

Minutes of the  
HOME Board Meeting  
June 18, 2009

Members Present: Duane Paulson, Ron Buchanan, Joe Birbaum, Jill Haupt, Scott Seefeldt, Robert Adam, Mark Hoefert, John Hilber, Peter Sorce and James Rothenbach

Staff: Glen Lewinski, Kristin Silva and Nancy Mojica

Excused Absent: Mark Baldwin, Maria Watts, David Greg and Kathleen Schilling

Guest: Lee Martinson, Slinger Housing Authority, Robin Reshel, Hartford C.D.A., Dennis Heling, Jefferson County Economic Development, Rose Sura, hbc services and Debbie Narus, WI Partnership for Housing Development, Inc.

- I. The meeting was called to order by the Chair with a quorum of the Board present at 9:00 a.m.
- II. The Chair led the Pledge of Allegiance.
- III. Mr. James Rothenbach was introduced as the new Board member, representing Ozaukee County.
- IV. On a motion by Joe Birbaum and seconded by Peter Sorce, the minutes from the April 16, 2009 were unanimously approved.
- V. No Public were heard  
Staff reviewed a comparative summary of HOME grantee performance provided by HUD. Staff indicated that the one negative red flag for the HOME Consortium should be cleared with the tenant data for the Movin' Out and Volunteer for America project input into the federal system.  
  
WI Partnership indicated that a letter was sent to each household with a loan balance in an effort to spend the funds (note: these were homeowners from CHI loan balances).
- VI. WI Partnership reviewed the Fund Balance Report indicating that all programs were exceeding expectations.
- VII. Staff reviewed the final grant award summary indicating that the 2009 HOME grant exceeded the estimate by \$191,311.
  - a. The 2009 grant increase also allows for a 10% increase in Administration (\$19,131). A request to utilize the 10% increase for administration for Waukesha County attorney fees (8,946) and WI Partnership loan servicing fees (\$10,185) was placed on hold on a motion by Ron Buchanan and seconded by Peter Sorce, for more details on the cost for each request.
  - b. Some of the increase must be distributed under the grant regulation to the 15% CHDO Reserve requirement (\$28,696) and \$16,304 will be distributed to Washington County Habitat for Humanity land acquisition previously approved by the Board.

VIII. Request for Proposal

a. Staff explained the federal requirement to complete a 5 year Consolidated Plan which describes both through data and narrative description the housing and community development needs related to receipt of federal funds. Staff indicated that an RFP for consultant had been released to assist as an impartial coordinator with some of the Plan requirements. Staff will report back the bid responses to the RFP which may require some HOME funding.

b-d On a motion by Joe Birbaum and seconded by Mark Hoefert, the Board approved the issuance of RFP's for Administration, Homebuyer Counseling and Inspection Services as required under the federal procurement requirements.

e. In response to the issuance of the RFP's, the Board established a four member selection subcommittee composed of:

1. Duane Paulson, Waukesha County
2. Peter Sorce , Washington County
3. Ron Buchanan, Jefferson County
4. Jim Rothenbach, Ozaukee County

Who will review the submitted applications and determine if presentation from applicants are necessary before making the final application funding recommendations.

f. WI Partnership staff, Kristin Silva, explained the shortfall in servicing, recording and administrative fees (\$35,188 estimated) for servicing of the transfer of CHI loans. Questions were asked about recovering some of the funds from CHI which would be unlikely since the non-profit had disbanded operations. A final check for reimbursement from CHI to the Consortium to cover loan balances was given to Jill Haupt who was to obtain the signature from Scott Fergus for the transfer of funds.

IX. Staff indicated that Waukesha County had received \$1,321,723 in Neighborhood Stabilization funds for three activities:

- a. Purchase, demolition and redevelopment of YMCA
- b. Purchase, rehab and rent of foreclosed property
- c. Purchase, rehab and sale of foreclosed property

X. Staff has received no update on the technical assistance request as part of the Dennison report.

XI. No report on technical assistance.

XII. On a motion by Ron Buchanan and seconded by Joe Birbaum, the meeting was adjourned at 10:23.

Respectfully submitted,

Duane Paulson  
Chair, HOME Board