

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
December 13, 2017

The 327th 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, December 13, 2017, in room 355 of the Waukesha County Administration Center located at 515 W. Moreland Blvd. in Waukesha, Wisconsin 53188.

Members Present: Doug Bartmann, Michele DeYoe, Joan Francoeur, Terry Janssen, Fred Muenkel, Larry Nelson, Chuck Wood

Excused Absence: Kathleen Novack, Rev. Stephen Welch, Lillie Wilson

Staff Present: Kristin Silva and Lori Rutzinski; Waukesha County

Guests: Johneisha Prescott, Housing Action Coalition

- I. The meeting was called to order by Chairman Larry Nelson at 3:04 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 November 8, 2017 meeting were unanimously approved.
- III. Kristin Silva is working on the 2018 CDBG calendar and will email it to the Board when it's complete. The January Board meeting will take place as usual on the second Wednesday of the month.
- IV. The financial status report was reviewed. Subgrantees have been submitting their invoices and many of the 2017 grants are complete. The City of Waukesha will come to the January Board meeting to discuss project ideas and extensions.
- V. Johneisha Prescott, program coordinator from the Housing Action Coalition (HAC) was present to discuss their out-of-cycle application in the amount of \$600,000 for the Permanent Overflow Winter Shelter Program. The HAC sent a letter of intent and will be making an offer on a property at 211 Maple Ave. in Waukesha and use the CDBG grant for acquisition and pre-development costs. This money was set aside by the CDBG Board at the April 12, 2017 Board meeting to be used for the acquisition of a permanent overflow shelter. The facility will also serve as a Homeless Services Center where other homeless service agencies will collocate.

On a motion by Michele and seconded by Terry Janssen, the Board approved allocating \$600,000 from the Homeless Shelter line item to the Housing Action Coalition to use for the acquisition and pre-development costs for an overflow winter shelter located at 211 Maple Ave. in Waukesha. The vote passed 6-0 with Joan Francoeur abstaining.

- VI. The CDBG Board requested additional information at the November Board meeting regarding the outstanding CDBG interest-bearing rehabilitation loans. There were a total of 278 interest-bearing loans made; 222 of the loans were paid off and 56 remain outstanding. More than \$550,000 was received as program income from the loans that were paid off and approximately \$141,000 in interest remains outstanding. All new rehabilitation loans are now non-interest bearing. Kristin recommended that the interest be waived on all of the outstanding interest-bearing loans, leaving the principal loan amount intact.

On a motion by Chuck and seconded by Fred Muenkel, the Board unanimously approved forgiving the outstanding interest for all of the remaining CDBG interest-bearing rehabilitation loans.

- VII. A draft of the new CDBG By-Laws was presented to the Board for review at the November 8, 2017 Board meeting. The Board discussed and suggested additions and changes to the By-Laws. Kristin will revise the document and present at the January Board meeting for further review.
- VIII. On a motion by Michele and seconded by Doug Bartmann, the meeting was adjourned at 4:42 p.m.

Respectfully Submitted,



Larry Nelson