Minutes of the
HOME Board Meeting
February 19, 2015

Members Present:	Mark Baldwin, Ron Buchanan, Christine Howard, John Kannard, Russell Kutz, Dennis Myers, Duane Paulson, Jay Schreurs, Dick Schultz, Peter Sorce,
Staff:	Kristin Silva, Lori Rutzinski, and Christina Brockish, Waukesha County; Debbie Narus, Wisconsin Partnership for Housing Development
Excused Absence:	Joseph Birbaum, Kathleen Schilling, Glenn Stumpf, Maria Watts
Guests:	RoxAnne Witte, Jefferson County Economic Development Consortium

I. The meeting was called to order by Jay Schreurs, the Board Chair, with a quorum of the Board present at 9:00 a.m.

II. The Board Chair led the Pledge of Allegiance.

III. On a motion by Peter Sorce and seconded by Duane Paulson, the minutes from the January 15, 2015 HOME Board meeting were unanimously approved.

IV. There were no public comments.

Kristin Silva shared that HUD announced the 2015 allocation and there is a decrease in funding from last year.

V. The fund balance report will be updated with 2015 information by next month, there is still quite a bit of money in unallocated for 2015.

Debbie Narus updated the Board on her marketing efforts to generate interest. She prepared brochures and has contacted schools, sent letters to more than 100 contractors, senior dining sites, and will be attending meetings with other organizations to provide information on the HOME programs. She also sent letters to targeted low-to-moderate income census tract areas in the City of Waukesha.

VI. Kristin talked about the updates to the Citizen Participation Plan, which is a HUD-required plan that covers both HOME and CDBG. The policy regarding a substantial amendment requires that a 30-day public comment period be held for substantial funding allocation changes made by the Board during the year. The percentage that the Board assigns to be considered a substantial amendment is important because any funding changes beyond that will be subject to the public comment period. Kristin researched other communities and 25% seemed to be the average, although it varied.

The CDBG Board approved 25% as the threshold; however, a discussion was held and on a motion by Christine Howard and seconded by Dick Schultz, the Board unanimously approved 30% as the threshold for a substantial amendment. Kristin will present this update to the CDBG Board at the 3/11/15 meeting for their approval as well.

VII. Kristin presented an idea for potential uses of the remaining HOME funds from 2014. She provided information about tenant-based rental assistance and explained that this will address a need that has been identified in the consolidated plan. She suggested operating a pilot program for one year to determine how well it will function. There aren't many funds available to help families who are homeless or about to become homeless.

After a lengthy discussion, on a motion by Dennis Myers and seconded by Peter Sorce, the Board unanimously approved that this be reviewed by the Executive Committee to examine options and provide guidelines.

VIII. Reallocation of 2014 funds is not necessary, WI Partnership for Housing Development will spend down the 2014 funds and then will spend 2015.

IX. HUD released the 2015 funding amounts, the actual allocation is $990,793 which is $113,992 less than the estimated allocation. The Board reviewed the revised 2015 Recommended Home Allocation which decreased the administration, CHDO Reserve and unallocated but left the core programs intact.

On a motion by Duane Paulson and seconded by Dennis Myers, the Board unanimously approved the actual allocation received for 2015.

Mark Baldwin made a motion and seconded by Peter Sorce to approve the amended HOME allocation.

On a motion by Duane Paulson and seconded by John Kannard, the Board unanimously approved amending the previous motion to allocate the anticipated program income of $157,000 to Affordable Housing Development Projects.

X. On a motion by Mark Baldwin and seconded by Duane Paulson, the Board unanimously approved the meeting adjourned at 10:05 a.m.

Respectfully submitted,

Jay Schreurs
Chair, HOME Board