

MINUTES  
of the  
WAUKESHA COUNTY  
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD  
NOVEMBER 11, 2015

The 303rd meeting of the Waukesha County Community Development Block Grant Board was called to order by Vice-Chair, Reverend Stephen Welch at 3:10 p.m. on Wednesday, November 11, 2015, 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, Fred Muenkel, Larry Nelson, Kathleen Novack, Rev. Stephen Welch

Excused Absence: Michele DeYoe, Terry Janssen, Robyn Turtenwald, Lillie Wilson, Gilbert Yerke

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

Guests: Kimberly Haines, Waukesha County Corporation Counsel

- I. The meeting was called to order by Vice-Chairman Stephen Welch at 3:10 p.m. with a quorum of the Board present.
- II. On a motion by Kathleen Novack and seconded by Larry Nelson, the minutes from the October 14, 2015 meeting were unanimously approved.
- III. Kristin Silva shared an email from Chairman Gilbert Yerke saying he is recuperating and he thanked the Board for the get-well card.

Kristin spoke to Gilbert about the Michael Stivoric Award and because of the low amount of nominees in the past, they have decided not to continue the award this year. This could be revisited next year if the Board would like to offer it again.

- IV. Kristin reviewed the Financial Status report. She shared that Easter Seals has finished their project and will not be using their remaining 2014 award. On a motion by Joan Francoeur and seconded by Doug Bartmann, the Board unanimously approved reallocating \$2,100 from the 2014 Easter Seals – Parking Lot Safety to Unallocated.

The Village of Menomonee Falls has expressed that they may not use the out-of-cycle grants that was awarded due to their hesitation to sign the Mutual Cooperation Agreement. Larry Nelson asked if Kristin could send him an email summarizing all programs that the community members would not be able to participate in if the Village decides not to sign the agreement. He will then forward it to members in Menomonee Falls.

The Board would like to hear about successful projects that were funded with CDBG money. Joan asked if Kristin could provide an update on what the Wisconsin Women's Business Initiative has done for the Downtown Waukesha Business Attraction. Kristin said she can share the letters from monitoring visits that were done this year with the Board as well. Fred Muenkel suggested having periodic Board meetings at some of the sub grantees' locations.

- V. Hebron House has requested an extension for their 2015 Capital Project for \$77,930. According to Hebron House, the work could start in the spring of 2016. Kristin shared that there will be a third-party operational review to look at Hebron House's financial status. After a lengthy discussion, and

on a motion by Larry and seconded by Kathleen Novack, the Board unanimously agreed to table this action until further notice.

- VI. The City of Oconomowoc notified Kristin that the 2015 ADA Restroom project will not be moving forward as planned. They have another idea for the \$50,000 that was awarded. Kristin will ask Mark Frye to come to the next Board meeting to discuss their request. No action is necessary at this time.
- VII. Kristin updated the Board on the responses from communities regarding the Mutual Cooperation Agreements. Many of the Waukesha County communities are represented by the same attorneys. Kristin is working with Waukesha County's Corporation Counsel to talk to the attorneys and she believes most communities will sign the agreement.
- VIII. Kristin updated the Board on the status of the Hebron House Hillside/Gander properties. The sale has been postponed again until 12/1/15. There are a few agencies that have expressed interest in taking over the properties to avoid displacing the current tenants and to keep the affordable housing units. Representatives from HUD, Kristin, and Dale Shaver, Director of Waukesha County Parks & Land Use, met with Hebron House's Executive Committee from their Board of Directors. Hebron House has agreed to allow a third-party operational review to look at all aspects of their operations and finances. Kristin hopes the review will be completed and the results available by the end of January.
- IX. Kristin reviewed the Annual Action Plan. HUD requires this to be submitted by November 16, 2015. On a motion by Kathleen and seconded by Doug, the Board unanimously approved the 2016 Annual Action Plan.
- X. On a motion by Fred and seconded by Kathleen, the meeting was adjourned at 4:25 p.m.

Respectfully Submitted,



Reverend Stephen Welch