

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
March 9, 2016

The 307th meeting of the Waukesha County Community Development Block Grant Board was called to order by Chair, Gilbert Yerke at 3:09 p.m. on Wednesday, March 9, 2016, 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, Fred Muenkel, Robyn Turtenwald, Rev. Stephen Welch, Lillie Wilson, Gilbert Yerke

Excused Absence: Michele DeYoe, Larry Nelson, Kathleen Novack

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

Guests: Amber Miller, Wisconsin Women's Business Initiative Corporation (WWBIC); Kim Haines, Waukesha County Corporation Counsel

- I. The meeting was called to order by Chairman Gilbert Yerke at 3:09 p.m. with a quorum of the Board present.
- II. On a motion by Terry Janssen and seconded by Rev. Stephen Welch, the minutes from the February 10, 2016 meeting were unanimously approved.
- III. There were no public comments and no staff comments.
- IV. Kristin reviewed the Financial Status report. She received a message from representatives in Menomonee Falls saying they have decided to return the out-of-cycle funding they were awarded for the 2015/2016 application cycle. Once they submit that in writing to make it official, it will be an agenda item to reallocate the money.
- V. The 2017 applications are now available. Staff emailed past sub grantees and municipalities, and a notice was published in the paper. There will be a technical assistance training tomorrow, March 10, 2016 to assist anyone with the application process.
- VI. Amber Miller from WWBIC presented a Powerpoint presentation outlining the work they did last year to drum up business interest in the City of Waukesha. They offered four classes in 2015 to help people with starting a business, serving 41 clients. WWBIC partnered with other agencies in the Waukesha area and held a business plan competition; however, it was unsuccessful. Many lessons were learned and she is hopeful they can try the competition again in the fall of 2016 or spring of 2017 focusing on stronger partners and more advertising.
- VII. Kristin has been working with Jennifer Andrews from the City of Waukesha to determine the best use for the \$186,536.05 remaining on the Whiterock/Main Street grant. There has been discussions for Habitat for Humanity to purchase two properties, rehab them and then sell them to low-income families. Kristin will meet with Jennifer again later this month to discuss the plan in more detail before bringing it to the Board for approval.

- VIII. The 2016 allocation decreased by \$12,292 but that decrease will not affect any of the approved allocations; the unallocated line item will be decreased by that same amount. Kristin will update the 2016 Annual Plan to reflect the change. Gilbert Yerke suggested holding a joint meeting with the HOME Board as well as a joint meeting with the City of Waukesha's CDBG Board to discuss common interests.
On a motion by Doug Bartmann and seconded by Robyn Turtenwald, the Board unanimously approved the 2016 actual HUD funding allocation of \$1,317,868.
On a motion by Robyn and seconded by Terry, the Board unanimously approved the revised funding recommendations to decrease the unallocated line item by \$12,292 to a total of \$72,387.
- IX. Kristin prepared an executive summary of the CAPER for the Board to review.
On a motion by Fred Muenkel and seconded by Robyn, the Board unanimously approved the executive summary and granted Kristin permission to submit the final CAPER by 3/31/16.
- X. Kristin, Dale Shaver and Kim Haines are still working with some communities regarding the Cooperation agreements. Dale and Kristin will be presenting in Dousman at their next Board meeting. Kim Haines met with an attorney in Menomonee Falls, answered questions, modified their contract, and is now answering more questions.
- XI. The financial operational review was completed for Hebron House by UEDA. Hebron House has a substantial short-term debt with two lines of credit; one of which is secured by the Gander House apartments. Federal funds have been cut so they have been operating at a loss for the past five years even though their donations have increased. The next step is to ask UEDA to do a cash flow projection for the next year and to provide a little more detail about each individual program. Funders will have a good idea of the financial position and will be able to determine what the highest priorities will be. A full picture of finances will be provided within the next month.
- XII. On a motion by Stephen Welch and seconded by Robyn, the meeting was adjourned at 4:25 p.m.

Respectfully Submitted,



Gilbert Yerke