



C/o Waukesha County CDBG Program  
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The HOME Consortium  
Board of Directors Meeting  
Thursday, April 17, 2014  
515 W. Moreland Blvd. **Rm G55**  
Waukesha, WI 53188  
@ 9:00 A.M.

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Approval of the Amended Minutes from the December 19, 2013 Board Meeting
4. Approval of the Minutes from the March 20, 2014 Board Meeting
5. Public/Staff Comment – Correspondence
6. WI Partnership Fund Balance Report
7. 2014 Annual Action Plan and Allocation
8. 2015—2019 Consolidated Plan schedule and RFP
9. Adjournment

**All agenda items are potentially actionable**

In accordance with the Americans with Disabilities Act, persons requiring any means of handicap accessibility for this meeting must contact Kristin Silva at 896-3370 (FAX 896-8510) at least 48 hours prior to meeting.

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  
Chair, HOME Board

Minutes of the  
HOME Board Meeting  
March 20, 2014

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

Staff: Kristin Silva, Debbie Narus, Lori Rutzinski, and Christina Brockish

Excused Absence: Joseph Birbaum and Mark Hoefert

Guests: RoxAnne Witte, Jefferson County Economic Development Consortium, Carol Biersach, Slinger Housing Authority

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.

The Board Chair announced there were two new staff members for Waukesha County, Lori Rutzinski and Christina Brockish. The board and staff members introduced themselves.

III. On a motion by Peter Sorce and seconded by Dennis Meyers, the minutes from December 19, 2013 were unanimously approved.

IV. No Public Comments were heard.

Staff announced the 2014 allocation notification was received from HUD. The 2014 CDBG and HOME funding have increased to \$1,334,028.00 and \$1,104,785.00 respectively.

The annual plan that was approved in November, 2013 may need to be approved again based on actual budget. If this is necessary, it will be included on the April, 2014 HOME Board Agenda. HUD allows sixty days to submit the annual plan once the allocation is awarded.

V. The Wisconsin Partnership report was reviewed and accepted. Debbie Narus (Wisconsin Partnership for Housing Development) reported that Downpayment Plus has just started and Down Payment Assistance tends to get busier because lenders will often piggy back on the two programs. The numbers for DPA have increased, there are now six reserved for a total of \$40,800. Debbie has sent out 35 rehab applications and is waiting for them to come back.

VI. A discussion was held regarding payment to the Executive Committee for their time while attending HOME Board Executive Committee meetings. It was agreed that a per diem rate along with mileage was acceptable.

On a motion by Duane Paulson and seconded by Dennis Myers, the Board approved that the Executive Committee will be paid for mileage and a per diem rate for the HOME Board Executive Committee meetings they attend. The motion passed.

- VII. Staff addressed questions regarding Christine Howard's appointment to Treasurer. Kristin spoke with Waukesha County's Corporation Counsel and it was determined that an alternate does not automatically get a permanent position when someone leaves the board. The County Executive or Chair of the County Board must appoint someone to fill that position. Christine was appointed by the County Executive to fill the permanent Board Member's position vacated by Jill Haupt and will remain the new HOME Board Treasurer.
- VIII. On a motion by Christine Howard and seconded by Dennis Myers, the Board approved an increase in home-buyers counseling fees from \$600 to \$650 for the Down Payment Assistance program to match the fees paid for the same service provided for the Down Payment Plus program. The motion passed.
- IX. A discussion was held regarding the 43% back-end debt ratio which is the total debt-to-income limit allowed for the HOME Consortium programs. Industry standards are currently 45% and Kristin recommended the HOME Board increase the back-end debt ratio to 45%.

On a motion by Mark Baldwin and seconded by Peter Sorce, the Board approved the increase to 45% for the back-end debt ratio. The motion passed.

- X. A discussion was held regarding the front-end debt ratio. The front-end ratio only looks at the home-to-income ratio. Kristin suggested that the current minimum debt ratio of 20% is excluding too many potential homeowners because the program is seeing more applicants purchasing homes within their means. This front-end debt ratio is contrary to the banking industry's practice where they would prefer to see this number as low as possible. HUD does not have a specific front-end limit but encourages administrators of the HOME program to establish guidelines and adhere to them while providing assistance to those most in need. Kristin recommended the front-end debt ratio be decreased to 18% .

On a motion by Kathleen Schilling and seconded by Glenn Stumpf, the Board approved the decrease to 18% for the front-end debt ratio. The motion passed.

- XI. Kristin reviewed the 2015 CDBG and HOME Allocation and Annual Action Plan Process and noted the July HOME Board meeting will be 7/10/14 instead of 7/17/14 due to County Board deadlines.

