

Minutes of the
HOME Board Meeting
March 17, 2016

Members Present: Joseph Birbaum, Ron Buchanan, Christine Howard, John Kannard, Russell Kutz, Dennis Myers, Duane Paulson, Kathleen Schilling, Jay Schreurs, Dick Schultz, Jay Shambeau, Peter Sorce, Maria Watts

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

Excused Absence:

Guests: RoxAnne Witte, Jefferson County Economic Development Consortium

- I. The meeting was called to order by Dennis Myers, 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 Dick Schultz, the minutes from the January 21, 2016 HOME Board meeting were unanimously approved.
- IV. There were no comments from the public or staff.
- V. Kristin Silva reviewed the Fund Balance Report, she stated there is approximately \$300,000 in unallocated entitlement. The programs are all moving along, there are 13 DPA's and 3 Rehab files.
- VI. The 2016 HOME allocation was more than anticipated, Kristin will revise the 2016 Annual Plan to reflect the actual amount. On a motion by Duane Paulson and seconded by Joe Birbaum, the Board unanimously approved the 2016 actual HUD funding allocation of \$1,060,871.
- VII. Kristin prepared an executive summary of the CAPER which is a report looking back at the previous year. On a motion by Kathleen Schilling and seconded by John Kannard, the Board unanimously approved the executive summary and granted Kristin permission to submit the final CAPER by 3/31/16.
- VIII. The current homebuyer counseling agencies approved for the HOME Consortium are: Jefferson County, Greenpath, and Housing Resources, Inc. They are currently on a 5-year preferred provider list. On a motion by Joe and seconded by Ron Buchanan, the Board unanimously approved extending the homebuyer counseling contract through 2016.

A discussion was held regarding online counseling. Some lenders feel that the face-to-face counseling can become a burden because of the loss of counseling agencies. Washington and Ozaukee Counties do not have counseling agencies, their members are required to travel farther. Some of the online counseling programs discussed were: Framework, E-Home America, and MGIC. Christine Howard will check to see if MGIC meets HUD's requirements. Kristin will research the costs to the homebuyer and HUD requirements and report at the next Board meeting.

- IX. Kristin updated the Board on the Mutual Cooperation Agreements. We are still waiting for some of the communities to respond, overall the majority of the communities have signed on.
- X. Kristin updated the Board on the status of Hebron House. The financial operational review was completed by UEDA. Hebron House has a substantial short-term debt with two lines of credit; one of which is secured by the Gander House apartments. Federal funds have been cut so they have been operating at a loss for the past five years even though their donations have increased. The next step is to ask UEDA to do a cash flow projection for the next year and to provide a little more detail about each individual program. Funders will have a good idea of the financial position and will be able to determine what the highest priorities will be. A full picture of finances will be provided within the next month.
- XI. On a motion by Dick and seconded by Ron, the Board unanimously approved the meeting adjourned at 9:46 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Dennis Myers". The signature is fluid and cursive, with a large initial "D" and "M".

Dennis Myers
Chair, HOME Board