



MINUTES

ROCK COUNTY HOUSING AUTHORITY
MONDAY, MAY 14, 2015
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 8:35 a.m. Commissioners present: Mary Beaver Billy Bob Grahn, Anda O'Connell and Jackie Wood. Absent: None.

Planning & Development Staff present were: Cheryl Martin (Recording Secretary).

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

2. Adoption of Agenda

Commissioners Grahn and O'Connell moved the adoption of the agenda. **ADOPTED.**

3. Minutes of Meeting for February 9, 2015

Commissioners Grahn and O'Connell moved the approval of the February 9, 2015 meeting minutes as presented. **APPROVED as presented.**

4. Program Administration Report

Kathy talked about an outreach mailing that was sent out to about 4,000 homes in Rock County – outside of the Cities of Beloit and Janesville. That mailing resulted in approximately 35 applications with 6 of those applications continuing in the process of going forward.

Discussion followed on ways of communicating the availability of program resources to Rock County residents. Billy Bob Grahn encouraged program staff to continue to look for groups to provide education opportunities to.

5. Review and Approval of HOME Project Loans

Action Item: HOME Rehab Loan Funds – Loan ID 0051 = No action at this time.

Action Item: HOME Rehab Loan Funds – Loan ID 0053 = \$15,590

Commissioner Grahn moved the approval of Loan 0053 in the amount of \$15,590; seconded by Commissioner Wood. All in favor – **APPROVED** (Yes – 5, No – 0, Absent – 0)

6. Next Housing Authority Meeting

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

7. Citizen Participation, Communications and Announcements

None at this time.

8. Adjournment

Commissioners Wood and Christiansen moved to adjourn the committee at 9:10 am; **ADOPTED** by acclamation.

Respectfully submitted,

Cheryl Martin, Recording Secretary

NOT OFFICIAL UNTIL APPROVED BY THE ROCK COUNTY HOUSING AUTHORITY



MINUTES
JOINT MEETING OF THE
ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE
&
ROCK COUNTY HOUSING AUTHORITY
THURSDAY, MAY 14, 2015 - 9:00 A.M.
COURTHOUSE CONFERENCE ROOM
SECOND FLOOR
ROCK COUNTY COURTHOUSE
JANESVILLE, WI

1. **CALL TO ORDER**

The joint meeting of the Rock County Planning & Development Committee and the Rock County Housing Authority was called to order at 9:20 a.m. on Thursday, May 14, 2015 at the Rock County Courthouse. Housing Authority Chair Brian Christiansen presided.

Planning & Development Supervisors present: Wayne Gustina, Jason Heidenreich, Wes Davis and Vice-Chair Mary Mawhinney. Supervisors absent: Chair Alan Sweeney. Quorum Present.

Housing Authority Commissioners present: Mary Beaver, Chair Brian Christiansen, Vice-Chair Billy Bob Grahn, Anda O'Connell, and Jackie Wood. Commissioners absent: None. Quorum Present.

Planning & Development Staff Present: Colin Byrnes, Kurt Wheeler, and Cheryl Martin.

Wisconsin Partnership for Housing Development Staff: Kathy Kamp and Scott Gussick

Citizens Present: None

2. **ADOPTION OF AGENDA**

Commissioners Grahn and O'Connell moved the approval of the meeting agenda.
ADOPTED

3. **PROGRAM ADMINISTRATION REPORT**

Ms. Kamp described that the review of the Policies and Procedures Manual is now one set of policies that is an incorporation of the HOME Program and the CDBG (Community Development Block Grant) Program. Generally when operating a home rehab program, the governing funding sources have similar processes with few opportunities for differences. There is however, a difference between the HOME and CDBG Program as it relates to initial eligibility of the homeowner. These items are specifically indicated in the manual.

The CDBG Program is subject to oversight by the State of Wisconsin, who are currently in the process of rewriting their policies and procedures in regards to homeowner rehab. There may be changes in the future that will provide added differences from the HOME Program.

Because HOME Program funds are administered by the City of Janesville, these policies and procedures are subject to approval by the City's Rehab Program.

Kathy explained that they began with the old policies and procedures and made corrections where necessary to comply with rules and regulations.

4. **ROCK COUNTY POLICIES AND PROCEDURES MANUAL (HOME, CDBG, AND LEAD HAZARD REDUCTION GRANTS)**

Ms. Kamp went over a series of PowerPoint slide handouts with the principal changes to the manual.

Points reviewed were:

- Prior Issues with the manual were related to how income was calculated, program monitoring, procurement, and maintaining a current set of written policies and procedures over time.
- A determination of the initial eligibility of the applicant is conducted using the Part 5 Income Calculation. The calculating of an applicant's income must be performed within 6 months of the loan's closing.
- A determination of the initial eligibility of the proposed loan amount will not exceed:
 - Home Program value limit (purchase price for homebuyers or the value limit for homeowner rehab loans) or the per unit subsidy limits.
 - HOME Program Maximum after-rehab value limit.
 - An amount that would result in a loan to value ratio of more than 120% (applicable to both CDBG and HOME)
- The selection of contractors will follow established policies of procurement and be subject to various eligibility requirements (i.e., insurance, licensing, certifications, and debarment, etc.)
- Who will be responsible for the review and approval of a Subordination Request.
- Process and procedure for settling various types of disputes (i.e., poor workmanship, payment dispute, contractor termination, failure to start work, homeowner damages)

Housing Authority Approval: Chair Christiansen and Vice Chair Grahn moved the approval of the Policies and Procedures Manual for the Rock County HOME and CDBG Programs as presented.

Planning & Development Committee Approval: Vice Chair Mawhinney and Supervisor Heidenreich moved the approval of the Policies and Procedures Manual for the Rock County HOME and CDBG Programs as presented.

ALL IN FAVOR – APPROVED (9 - 0)

5. **ADJOURNMENT**

Chair Christiansen and Supervisor Gustina moved to adjourn the committees at 10:30 a.m. ADOPTED by acclamation.