



MINUTES

ROCK COUNTY HOUSING AUTHORITY
MONDAY, NOVEMBER 2, 2015
PLANNING & DEVELOPMENT CONFERENCE ROOM 2ND FLOOR
51 S MAIN ST
JANESVILLE, WI 53545

1. Call to Order

Vice-Chair Billy Bob Grahn called the meeting to order at 8:00 a.m. Commissioners present: Mary Beaver, Anda O'Connell, Sarah Williams, and Jackie Wood. Absent: None

Program Administrators: Kathy Kamp (Wisconsin Partnership for Housing Development (WPHD))

Planning & Development Staff present: Colin Byrnes (Planning & Development Director) and Cheryl Martin (Recording Secretary)

2. Adoption of Agenda

Vice Chair Grahn recommended amending the agenda by moving ACTION ITEM 7. HOME PROGRAM LOANS up to become ITEM 3. Commissioners Wood and Beaver moved the adoption of the agenda as amended. All in favor – **ADOPTED**

3. HOME Program Loan Review and Approval

- **Change Order – Loan ID 020127D1 = + \$2,000**

Commissioner Grahn moved the approval of a Change Order for Loan ID 020127D1 to increase the amount of the project loan by \$2,000; seconded by Commissioner Beaver. All in Favor – **APPROVED** (5 – 0)

- **Change Order – Loan ID 020135D1 = + \$635**

Commissioner Wood moved the approval of a Change Order for Loan ID 020135D1 to increase the amount of the project loan by \$635; seconded by Commissioner Beaver. All in Favor – **APPROVED** (5-0)

- **HOME Rehab Loan Funds – Project ID 60 = \$5,150**

Kathy Kamp indicated that further review of this project indicated that work would require more funds than were initially projected. Commissioner Beaver moved the approval of Project ID 60 for an amount not to exceed \$8,000; seconded by Commissioner Wood. All in favor – **APPROVED** (5 – 0)

- **HOME Rehab Loan Funds – Project ID 61 = \$27,400**
Commissioner O’Connell moved the approval of Project ID 61 in the amount of \$27,400; seconded by Commissioner Williams. All in favor – **APPROVED** (5 – 0)
- **HOME Rehab Loan Funds – Project ID 62 = \$35,095**
Commissioner Beaver moved the approval of Project ID 62 in the amount of \$35,095; seconded by Commissioner Wood. All in favor – **APPROVED** (5 – 0)
- **HOME Rehab Loan Funds – Project ID 63 = \$5,425**
Commissioner Beaver moved the approval of Project ID 63 in the amount of \$5,425; seconded by Commissioner Wood. All in favor – **APPROVED** (5 – 0)

4. Election of Chair

Colin introduced Sarah Williams (Executive Director for Edgerton Community Outreach) as a new Commissioner for the Housing Authority. The term for previous Chair Brian Christianson had ended and Ms. Williams’ appointment was confirmed at the October 22nd County Board of Supervisors meeting.

Motion by Commissioner Beaver to nominate Commissioner Grahn as Chair of the Rock County Housing Authority; second by Commissioner O’Connell. All in favor – **APPROVED** (5-0)

5. Election of Vice-Chair

Motion by Commissioner Beaver to nominate Commissioner Williams as Vice-Chair of the Rock County Housing Authority; second by Commissioner O’Connell. All in favor – **APPROVED** (5-0)

6. Minutes of Meeting for September 14, 2015

Commissioners Wood and O’Connell moved the approval of the September 14, 2015 meeting minutes as presented. **APPROVED** as presented.

7. Program Administration Report - WPHD

Ms. Kamp provided the HOME Activity Report for October that reviewed various elements of the HOME Program (i.e., applications in process, loans closed, bid packages ready, and project status).

8. HOME Program Update Discussion

Ms. Kamp discussed with the Commissioners that their guidance was needed regarding the pipeline of projects and the distribution of remaining HOME Program funds. While current HOME Policies cap the project limit at \$24,999, at this time, there are several projects that [based on best estimates] the amount of work required will likely exceed

that amount. Keeping in mind that HOME funds require the home be brought up to local code standards and do not allow individual work components to be performed to the exclusion of all identified work, there are 7+ projects in the early stages that, if we were to move forward with, would fully allocate all remaining HOME funds. Also to be considered, is the condition that we must retain funds for match monies for performing the Lead Hazard Control Grant. The question before the Commissioners is whether or not the projects that are most likely to exceed the \$24,999 limit should go forward or not.

The commissioners discussed the concerns related to the different alternatives and recommended the following:

1. Complete initial eligibility assessment.
2. Determine if there is a child under 6 in the home, so that lead hazard grants could be used in the project. If so, move forward with ALL inspections.
3. If there is not a child under 6 in the home:
 - a. Based on the project work items needed, determine whether the loan limit, or \$24,999, will be exceeded.
 - b. If it appears that the limit will be approached, complete a staff and Housing Quality Standards (HQS) Inspection, but NOT the lead inspection. This inspection will help to make an informed decision about how to proceed.
 - c. If it appears that the limit will not be approached, schedule all inspections.

This alternative would not require a change to current policies.

9. Next Housing Authority Meeting

The next meeting of the Rock County Housing Authority is scheduled for **Monday, December 7, 2015 at 8:30 am**. The meeting will be held in the Planning & Development Agency Conference Room.

10. Citizen Participation, Communications and Announcements

None at this time.

11. Adjournment

Commissioners O'Connell and Williams moved to adjourn the committee at 8:55 am; **ADOPTED** by acclamation.

Respectfully submitted,

Cheryl Martin, Recording Secretary