



MINUTES

ROCK COUNTY HOUSING AUTHORITY
MONDAY, DECEMBER 8, 2014
PLANNING & DEVELOPMENT CONFERENCE ROOM 2ND FLOOR
51 S MAIN ST
JANESVILLE, WI 53545

1. Call to Order

Chair Brian Christianson confirmed that public notice requirements were met and called the meeting to order at 8:05 a.m.

Roll Call of Members

Present: Chair Brian Christianson, Vice-Chair Billy Bob Grahn, Anda O'Connell, and Jackie Wood

Absent: Mary Beaver

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

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

2. Adoption of Agenda

Commissioner Grahn moved to adopt the agenda; second by Commissioner Wood.
ADOPTED.

3. Minutes of Meeting for November 3, 2014

Commissioner O'Connell moved the approval of the November 3, 2014 meeting minutes as presented; second by Commissioner Wood. **APPROVED as presented.**

4. Citizen Participation, Communications and Announcements

Mr. Byrnes reported that the County Board (at its November 20, 2014 meeting) approved the reimbursement of the HOME Program Funds to both the HOME Investment Trust Fund Treasury and to the local Rock County HOME Program Income account funds.

5. Program Administration Report

Ms. Kamp and Mr. Gussick (WPHD) provided a report on the following:

- CDBG Monitoring Remediation Projects are nearing completion.
- December HOME Program Report – 5 new applications received and 9 applications are in various stages of review.

6. Overview of Policies and Procedures for HOME Projects

Ms. Kamp and Mr. Gussick discussed the proposed elements and details of the revisions to the policies and procedures manual for Rock County Homeowner Rehab Programs. Topics of discussion were:

- Program Description
- Initial Phone Call
- Determination of Initial Eligibility
- Environmental Review
- Develop Scope of Work
- Cost estimate
- Determination of Lead Work based on Per Unit Costs
- Contractor Eligibility
- Bidding
- Loan Approval
- Loan Terms
- Loan closing Procedures
- IDIS Set Up
- Homeowner/Contractor Pre-construction Meeting
- Notice to Proceed
- Payment Process
- Project Completion
- IDIS Closeout
- Contractor/Homeowner Disputes
- Loan Servicing: Subordination
- Conflict of Interest
- Citizen Grievance Process
- Expected Timeline for Rehab Projects

7. Authorizing Single Payor Checks for Project Payments to Contractors

Mr. Byrnes provided an overview of the proposed change to the Policy & Procedures Manual regarding the issuance of single-party checks made out directly to the contractor. The primary rationale for the change was the financial institution's rules and regulations regarding 2-party checks. The new language governing the change is as follows:

1. Upon receipt of a completed Contractor's Payment Request, the Program Administrator shall approve and make payment to the contractor in an amount not to exceed 80% of the amount due the contractor for work satisfactorily completed. The remainder due the contractor shall be withheld pending satisfactory completion of the rehabilitation project.

2. Payment may be made to a contractor ONLY after a Contractor's Payment Request has been completed and signed by all parties. The form contains a clause that informs the project applicant that by signing the form they are releasing payment to the contractor. Payment checks to contractors will be 1 (single) party checks made out directly to the contractor.
3. Payment may be made for work done or materials purchased and on site only – NO ADVANCE PAYMENTS for materials allowed.
4. Each request for progress payment shall contain:
 - a. The contractor's certification that the work for which the progress payment has been requested has been performed in accordance with the terms of the contract.
 - b. Certification by an approved inspector that necessary inspections have been made and the work has been satisfactorily performed in accordance with the contract.
 - c. The signature of the project applicant denoting approval of the work for which payment is requested.
 - d. Lien waivers for all work and materials.

Com'r Grahn moved the approval of the change to the Housing & Community Development Policy & Procedure Manual; seconded by Com'r Christianson. All in favor – APPROVED (Yes – 4, No – 0, Absent – 1)

8. **Adjournment**

Commissioner Grahn moved to adjourn the committee at 9:35 am; second by Commissioner O'Connell. **ADOPTED** by acclamation.

Respectfully submitted,

Cheryl Martin, Recording Secretary

NOT OFFICIAL UNTIL APPROVED BY THE ROCK COUNTY HOUSING AUTHORITY

**The next meeting of the Rock County Housing Authority is scheduled for:
Monday, January 12, 2015 at 8:30am
in the Planning & Development Department Conference Room (2nd Floor, Room 266)**