

MINUTES
of the
WAUKESHA COUNTY
COMMUNITY DEVELOPMENT BLOCK GRANT BOARD
March 8, 2017

The 319th meeting of the Waukesha County Community Development Block Grant Board was called to order by the Board Chair, Larry Nelson at 3:00 p.m. on Wednesday, March 8th, 2017, in room 355 of the Waukesha County Administration Center located at 515 W. Moreland Blvd. in Waukesha, Wisconsin 53188.

Members Present: Doug Bartmann, Michele DeYoe, Joan Francoeur, Terry Janssen, Fred Muenkel, Larry Nelson, Rev. Stephen Welch, Lillie Wilson, Chuck Wood

Excused Absence: Kathleen Novack

Staff Present: Kristin Silva, Lori Rutzinski, and Christina Brockish: Waukesha County

Guests: Steve Chmielewski, UW Extension

- I. The meeting was called to order by Chairman Larry Nelson at 3:00 p.m. with a quorum of the Board present.
- II. On a motion by Michele DeYoe and seconded by Terry Janssen, the minutes from the February 8, 2017 Board meeting were unanimously approved.
- III. Kristin Silva let the Board know that Robyn Turtenwald has officially resigned from the CDBG Board; Robyn really appreciated the card and plaque. Since there is still no Federal budget for 2017, we are anticipating the same amount received in 2016.
- IV. The financial status report was reviewed. Kristin reported that the unallocated line item was reconciled to accurately reflect the amount of unallocated in IDIS as reported by HUD. The Revolving Loan Fund (RLF) has more than \$1,000,000 built up in it due to a substantial decrease in loans the past couple of years. Kristin proposed using some of the RLF money to help the Housing Action Coalition (HAC) with funding for a permanent overflow shelter in Waukesha. Kristin checked with HUD to be sure this would be an acceptable use of the money and they agreed it was. The funds will have to be moved from the RLF with an action from the Board at a future meeting, preferably before the 2017 Annual Plan is submitted to HUD, so the new use can be written as a part of the plan and be made available for public comment. The HAC will have to submit an application for the funds once they are available.
- V. Several projects are complete and the remaining balances can be reallocated to the unallocated line item. On a motion by Stephen Welch and seconded by Chuck Wood, the Board unanimously approved moving the following dollar amounts to the unallocated line item:
 - a. 2016 City of Waukesha – Senior Activity coordinator \$0.35
 - b. 2016 UW Extension – West Side NRSA Strategic Plan \$31.48
 - c. 2016 Waukesha County Administration \$11,723.51
 - d. 2016 Wisconsin Partnership for Housing Development – Administration \$6.54
 - e. 2016 WWBIC – RLF Administration \$9,489.35
 - f. 2016 WBD – Revolving Loan Servicing \$965.06
- VI. Steve Chmielewski presented a Power Point slideshow to on the West Side NRSA Strategic Plan.

- VII. The 2016 sub grantee monitoring results were shared with the Board. Most of the agencies had minor or no concerns; the Board felt that Christina Brockish did a great job suggesting ways to correct procedures. Through monitoring, it was discovered that 180* Juvenile Diversion is in the process of applying for their 501 (c)(3) status. They will not be eligible for funding until they have established this status and will know before the 2018 awards are established. Funds for their 2017 contract will be held until they have applied for the 501(c)(3) status.
- VIII. Kristin is finishing the Consolidated Annual Performance and Evaluation Report (CAPER) which is a HUD report that summarizes everything completed in the prior year. The CAPER will be submitted to HUD by the 3/31/17 due date and will be available on our website www.waukeshacounty.gov/communitydevelopment.
- IX. The 2018 CDBG applications are available until March 17, 2017. A technical assistance training was held on February 23, 2017 to assist with any questions regarding the application. Applications and summaries will be sent to the Board members by the April Board meeting.
- X. On a motion by Stephen and seconded by Doug Bartmann, the meeting was adjourned at 4:20 p.m.

Respectfully Submitted,



Larry Nelson
Board Chair