

Minutes of the  
HOME Board Meeting  
November 19, 2009

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

Staff: Glen Lewinski, Kristin Silva, Debbie Narus and Nancy Mojica

Excused Absent: Kathleen Schilling, Mark Hoefert and Greg David

Guest: Carol Biersach, Lee Martinson, Slinger Housing Authority, Dennis Heling, RoxAnne Witte, Jefferson County Economic Development, Russ Wanta, Habitat for Humanity of Washington County, Rose Sura, HBC Services, Inc and Robin Reshel, Hartford C.D.A.

- 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. On a motion by Peter Sorce and seconded by Ron Buchanan, the minutes from the October 15<sup>th</sup>, 2009 were unanimously approved.
- IV. Staff indicated that the federal budget continuing resolution had been extended without a HUD Budget being approved.
- V. Staff said that the consultants were working on a “draft” of the Consolidated Plan which should be available by December 1, 2009 for comment. The draft will be e-mailed to Board members for review and comments upon completion.
- VI. Wisconsin Partnership staff reviewed the Fund Balance Report which was accepted by the Board. County staff indicated that applications were expected from developers for Section 42 gap financing in December for use of unallocated funds.
- VII. Staff reviewed a prepared memo which summarized the applicants responding to the RFP issues for Housing Inspector, Program Administration and Homebuyer Counseling. The Housing Inspector was a price only bid. The Board approved contracting with the lowest bidders Whiteglove Home Inspections, LLC for Jefferson and Waukesha counties and Krause Home Inspections for Ozaukee and Washington. The Board will await scoring the applicant by the four Board members before taking formal approval action.
- VIII. The Board payments for meeting attendance and mileage were reviewed for year-end payments.
- IX. Staff informed the Board that the Hebron House 811 was submitted and that HUD had extended the submission deadline.
- X. Staff informed the Board that it was seeking an update on the start up of the Oak Hill project.

NOTE: Section 42 Low Income Housing Tax Credit funded applications require the start of construction within 12 months of approval.

XI. Action Items:

- a. On a motion by Mark Baldwin and seconded by Joe Birbaum, the motion to change the By-Laws was unanimously approved to create Section 4.02.

*Any amendment to these by-laws shall be presented in writing at a meeting for discussion and debate and the agenda for said meeting shall clearly state the purpose of said amendment. No vote shall occur on the amendment at the initial meeting, but any amendment presented shall be voted on at the subsequent meeting provided it is properly agendized and shall become effective only after a majority vote of the members of the board at the subsequent meeting.*

- b. The Slate of Officers for 2010 was reviewed based on the current slate revolving leadership. Joe Birbaum was drafted and accepted the Treasurer position. On a motion by Mark Baldwin and seconded by Peter Sorce, the Board approved the following Slate of Officers for 2010 beginning the January 2010 meeting.

Chair	Greg David	Jefferson County
Vice-Chair	Kathleen Schilling	Ozaukee County
Secretary	Peter Sorce	Washington County
Treasurer	Joe Birbaum	Waukesha County

- c. Mr. Russ Wanta representing Habitat for Humanity of Washington County, explained action taken by the City of West Bend Redevelopment Authority reducing the number of units from eight (8) to six (6) on the HOME funding approved land acquisition in West Bend. On a motion by Ron Buchanan and seconded by Peter Sorce, the Board unanimously approved the reduction of the units to be built on the West Bend PUD Land Acquisition “subject to final approval by West Bend officials” from eight (8) to six (6) units.
- d. WPHD staff explained recommended changes in subordination agreements to be consistent with new federal foreclosure remediation efforts including approving subordinations for “new foreclosure federal programs”,
1. No appraisal required
  2. Use of Fair Market Value
  3. Loan to Value up to 120%.

On a motion by Joe Birbaum and seconded by Jill Haupt, the Board approved a change to the subordination loan policy for new government foreclosure products only, which will permit subordinations without an appraisal, but use Fair Market Value as indicated on the most recent real estate tax notice and an increase in loan to value up to 120% with the policy to be reviewed in two (2) years.

- XII. On a motion by Ron Buchanan and seconded by Robert Adam, the meeting was adjourned at 10:57 a.m.

Respectfully submitted,

Duane E. Paulson  
Chair, HOME Board