

Minutes of the
HOME Board Meeting
December 12, 2011

Members Present: Duane Paulson, Kathleen Schilling, Joe Birbaum, Jill Haupt, Jan Roou, Ron Buchanan, Peter Sorce, Mark Baldwin, Mark Hoefert, Greg David, Glenn Stumpf and Jennifer Hanneman

Staff: Glen Lewinski, Kristin Silva, Debbie Narus and Nancy Mojica

Excused Absence: Jay Schreurs, Maria Watts and Lee Krueger

Guest: Sandy Scherer, Dale Shaver, Waukesha County, David Porterfield, Movin' Out, Trena Bond, Housing Resource, Bernie Juno, Hebron House of Hospitality, Carol Biersach, Lee Martinson, Slinger Housing Authority, Dennis Heling, Jefferson County Economic Development Consortium, Christopher Jaye, Antach Management Corp.

- I. The meeting was called to order by the Chair with a quorum of the Board present at 9:02 a.m.
- II. The Chair led the Pledge of Allegiance.
- III. On a motion by Peter Sorce and seconded by Jill Haupt, the minutes of the November 17, 2011 were approved.
- IV. No Staff on Public Comments were heard.
- V. Kristin Silva, WI Partnership, presented the Fund Balance Report which was accepted by the Board Ms. Silva also reviewed the year end summary of loans by county which was accepted without action.
- VI. Staff provided an estimated allocation of HOME funds from HUD for 2012 which is less than the expected decrease from 38% to 19%.
- VII. The Hebron House of Hospitality 811 project received funding, however, the specific funding of the grant is unknown for repayment of the county funds. Staff also reported that Lutheran Social Services received an 811 grant to add eight (8) additional units to its Hickory Hill apartments for persons with development disabilities.
- VIII. David Porterfield and Chris Jaye, representing Movin' Out and Antach Management respectively, were present for the discussion on funding for 8 of 32 units for the Globe Apartments in Watertown.

On a motion Joe Birbaum and seconded by Peter Sorce, the Board approved a loan from CHDO Reserve for \$280,000 with a possible increase of \$120,000 depending on the Hebron House 811 funding needs. The funds are provided for eight (8) handicap units in the proposed 48 units for the Globe Apartment in Watertown subject to receipt of Low Income Housing Tax Credit for the project. The motion was approved with a vote of 9-1 (Duane Paulsen) with Ron Buchanan abstaining.

On a motion by Joe Birbaum and seconded by Mark Baldwin, the Board approved the following terms:

The loan is a four (4) deferral (no payment no accrued interest) with a 30 year amortized loan payable in 26 years zero (0) interest non-recourse loan with an annual payment based on surplus cash reserve and a lump sum payment for any balance due at the end of the 30 year amortized loan.

On a motion by Joe Birbaum and seconded by Greg David, the Board approved sending a letter of support for the Movin' Out project.

- IX. On a motion by Mark Baldwin and seconded by Jill Haupt, the 2012 Slate of Officers were approved.

Chairperson	Peter Sorce
Vice Chairperson	Joe Birbaum
Secretary	Jennifer Hanneman
Treasurer	Jay Schreurs (subject to his acceptance)

- X. Kristin Silva reported on a preliminary review of Homebuyer Counseling payments, as noted in the Dennison report, to prepare a cost reasonable study. Based on a survey of other agencies costs vary from \$150.00-\$750.00. Homebuyer agencies were asked to determine the hours of counseling provided for successful closings (note: HOME regulations do not allow Homebuyer Counseling payments for group seminars or unsuccessful client services unless counted toward administration). Ms Silva will report further on the study with a recommendation to the Board.

- XI. DPA Policy changes

a. Ms. Silva reported on the recent HUD monitoring which required the development of a subsidy layering policy for the Downpayment program. She presented a format used by the City of Madison which she recommended being adopted to meet the HUD requirements.

On a motion by Joe Birbaum and seconded by Mark Hoefert, the subsidy Layering format was approved.

b. Ms. Silva also provided a copy of specific language from HUD related to "net proceeds". Although the county has acceptable policy language, she recommended adoption of the specific HUD language related to net proceeds.

On a motion by Joe Birbaum and seconded by Mark Baldwin, the net proceeds language was adopted.

