

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
February 8, 2017

The 318th meeting of the Waukesha County Community Development Block Grant Board was called to order by the Board Chair, Larry Nelson at 3:01 p.m. on Wednesday, February 8th, 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, Kathleen Novack, Rev. Stephen Welch, Lillie Wilson, Chuck Wood

Excused Absence: Robyn Turtenwald

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

Guests: Jennifer Andrews and Sally Kahlfeldt, City of Waukesha; Amber Miller and Cassandra Plaster, WWBIC

- I. The meeting was called to order by Chairman Larry Nelson at 3:01 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 January 11, 2017 Board meeting were unanimously approved.
- III. There were no staff or public comments.
- IV. The financial status report was reviewed. Kristin Silva reported that some of the out-of-cycle projects are nearing completion and will be billing soon. Staff is waiting for information from the Museum to continue with the environmental review process, which requires a thirty-day public comment period. An RFP will be going out in the next couple of days for the Revolving Loan Fund; Kristin will keep the Board informed on the progress.
- V. Amber Miller and Cassandra Plaster were present to discuss the progress WWBIC made in 2016. They presented a short video and a PowerPoint showing they provided education to 22 business owners, one-on-one counseling to 46 business owners, and updated business plans for 5 businesses. Larry requested that Amber send Kristin a list of the businesses that were assisted in Waukesha County.
- VI. Jennifer Andrews and Sally Kahlfeldt from the City of Waukesha were present to discuss the small business program coordinator position. Sally will work approximately 20 hours per week to recruit and attract micro entrepreneurs to downtown Waukesha. She will collaborate with other agencies, including WWBIC, to attract businesses. The Board recommended Sally contact the Waukesha County Center for Growth as another resource.
- VII. The 2018 applications will be available beginning 2/17/17. Staff will make the applications available on the website and send an email to sub grantees to let them know. There will be a technical assistance meeting on 2/23/17 to assist sub grantees with the application process. The due date for all application submissions is Friday, March 17th at 4:30 p.m.

VIII. On a motion by Terry Jannsen and seconded by Fred Muenkel, the meeting was adjourned at 4:24 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Larry Nelson". The signature is written in a cursive, flowing style.

Larry Nelson
Board Chair