

Minutes of the
HOME Board Meeting
July 16, 2009

Members Present: Duane Paulson, Mark Baldwin, Ron Buchanan, Joe Birbaum, Jill Haupt, Scott Seefeldt, Greg David, Kathleen Schilling, Mark Hoefert, John Hilber, Peter Sorce and James Rothenbach

Staff: Glen Lewinski, Debbie Narus and Nancy Mojica

Excused Absent: Maria Watts, Robert Adam and Kristin Silva

Guest: Carol Biersach, Lee Martinson, Slinger Housing Authority, Rose Sura, hbc services, Joana Hemschemeyer, Hebron House of Hospitality and Russ Wanta, Washington County Habitat for Humanity

- I. The meeting was called to order by the Chair with a quorum of the Board present at 9:01 a.m.
- II. The Chair led the Pledge of Allegiance.
- III. On a motion by Joe Birbaum and seconded by Peter Sorce, the minutes from the June 18, 2009 were unanimously approved.
- IV. No Staff or Public comments were heard.
- V. The Board reviewed and accepted the Fund Balance Report without action required.
- VI. Lee Martinson indicated to the Board that Washington County (Slinger Housing Authority) had an **uncommitted** balance of its local set-aside of \$70,200. Staff based on a information from the other funded agencies reported the following **uncommitted** balances:

Washington County-Hartford CDA	\$ 813
Waukesha County	\$5,415
Jefferson County	\$2,000
Ozaukee County	\$1,793

- VII. Staff reported that the RFP as required by HUD regulations for Technical Assistance/Administration, Homebuyer Counseling and Inspection Services will be advertised within the next month.

VIII. Action Items:

- a. Staff indicated that the previous allocation of the Washington County Habitat for Humanity land acquisition approved in June for an additional \$16,304 to come from 2009 allocation was incorrect and required a modification.

On a motion by Mark Baldwin and seconded by Joe Birbaum, the previous allocation is hereby changed from \$16,304 to \$7,680 with the difference of \$8,624 reallocated to CHDO Reserve.

- b. On a motion by Joe Birbaum and seconded by Rob Buchanan, the Board unanimously approved an administrative allocation of \$4,000 to supplement the Community Development Block Grant (CDBG) allocation of \$17,500 to assist in the Strategic Alliance assistance to prepare the 5 year Consolidated Plan.
- c. On a motion by Kathleen Schilling and seconded by Joe Birbaum, the Board approved administration funds in the amount of \$35,188 for the servicing of outstanding CHI loans identified in June.
- d. On a motion by Peter Sorce and seconded by Mark Baldwin, the Board approved \$7,935 in administrative funds for attorney fees to meet contract modifications identified in the Dennison Report.
- e. Wisconsin Partnership (WPHD) staff provided a request to transfer 2009 allocation funds from the Purchase/Rehab project to Housing Rehab based on demand this year. On a motion by Joe Birbaum and seconded by Ron Buchanan, the Board approved the transfer of \$100,000 from Purchase /Rehab reducing the allocation from \$395,000 to \$295,000 to Housing Rehab increasing it from \$150,000 to \$250,000.

IX. No new update on the Dennison Report was reported.

X. Staff reported that a draft of the Technical Assistance agreement was received from the Urban Economic Development Associates subject to HUD approval. No HOME funds are required for the Technical Assistance.

XI. On a motion by Scott Seefeldt and seconded by Ron Buchanan, the meeting was adjourned at 9:55.

Respectfully submitted,

Duane E. Paulson
Chair, HOME Board