



## MINUTES

ROCK COUNTY HOUSING AUTHORITY  
MONDAY, JANUARY 9, 2017  
PLANNING & DEVELOPMENT CONFERENCE ROOM 2<sup>ND</sup> FLOOR  
51 S MAIN ST  
JANESVILLE, WI 53545

### 1. Call to Order

Chair Grahn called the meeting to order at 8:35 a.m. Commissioners present: Billy Bob Grahn, Anda O'Connell and Sarah Williams. Absent: Mary Beaver

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

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

Others: None

### 2. Adoption of Agenda

Ms. Martin asked to remove Item 5. Citizen Grievance Resolution: Subordination Request Loan ID 094437D1 as the customer had withdrawn their request to subordinate. Commissioners O'Connell and Williams moved the adoption of the agenda with the noted change. **ADOPTED**

### 3. Minutes of Meeting for November 28, 2016

Commissioners Williams and O'Connell moved the approval of the November 28, 2016 meeting minutes as presented. **APPROVED** as presented.

### 4. Program Administration Report - WPHD

Ms. Kamp discussed the Lead Hazard Control Grant and stated that projects need to be under contract no later than January 31, 2017. She also indicated that the Partnership would be increasing outreach efforts to utilize the Down Payment Assistance Program.

### 5. HOME Program Committee Acknowledgment of Change Orders

Ms. Kamp presented a Change Order that had been executed as approved under the Rock County Community Development Program Policies and Procedures guidelines:

Loan ID 020192D1 = \$1,690 increase for additional electrical work

### 6. By-Laws of the Rock County Housing Authority

The draft By-Laws were discussed and suggestions for changes were made. Ms. Martin and Director Byrnes will present a revised draft at the next meeting.

**7. Next Housing Authority Meeting**

The next meeting of the Rock County Housing Authority is scheduled for **Monday, January 23, 2017 at 8:30 am**. The meeting will be held in the Planning & Development Agency Conference Room.

**8. Citizen Participation, Communications and Announcements**

None

**9. Adjournment**

Commissioners Grahn and O'Connell moved to adjourn the committee at 9:30 am; **ADOPTED** by acclamation.

Respectfully submitted,

Cheryl Martin, Recording Secretary

NOT OFFICIAL UNTIL APPROVED BY THE ROCK COUNTY HOUSING AUTHORITY