

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
April 12, 2017

The 320th meeting of the Waukesha County Community Development Block Grant Board was called to order by the Board Chair, Larry Nelson at 3:00 p.m. on Wednesday, April 12th, 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 Jannsen, Larry Nelson, Kathleen Novack, Rev. Stephen Welch, Lillie Wilson, Chuck Wood

Excused Absence: Fred Muenkel

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

Guests: Lakesha Jones, Family Promise of Waukesha County; Diane McGeen, Habitat for Humanity

- 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 Michele DeYoe and seconded by Chuck Wood, the minutes from the March 8, 2017 Board meeting were unanimously approved.
- III. Kristin Silva submitted the 2016 CAPER to HUD and it was already approved and accepted. The 2017 Federal budget has not been passed yet and the deadline is 4/28/17. Kristin stated that many of her colleagues are hopeful that the 2017 budget will remain at the 2016 level. The proposed Federal budget for 2018 includes funding cuts that will completely eliminate CDBG and HOME.
- IV. The financial status report was reviewed. Kristin shared that the new administrator of the Revolving Loan Fund (RLF) was selected. Milwaukee Economic Development Corporation will service all of the existing loans and work with businesses to create new loans.
- V. Lakesha Jones introduced herself as the new Executive Director for Family Promise of Waukesha County. She explained that the initial proposal on the 2017 CDBG application relied heavily on the skills of the past Executive Director. As a result of their annual strategic planning meeting, they decided to shift their scope of work to become more of a Housing First model where their guests are placed into housing and then Family Promise would extend their programming beyond discharge to offer more support long-term to help families stay in their homes.

On a motion by Terry Jannsen and seconded by Kathleen Novack, the Board unanimously approved the revised scope for the 2017 Family Promise CDBG contract. Staff will work with Lakesha to update the scope of work; staff will provide the CDBG Board a synopsis of the changes.

- VI. Diane McGeen from Habitat for Humanity was present to discuss a property that just became available in the City of Waukesha. She would like to use the 2017 grant award of \$90,000 to acquire and rehab this property.
On a motion by Joan Francoeur and seconded by Rev. Stephen, the Board unanimously approved allowing Habitat for Humanity to use the 2017 Habitat for Humanity CDBG award to acquire the

presented property contingent upon verification that a tax assessment can take the place of an appraisal.

- VII. Kristin explained that there are more than \$1.2 million in Revolving Loan Funds (RLF) available due to the decrease in loans the past couple of years. Each year by November 1st, we must meet the requirements of a timeliness test imposed by HUD that restricts the amount of money a Lead Grantee (Waukesha County) can have remaining to 1.5 times their annual award. Each year we work with all subgrantees to ensure they submit invoices so the money can be drawn from HUD. Kristin received a phone call from a HUD representative letting her know that this will be the first year that RLF funds will be included in that timeliness test. If a Lead Grantee does not meet the timeliness test this year, HUD will require an explanation and an update on the Annual Plan; if a community does not meet the test for a second year, HUD will impose a punitive penalty and reduce future funding. The HUD representative and Kristin discussed other uses for RLF funds and agreed that this money could be used to help fund a permanent emergency overflow shelter as long as it is included in the Annual Action Plan. The Housing Action Coalition (HAC) would like to apply in the near future for acquiring and/or rehabbing a permanent overflow shelter. Kristin suggested the Board discuss earmarking approximately \$500,000 from the RLF for this project. Rev. Stephen Welch suggested earmarking \$600,000. Larry asked if this amount could be increased in the event the HAC needs more than the earmarked amount, Kristin said the Board could award more at that time. On a motion by Michele and seconded by Doug Bartmann, the Board unanimously approved earmarking \$600,000 from the RLF line item to fund the acquisition and/or rehab an emergency overflow shelter capital project and include it in the 2017 Annual Action Plan.
- VIII. The 2018 CDBG applications were available from 2/17/17 – 3/17/17; we received 45 applications from agencies, not including the City of Waukesha. Each Board member was provided with a binder that includes a one-page summary for each application received. The summary page includes scoring criteria with a brief synopsis of the project, the amount requested, the amount awarded for the past two years, and the application number. Staff will share the applications on Google Drive in the next couple of days. The review meetings to discuss the applications with the agencies will be held on Wednesday, May 10th and Thursday, May 11th. All application scores are due on Monday, May 22nd, 2017. There will be a special CDBG meeting on Wednesday, June 7th to allocate the 2018 funds.
- IX. On a motion by Joan and seconded by Michele, the Board unanimously approved convening to a closed session at 4:22 p.m. pursuant to Section 19.85(1)(f), Wis. Stats. to discuss a personnel matter relating to Hebron House of Hospitality Inc.
- X. On a motion by Joan and seconded by Doug, the Board reconvened in an open session at 4:48 p.m.
- XI. On a motion by Terry and seconded by Doug, the meeting was adjourned at 4:48 p.m.

Respectfully Submitted,



Larry Nelson
Board Chair