

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
October 11, 2017

The 325th meeting of the Waukesha County Community Development Block Grant Board was called to order by Chair, Larry Nelson at 3:00 p.m. on Wednesday, October 11, 2017, in room 355 of the Waukesha County Administration Center located at 515 W. Moreland Blvd. in Waukesha, Wisconsin 53188.

Members Present: Michele DeYoe, Joan Francoeur, Terry Janssen, Fred Muenkel, Larry Nelson, Kathleen Novack, Rev. Stephen Welch, Chuck Wood

Excused Absence: Doug Bartmann, Lillie Wilson

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

Guests: None

- I. The meeting was called to order by Chairman Larry Nelson at 3:00 p.m. with a quorum of the Board present.
- II. On a motion by Michele DeYoe and seconded by Chuck Wood, the minutes from the July 12, 2017 meeting were unanimously approved.
- III. Kristin Silva reported that we are still waiting for the 2017 award from HUD, all paperwork has been submitted and we expect the funds soon. She spoke with HUD representatives about the annual timeliness standard, which requires CDBG grantees to have 1.5 times their annual award or less remaining in their HUD account by 10/31 of each year. In past years, the revolving loan fund (RLF) money was excluded from this calculation; however, HUD is interpreting that to include it this year. Waukesha County will not meet the timeliness standard by 10/31/17 due to a large balance in the RLF account and the outstanding remaining entitlement projects. As a result, the first year consequence would be a letter from HUD requesting a plan is developed to appropriately draw the funds down. If proper funds are not drawn in subsequent years, there is a possibility that HUD will impose a penalty with a loss of funding.

MEDC has begun their outreach for the RLF program and already has two prospects for new loans. They are in the process of convening a loan committee.

Kristin shared that a temporary overflow homeless shelter location has been identified and negotiations have begun to lease the LSS building on Bluemound Road. The shelter will be open from 12/1/17 to 4/30/18. HAC is working on an RFP for an agency to operate the shelter. Kristin has also been actively searching for a permanent overflow shelter location that can house other non-profit agencies year-round. She has visited several potential sites and will continue the search until a feasible solution is found.

There will be an out-of-cycle application submitted and presented at the next Board meeting from Impact Seven, they are proposing to purchase and renovate senior housing in Mukwonago. Kristin also received a phone call from Ladders Recovery, which will be a transitional living and treatment facility for substance abusers. This could potentially be a public facilities project.

- IV. The financial status report was reviewed. There was a lengthy discussion regarding older projects and the Board expressed their disappointment with the older outstanding balances. Kristin will invite Jennifer Andrews from the City of Waukesha and Dennis Ceretta from the Waukesha County Museum project to come to the November Board meeting to discuss their progress. The Board also asked Kristin to express their disappointment with the services provided by WWBIC.

Kristin recommended that the Board establish a policy to include their expectations for draws and how extensions should be handled.

- V. The 180* Juvenile Diversion program has disbanded and will no longer be using the 2017 award in the amount of \$5,000. On a motion by Michele and seconded by Fred Muenkel, the Board unanimously approved moving the \$5,000 from 2017 180* Juvenile Diversion to the unallocated line item.
- VI. Debbie Narus, from the Wisconsin Partnership for Housing Development, received a hardship letter from a homeowner that received a CDBG rehabilitation loan. CDBG loans were interest bearing for a brief time, but because the loans have no maturity date and the homeowners are unable to make payments throughout the loan period, the loans became non-interest bearing.

The Board requested that Kristin research how many CDBG rehab loans were interest-bearing, both outstanding loans and loans that have been paid off.

On a motion by Chuck and seconded by Stephen Welch, the Board unanimously approved waiving the interest on the CDBG Rehab loan for David Dremsa.

- VII. Hebron House provided an audit for informational purposes. There were a couple minor findings; but overall, Kristin felt like the audit showed they were in a better financial position.
- VIII. The 2018 Annual Action Plan Draft will be available at www.waukeshacounty.gov/communitydevelopment and there will be a 30-day public comment period from 10/10/17 – 11/8/17 with a public hearing on 10/26/17 at 10:00 a.m. The plan describes in narrative form the 2018 awards.
- IX. On a motion by Terry Janssen and seconded by Chuck, the meeting was adjourned at 4:14 p.m.

Respectfully Submitted,



Larry Nelson