- XII. Contract Extensions for 2012

a. On a motion by Duane Paulson and seconded by Joe Birbaum, the contract of HOME Administrator with WI Partnership, for the final year of the three year bid period was unanimously approved.

b. On a motion by Duane Paulson and seconded by Joe Birbaum, the contract of Waukesha County Homebuyer Counseling services with Housing Resources, Inc for the final year of the three year bid period was unanimously approved.

c. On a motion by Jill Haupt and seconded by Jan Rouu, the contract for Jefferson County Homebuyer Counseling services with the Jefferson County Economic Development Consortium for the final year of the bid period was unanimously approved.

d. On a motion by Peter Sorce and seconded by Mark Baldwin, the contract for Jefferson County Homebuyer Counseling services with the Singer Housing Authority for the final year of the three year bid period was unanimously approved.

e. On a motion by Jill Haupt and seconded by Jennifer Hanneman, the contract for Housing Inspections for Jefferson/Waukesha counties for Whiteglove Home Inspections was unanimously approved..

f. On a motion by Peter Sorce and seconded by Mark Baldwin, the contract for Housing Inspections for Ozaukee/Washington counties for Krause Home Inspections was unanimously approved..

XIII. The public notice on availability of development funding was delayed until January.

XIV. On a motion by Jill Haupt and seconded by Mark Baldwin, the meeting adjourned at 10:25.

Respectfully submitted,

Kathleen Schilling
Chair, HOME Board

SUMMARY OF FUND BALANCES FOR HOME CONSORTIUM

	ESTIMATED TOTAL FUNDS AVAILABLE DURING 2012	January, 2012		2012 Year to Date		FUNDS AVAILABLE January 31, 2012	Comments	FUNDS AVAILABLE TO COMMIT
		Number of Loans	Reserved Amount	Number of Loans	Reserved Amount			
	1		2		3	4		5
Downpayment Assistance Program 2011	\$ 64,149.81					\$ 64,149.81		
Purchase/Rehab Program 2011	\$ (68,498.20)					\$ (68,498.20)		
Rehab Program 2011	\$ 65,046.17					\$ 65,046.17		
Total Carryover from 2011	\$ 60,697.78					\$ 60,697.78		
Downpayment Assistance Program 2012		3	\$ 22,865.00	3	\$ 22,865.00	\$ (22,865.00)		
Purchase/Rehab Program 2012		5	\$ 72,950.00	5	\$ 72,950.00	\$ (72,950.00)		
Rehab Program 2012							Includes 3 loans in process \$72,950.00	
County Allocations								
Jefferson County	\$ -					\$ -	\$40,635 remaining to be drawn	
Ozaukee County	\$ -					\$ -	\$9,026 remaining to be drawn	
Washington County	\$ -					\$ -	\$11,757 remaining to be drawn	
Waukesha County	\$ -					\$ -	\$102,915 remaining to be drawn	
CHDO Operating Funds	\$ -					\$ -		
CHDO Reserve Funds	\$ -					\$ -		
Return funds to Waukesha Co. Allocation	\$ (72,500.00)					\$ (72,500.00)		
Funds returned by Waukesha County	\$ 300,450.00					\$ 300,450.00		
2011 CHDO Reserve allocation	\$ 77,440.60					\$ 77,440.60		
UNALLOCATED CHDO RESERVE	\$ -					\$ -		\$ 305,390.60
Administrative Funds								
Waukesha County Admin 2011	\$ -					\$ -	\$80,836 remaining to be drawn	
WPHD Admin/Technical Assistance 2011	\$ -					\$ -	\$2,621 remaining to be drawn	
UNALLOCATED ADMINISTRATIVE	\$ 54,219.32					\$ 54,219.32		\$ 54,219.32
Other Entitlement Projects								
Habitat for Humanity Jefferson Co	\$ -					\$ -	\$17,400 remaining to be drawn	
Richards Place	\$ -					\$ -	\$94,585 remaining to be drawn	
MSP (New Berin project)	\$ -					\$ -	\$300,000 remaining to be drawn	
UNALLOCATED ENTITLEMENT	\$ 6,707.39					\$ 6,707.39		\$ 6,707.39
CHI - Rehab funds held by Waukesha Co.	\$ 24,039.23					\$ 24,039.23		
FHLBC - Rehab funds held by Waukesha Co.	\$ 17,066.39					\$ 17,066.39		
TOTAL AVAILABLE	\$ 468,120.71					\$ 372,305.71		\$ 366,317.31

NOTES

- Total funds available during 2011, includes funds carried over from prior years, 2011 allocation and program income received during 2011.
- 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.
- 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.
- These are amounts available after deducting funds reserved during the year.
- These are amounts available to fund new applications for funding such as CHDO and Development Projects.