



**COLUMBIA COUNTY  
SOUTHERN HOUSING REGION COMMITTEE MINUTES  
MARCH 20, 2015**

PRESENT: John Tramburg, Dean Perlick, Ben Wehmeier, Any Buehler, Andrew Struck, Collin Byrnes, Kathy Schauf, Kevin Brunner and Jay Shambeau

ALSO PRESENT: Lois Schepp, Kari Justmann, Nate Olson, Chris Parisey and John Meland

PUBLIC HEARING

The public hearing was called to order at 1:30 p.m. and was properly noticed and published. Kari Justmann provided an update on each county regarding eligible projects and available funds remaining. Justmann also stated the second phase of funding should be available in April. The contract period to have all funds obligated is June 30, 2017.

The public hearing closed at 1:40 p.m.

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The meeting was called to order at 1:40 p.m. and was properly noticed and published.

AGENDA

MOTION: On motion by Schauf, second by Shambeau, the agenda was approved.

MINUTES

MOTION: On motion by Schauf, second by Wehmeier, the minutes of the November 7, 2014 Southern Housing Region Committee meeting were approved.

PROGRAM STATUS UPDATE

The program status update was provided with the public hearing.

UPDATE ON NEW FUNDING AND POLICIES

Justmann stated Diane McGinnis at the Department of Administration plans to have the updated contract for Phase 2 funds to Columbia County by the end of the month for signature. After the contract has signatures from both the county board chair and the Department of Administration (DOA), the program can begin to spend the new funds.

DISCUSS ADDITIONAL OUTREACH

Justmann stated another press release can be sent in each county when the contract for the Phase 2 funds has been signed. Justmann will send a sample press release to each county representative at that time. Justmann also asked each county representative to continue additional outreach, such as newsletters, utility bills, etc., throughout the program area since the Phase 2 funding will be available soon.

DISCUSS POLICY AND PROCEDURES

Justmann reviewed the bulletins from DOA and discussed the changes with the committee. The bulletins addressed the following:

- A project may now be eligible for rehabilitation if all mortgages, judgements and liens in addition to the rehab costs do not exceed 120% of the after-rehabilitation Fair Market Value of the property.
- Projects exceeding \$50,000 must be submitted to DOA for further review and written approval prior to commencing the project.
- Homeowners will not be required to have an HQS inspection performed on their property for an emergency project and they will not be required to have equity in their property. In addition, property liens, judgments and unpaid taxes do not preclude a homeowner from receiving assistance as it relates to emergency situations.

Updated manuals reflecting the changes will be emailed to all representatives.

Justmann stated DOA completed a monitoring/technical assistance visit in February and there were two minor concerns regarding the financial records and income verification process that have already been addressed and corrected. The onsite visits and file review went very well and had no concerns or findings.

Distribution of new funding. Previously, the committee agreed if the Phase 2 funds are not all obligated by June 30, 2015, the remaining funds will be reallocated to the "regional" fund. Since there was a delay in receiving the Phase 2 funds, the committee recommended all funds not obligated by September 30, 2015 will be reallocated to the "regional" fund.

MOTION: On motion by Brunner, second by Struck, the proposed reallocation of any remaining Phase 2 funding as of September 30, 2015 to the regional fund was approved.

PROPOSED FUTURE AGENDA ITEMS

- Additional outreach
- Discuss the limit RLF programs are allowed to retain and still have access to regional funds. The regional program would like at least \$20,000 to be available for any emergency projects that may arise.

NEXT MEETING

We will hold a conference call in June to provide a program update and we will have the next meeting in September. Justmann will schedule the conference call and meeting.

ADJOURNMENT

MOTION: On motion by Wehmeier, second by Buehler, the meeting was adjourned at 2:15 p.m.

Respectfully Submitted:

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Kari Justmann, Secretary

cc: Southern Housing Region Committee  
Lois Schepp  
Internet