

Minutes of the  
HOME Board Meeting  
December 12, 2011

Members Present: Duane Paulson, Kathleen Schilling, Joe Birbaum, Jill Haupt, Jan Roou, Ron Buchanan, Peter Sorce, Mark Baldwin, Mark Hoefert, Greg David, Glenn Stumpf and Jennifer Hanneman

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

Excused Absence: Jay Schreurs, Maria Watts and Lee Krueger

Guest: Sandy Scherer, Dale Shaver, Waukesha County, David Porterfield, Movin' Out, Trena Bond, Housing Resource, Bernie Juno, Hebron House of Hospitality, Carol Biersach, Lee Martinson, Slinger Housing Authority, Dennis Heling, Jefferson County Economic Development Consortium, Christopher Jaye, Antach Management Corp.

- I. The meeting was called to order by the Chair with a quorum of the Board present at 9:02 a.m.
- II. The Chair led the Pledge of Allegiance.
- III. On a motion by Peter Sorce and seconded by Jill Haupt, the minutes of the November 17, 2011 were approved.
- IV. No Staff on Public Comments were heard.
- V. Kristin Silva, WI Partnership, presented the Fund Balance Report which was accepted by the Board Ms. Silva also reviewed the year end summary of loans by county which was accepted without action.
- VI. Staff provided an estimated allocation of HOME funds from HUD for 2012 which is less than the expected decrease from 38% to 19%.
- VII. The Hebron House of Hospitality 811 project received funding, however, the specific funding of the grant is unknown for repayment of the county funds. Staff also reported that Lutheran Social Services received an 811 grant to add eight (8) additional units to its Hickory Hill apartments for persons with development disabilities.
- VIII. David Porterfield and Chris Jaye, representing Movin' Out and Antach Management respectively, were present for the discussion on funding for 8 of 32 units for the Globe Apartments in Watertown.

On a motion Joe Birbaum and seconded by Peter Sorce, the Board approved a loan from CHDO Reserve for \$280,000 with a possible increase of \$120,000 depending on the Hebron House 811 funding needs. The funds are provided for eight (8) handicap units in the proposed 48 units for the Globe Apartment in Watertown subject to receipt of Low Income Housing Tax Credit for the project. The motion was approved with a vote of 9-1 (Duane Paulsen) with Ron Buchanan abstaining.

On a motion by Joe Birbaum and seconded by Mark Baldwin, the Board approved the following terms:

The loan is a four (4) deferral (no payment no accrued interest) with a 30 year amortized loan payable in 26 years zero (0) interest non-recourse loan with an annual payment based on surplus cash reserve and a lump sum payment for any balance due at the end of the 30 year amortized loan.

On a motion by Joe Birbaum and seconded by Greg David, the Board approved sending a letter of support for the Movin' Out project.

- IX. On a motion by Mark Baldwin and seconded by Jill Haupt, the 2012 Slate of Officers were approved.

Chairperson	Peter Sorce
Vice Chairperson	Joe Birbaum
Secretary	Jennifer Hanneman
Treasurer	Jay Schreurs (subject to his acceptance)

- X. Kristin Silva reported on a preliminary review of Homebuyer Counseling payments, as noted in the Dennison report, to prepare a cost reasonable study. Based on a survey of other agencies costs vary from \$150.00-\$750.00. Homebuyer agencies were asked to determine the hours of counseling provided for successful closings (note: HOME regulations do not allow Homebuyer Counseling payments for group seminars or unsuccessful client services unless counted toward administration). Ms Silva will report further on the study with a recommendation to the Board.

- XI. DPA Policy changes

a. Ms. Silva reported on the recent HUD monitoring which required the development of a subsidy layering policy for the Downpayment program. She presented a format used by the City of Madison which she recommended being adopted to meet the HUD requirements.

On a motion by Joe Birbaum and seconded by Mark Hoefert, the subsidy Layering format was approved.

b. Ms. Silva also provided a copy of specific language from HUD related to "net proceeds". Although the county has acceptable policy language, she recommended adoption of the specific HUD language related to net proceeds.

On a motion by Joe Birbaum and seconded by Mark Baldwin, the net proceeds language was adopted.

- XII. Contract Extensions for 2012

- a. On a motion by Duane Paulson and seconded by Joe Birbaum, the contract of HOME Administrator with WI Partnership, for the final year of the three year bid period was unanimously approved.
- b. On a motion by Duane Paulson and seconded by Joe Birbaum, the contract of Waukesha County Homebuyer Counseling services with Housing Resources, Inc for the final year of the three year bid period was unanimously approved.
- c. On a motion by Jill Haupt and seconded by Jan Roou, the contract for Jefferson County Homebuyer Counseling services with the Jefferson County Economic Development Consortium for the final year of the bid period was unanimously approved.
- d. O a motion by Peter Sorce and seconded by Mark Baldwin, the contract for Jefferson County Homebuyer Counseling services with the Singer Housing Authority for the final year of the three year bid period was unanimously approved.
- e. On a motion by Jill Haupt and seconded by Jennifer Hanneman, the contract for Housing Inspections for Jefferson/Waukesha counties for Whiteglove Home Inspections was unanimously approved..

- f. On a motion by Peter Sorce and seconded by Mark Baldwin, the contract for Housing Inspections for Ozaukee/Washington counties for Krause Home Inspections was unanimously approved..

XIII. The public notice on availability of development funding was delayed until January.

XIV. On a motion by Jill Haupt and seconded by Mark Baldwin, the meeting adjourned at 10:25.

Respectfully submitted,

Kathleen Schilling  
Chair, HOME Board