On a motion by Mark Baldwin and seconded by Peter Sorce, the Board approved the 7/10/14 HOME Board meeting. The motion passed.

- XII. On a motion by John Kannard and seconded by Dennis Myers , the Board approved the meeting adjourned at 9:31 a.m.

Respectfully submitted,

Ron Buchanan  
Chair, HOME Board

**SUMMARY OF FUND BALANCES FOR HOME CONSORTIUM**

	ESTIMATED TOTAL FUNDS AVAILABLE DURING 2014	March, 2014		2014 Year to Date		FUNDS AVAILABLE 03/31/14	Comments	FUNDS AVAILABLE TO COMMIT
		Number of Loans	Reserved Amount	Number of Loans	Reserved Amount			
	1	2	3	4	5			
Carryover from 2013:								
Downpayment Assistance Program 2013	\$ 65,105.40					\$ 78,305.40		
Purchase/Rehab Program 2013	\$ 25,000.00					\$ 25,000.00		
Rehab Program 2013	\$ 25,225.95					\$ 25,225.95		
Downpayment Assistance Program 2014	\$ 300,000.00	8	\$ 54,600.00	9	\$ 61,450.00	\$ 238,550.00		
Purchase/Rehab Program 2014	\$ 175,000.00					\$ 175,000.00		
Rehab Program 2014	\$ 225,000.00					\$ 225,000.00		
County Allocations								
Waukesha County	\$ 102,915.00					\$ -	\$102,915 remaining to be drawn	
CHDO Operating Funds								
CHDO Reserve Funds								
Movin' Out (Globe Apts., Watertown)								
Family Promise								
Movin' Out (Waterloo)								
Hebron House								
2014 CHDO Reserve allocation	\$ 165,717.75					\$ 165,717.75		
<b>CHDO RESERVE BALANCE</b>	\$ -					\$ -		\$ 165,717.75
Administrative Funds								
Waukesha County Admin 2012	\$ 23,706.44					\$ 23,706.44		
Waukesha County Admin 2013	\$ 69,890.20					\$ 69,890.20		
Waukesha County Admin 2014	\$ 71,000.00					\$ 71,000.00		
WPHD Admin/Technical Assistance 2013	\$ 50,000.00					\$ 50,000.00		
WPHD Admin/Technical Assistance 2014	\$ 35,000.00					\$ 35,000.00		
<b>UNALLOCATED ADMINISTRATIVE</b>	\$ 53,305.34					\$ 53,305.34		\$ 53,305.34
Other Entitlement Projects								
2014 Unallocated Entitlement	\$ 128,588.75					\$ 128,588.75		\$ 128,588.75
<b>UNALLOCATED ENTITLEMENT</b>	\$ 131,762.99					\$ 131,762.99		\$ 131,762.99
CHI - Rehab funds held by Waukesha Co.	\$ 28,581.24					\$ 28,581.24		
<b>TOTAL AVAILABLE</b>	\$ 1,675,799.06					\$ 1,275,037.42		\$ 479,374.83

1. Total funds available during 2014, includes funds carried over from prior years, 2014 estimated allocation and program income received during 2014

2. These are amounts of funds reserved during the month. For downpayment, these means that the banks have reserved the funds for particular home buyers. For the rehab program, it means that an application has been approved and reserved for particular home owners.

3. These are amounts of funds reserved since the beginning of the year. For downpayment, these means that the banks have reserved the funds for particular home buyers. For the rehab program, it means that applications have been approved and reserved for particular home owners.

4. These are amounts available after deducting funds reserved during the year.

5. These are amounts available to fund new applications for funding such as CHDO and Development Projects.

NOTES

# 2014 RECOMMENDED HOME ALLOCATION-- Revised

	2014 Allocation (estimate)	2014 Allocation (actual)
Grant	\$1,048,902	\$1,104,785
Administration	<u>- 104,890</u>	<u>- 110,478</u>
	944,012	994,307
15% CHDO Reserve (required)	<u>- 157,335</u>	<u>- 165,718</u>
	786,677	828,589
Unallocated	<u>- 86,677</u>	<u>- 128,589</u>
	\$ 700,000	\$ 700,000

## CORE PROGRAMS

Downpayment Assistance	\$ 300,000	\$ 300,000
Housing Rehabilitation	\$ 225,000	\$ 225,000
Purchase/Rehabilitation	<u>\$ 175,000</u>	<u>\$ 175,000</u>
Total:	\$ 700,000	\$ 700,000

The HOME allocation was estimated to be \$1,048,902 for 2014. We actually received \$1,104,785, an increase of \$55,883. The HOME Board needs to approve the actual allocation received for 2014. This adjusted amount will be presented to the Waukesha County Board in an ordinance for their approval at the May meeting.