



## MINUTES

ROCK COUNTY HOUSING AUTHORITY  
MONDAY, FEBRUARY 8, 2016  
PLANNING & DEVELOPMENT CONFERENCE ROOM 2<sup>ND</sup> FLOOR  
51 S MAIN ST  
JANESVILLE, WI 53545

### 1. Call to Order

Chair Billy Bob Grahn called the meeting to order at 8:30 a.m. Commissioners present: Mary Beaver, Anda O'Connell and Sarah Williams. Absent: None

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

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

### 2. Adoption of Agenda

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

### 3. Minutes of Meeting for January 18, 2016

Commissioners Beaver and Grahn moved the approval of the January 18, 2016 meeting minutes as presented. **APPROVED** as presented.

### 4. Program Administration Report - WPHD

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

### 5. HOME Program Loan Review and Approval

#### A. **Loan Approval – Project ID 67 = \$18,445**

Commissioner Beaver moved the approval of Project ID 67 in the amount of \$18,445; seconded by Commissioner O'Connell. **APPROVED** (3 – 1)

#### B. **Loan Approval – Project ID 68 = \$9,000**

Commissioner Grahn moved the approval of Project ID 68 in the amount of \$9,000; seconded by Commissioner O'Connell. All in Favor – **APPROVED** (4 – 0)

#### C. **Change Order – Project ID 55 = + \$7,650**

Commissioner Beaver moved the approval of a Change Order for Project ID 55 to allow that the maximum amount of the project be increased to \$35,000 and that any portion of the work above the original mortgage amount of \$27,350 be offered as a grant to the homeowner. Any funds awarded as a grant will be forgiven over a ten (10) year period; motion seconded by Commissioner Williams. All in Favor – **APPROVED** (4 – 0)

#### D. **Citizen Grievance – HOME Program**

Kathy Kamp reported that a follow-up home inspection with the homeowner was unable to be conducted prior to today's meeting.

Commissioner Beaver moved that the decision for approval or denial of the project remain tabled until the March 14, 2016 meeting; seconded by Commissioner Williams. All in Favor – **APPROVED** (4 – 0)

**6. Amending Rock County Policies and Procedures for HOME, CDBG, and Lead Hazard Control Grants – Change Order Policy**

As a result of recent experiences requiring an immediate response for a Project Change Order, the following amendment to the Policies and Procedures Manual was proposed:

1. If a routine change order is received for less than \$2,500 the program administrator may immediately approve the change order, subject to approval by Planning & Development staff. This action will be reported to the appropriate committee at their next meeting.
2. If a change order is requested that impacts the health and safety of the homeowner (no heat, no water, roof repair) and the change order is less than \$5,000, the program administrator may immediately approve the change order, subject to approval by Planning and Development staff. This action will be reported to the appropriate committee at their next meeting.
3. Any routine change order above \$2,500 and all change orders over \$5,000 must be approved by the appropriate committee. If necessary, a special meeting will be called if the need is immediate.

Commissioner Williams moved the approval of the incorporation of these Change Order Policies to the current Policies and Procedures Manual; seconded by Commissioner O'Connell. All in Favor – **APPROVED** (4 – 0)

**7. Next Housing Authority Meeting**

The next meeting of the Rock County Housing Authority is scheduled for **Monday, March 14, 2016 at 8:30 am**. The meeting will be held in the Planning & Development Agency Conference Room.

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

None at this time.

**9. Adjournment**

Commissioners Beaver and Chair Grahn 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