

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
March 13, 2019

The 340th 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, March 13, 2019, in room 355 of the Waukesha County Administration Center located at 515 W. Moreland Blvd. in Waukesha, Wisconsin 53188.

Members Present: Doug Bartmann, Joan Francoeur, Terry Janssen, Larry Nelson, Kathleen Novack, Charlie Shaw, Rev. Stephen Welch, Lillie Wilson, Chuck Wood

Excused Absence: Fred Muenkel, Cathy Priem

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 Chuck Wood and seconded by Terry Janssen, the minutes from the December 12, 2018 meeting were unanimously approved.
- III. Kristin Silva let the Board know that the Federal budget hasn't passed yet but so far, we are expecting the 2019 allocation to be status quo.

The CDBG Board meeting calendar was reviewed to highlight some special dates in 2019.

- IV. The financial status report was reviewed. 2019 contracts have been added to the list.
- V. As a HUD requirement, subgrantees are monitored to ensure they are following the rules set by HUD. Monitoring is done on a yearly basis with a rotating schedule. Letters were provided to the Board to show the communication to the subgrantees. All subgrantees were able to provide adequate responses in the event a finding occurred.
- VI. The 2019 slate of officers to the CDBG Board will remain the same as 2018:

Chairperson:	Larry Nelson
Vice Chairperson:	Fred Muenkel
Member-at-large:	Joan Francoeur
Member-at-large:	Doug Bartmann

On a motion by Chuck and seconded by Kathleen Novack, the Board unanimously elected the 2019 CDBG slate of officers by acclamation.

- VII. Kristin provided a draft of the Executive Summary of the CAPER. The document outlines what was done in 2018 and will be submitted to HUD by the 3/31/19 deadline.

On a motion by Joan Francoeur and seconded by Doug Bartmann, the Board unanimously approved to allow Kristin to submit the CAPER to HUD pending any public comments or revisions based on public comments. Joan encouraged publicizing the summary as appropriate.

- VIII. Kristin provided an update on the winter overflow shelter. The shelter opened almost two weeks ago and is available to families with children and single women. Many volunteers worked to clean & set up the shelter and a meal train was organized to provide meals each night. The shelter will be open until the end of April. An architect will develop two design plans: one that will use the existing building, and one that would tear the existing building down and rebuild. This space will serve as a co-location facility year-round and an overflow shelter during the winter months.

- IX. On a motion by Terry and seconded by Charlie Shaw, the meeting was adjourned at 4:05 p.m.

Respectfully Submitted,



Larry Nelson