

Minutes of the
HOME Board Meeting
October 16, 2014

Members Present: Joseph Birbaum, Ron Buchanan, Kathleen Schilling, Maria Watts, Glenn Stumpf, Peter Sorce, John Kannard, Dennis Myers, Duane Paulson, Dick Schultz, Russell Kutz, Jay Schreurs, Mark Hoefert

Staff: Kristin Silva, Lori Rutzinski, and Christina Brockish, Waukesha County; Debbie Narus, Wisconsin Partnership for Housing Development

Excused Absence: Christine Howard, Mark Baldwin

Guests: Kim Haines, Waukesha County Corporation Counsel; RoxAnne Witte and Genevieve Borich, Jefferson County Economic Development Consortium; Dave Porterfield, Movin' Out, Inc.

- I. The meeting was called to order by Ron Buchanan, 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 Peter Sorce and seconded by Jay Schreurs, the minutes from September 10, 2014 were unanimously approved.
- IV. There were no public comments. Staff comments: Kristin stated that the drafts for the Consolidated Plan and Analysis of Impediments is available on the County's website. The public comment period is from 9/26/14 – 10/26/14. The next Board meeting will be November 6, 2014 to approve the final draft of the plans.
- V. The Wisconsin Partnership Fund Balance report was reviewed; the remaining balance for the rest of the year is \$102,000 for DPA, \$86,000 for Purchase/Rehab, and \$212,000 for Home Rehab. There were more than fifty applications mailed out for Rehab in 2014.

Kristin reviewed the program income which was included on the second page of the report.
- VI. A discussion was held regarding the Movin' Out Waterloo Apartments' status and their request for additional funds. The Board reconsidered the loan payback terms.

On a motion by Joe and seconded by Dennis Myers, the Board unanimously approved the increased funding to Movin' Out in the amount of \$100,000 resulting in a 30 year loan for a total of \$440,000 (\$340,000 previously approved) with 0% interest for the first 5 years and 2% interest payments per year beginning in the 6th year to be paid from residual cash flows.

- VII. Kristin updated the Board on the housing inspector requirements. The HOME inspector is required by HUD to inspect to local code and when the code does not exist, HUD approves using HQS (Housing Quality Standards).

The HOME Board has established standards for inspections on all rehab work which the inspector currently follows.

Beginning 1/24/15, when there is no local code, the inspector will be required to follow Uniform Physical Conditions Standards (UPCS). Jim Bouffiou will attend a training on this new standard. Questions were raised regarding the number of projects that fail inspections. Debbie Narus provided a worksheet showing the common issues that cause a failed inspection: electrical wires exposed/missing cover plates, smoke detector/carbon monoxide detector not working. Kristin suggested providing lenders and realtors a list of common items so the homeowner can fix these problems prior to the inspection.

A suggestion was made for the inspector to bring batteries and switch plates along to mitigate simple inspection items without having to come back to the home.

- VIII. On a motion by Joe Birbaum and seconded by Duane Paulson, the Board approved the meeting adjourned at 9:54 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Ron Buchanan".

Ron Buchanan
Chair, HOME Board