

Minutes of the  
HOME Board Meeting  
December 19, 2013

Members Present: Mark Baldwin, Joe Birbaum, Ron Buchanan, Jennifer Hanneman, Christine Howard Turowski, John Kannard, Russell Kutz, Dennis Myers, Duane Paulson, Kathleen Schilling, Jay Schreurs, Peter Sorce, and Glenn Stumpf

Staff: Kristin Silva and Nancy Mojica

Excused Absence: Mark Hoefert and Maria Watts

Guests: Kim Haines, Sandy Scherer, Waukesha County and RoxAnne Witte, Jefferson County Economic Development Consortium,

- I. The meeting was called to order by Joe Birbaum, the Board Chair, with a quorum of the Board present at 9:00 a.m.
- II. The Board Chair led the Pledge of Allegiance.
- III. On a motion by Duane Paulson and second by Ron Buchanan, the minutes from November 13, 2013 were unanimously approved as amended to reflect the change to item number IV to add the word "Proposed". The sentence should read "There is a new *proposed* HOME requirement that all Homebuyer counselors have to be HUD certified, but we do not know when that rule will go into effect."
- IV. No Public Comments were heard.

Staff went over the HOME meeting reimbursement sheets for 2013.

- V. On a motion by Peter Sorce and second by Ron Buchanan, the Board approved Christine Howard-Turowski as Treasurer for the HOME Board. The motion passed.

On a motion by Dennis Myers and seconded by Peter Sorce, the Board approved the 2014 Slate of Officers as follows:

Chair	Ron Buchanan	Jefferson County
Vice-Chair	Jay Schreurs	Ozaukee County
Secretary	Mark Baldwin	Washington County
Treasurer	Christine Howard-Turowski	Waukesha County

- VI. The Wisconsin Partnership report was reviewed and accepted. The programs are moving slowly. Debbie Narus (Wisconsin Partnership for Housing Development) has sent out a lot of applications. The process is a little slow to commit the funds as they have to wait to get bids in. The Family Promise committed funds were not on the Funds Balance Report.
- VII. Staff is asking the Board to transfer \$66,873.10 from unallocated funds and \$49,774.05 of Rehab to CHDO Reserve to cover the committed funds to Family Promise.

On a motion by Dennis Myers and seconded by Duane Paulson the Board approved the transfer of \$66,873.10 of unallocated funds and \$49,774.05 of Rehabilitation funds to CHDO Reserve. The motion passed.

- VIII. On a motion by Kathleen Schilling and seconded by John Kannard, the Board approved the budget of the Wisconsin Partnership for Housing Development for administering the HOME program for 2014. The motion passed.

On a motion by Duane Paulson and seconded by Ron Buchanan, the Board approved the contract extension for 2014 to Wisconsin Partnership for Housing Development (HOME Program Administration). The motion passed.

- IX. On a motion by Peter Sorce and seconded by Mark Baldwin, the Board approved the contract extension for 2014 to the Homebuyer Agencies on the Preferred Provider List. The motion passed.

On a motion by Kathleen Schilling and seconded by Dennis Myers, the Board approved the contract extension for 2014 to Whiteglove Home Inspections, LLC. The motion passed.

- X. HOME Policies and Procedures Manual has been updated in conjunction with the new HOME Rule which made many changes to the program. Two major changes are Underwriting/Subsidy Layering and the Responsible Lending Policy.

On a motion by Peter Sorce and seconded by Mark Baldwin, the Board approved the new manual as proposed including the recent changes. The motion passed.

- XI. On a motion by Peter Sorce and seconded by Duane Paulson , the meeting adjourned at 10:06 a.m.

Respectfully submitted,



~~Joe Birbaum~~ Ron Buchanan  
Chair, HOME Board