169,000 in Rehab money remaining. Debbie Narus sent more than 500 letters to the targeted NRSA areas in the City of Waukesha for rehab loans and has already received 4 calls with requests for applications. There may be a need for additional DPA money before the year-end.

Kristin Silva shared that the 2015 CHDO funds will need to be committed by mid-2017. There is approximately \$224,000 available from the 2015 and 2016 allocations. Kristin is talking to developers to let them know this money is available.

- VI. The suggested 2017 HOME funding allocation was available for public comment from 6/14/16 – 7/13/16. There were no comments from the public regarding the HOME allocation.

On a motion by Joe Birbaum and seconded by John Kannard, the Board unanimously approved the 2017 HOME allocation as follows:

HOME Program Administration	\$121,787
Housing Development	\$236,954
CHDO Reserve (TBD)	\$159,130
Downpayment Assistance	\$300,000
Housing Rehabilitation	\$225,000
Purchase Rehabilitation	\$175,000
TOTAL	\$1,217,871

- VII. Waukesha County set aside \$28,581.24 in an account for old CHI loans. The homeowners were contacted and have decided that they will not be using the money.

On a motion by Joe and seconded by Duane, the Board unanimously approved reallocating \$28,581.24 to the unallocated line item.

- VIII. Kristin reached out to the Community Action Coalition (CAC) and the Waukesha Housing Authority to see if they would be interested in starting the Tenant Based Rental Assistance (TBRA) program. The CAC is without an Executive Director at this time and is unable to commit and the Housing Authority has stated they will not run this program.

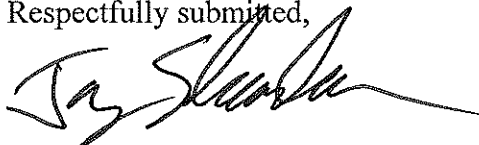
Kristin will do some more research to determine alternative uses for the TBRA program money. It may require a substantial amendment to the Consolidated Plan which will also require a 30-day public comment period. She will update the Board at the next HOME Board meeting.

- IX. Ben Sheehan and Aaron Perry were present from Habitat for Humanity to discuss their application for \$160,000 in HOME funds. The Board had questions as to how many lots and how many homes would be built, and the timeframes for everything.

Kristin explained the HOME application process: the Executive Committee of the HOME Board will meet and score the application, the application will then come back to the HOME Board for final approval based on the Executive Committee's recommendations. Kristin will provide a list of questions that will need to be answered by Habitat for Humanity before the HOME Board reviews the application.

- X. On a motion by Duane and seconded by Joe, the Board unanimously approved the meeting adjournment at 9:49 a.m.

Respectfully submitted,



Jay Shambeau  
Chair, HOME Board