



MINUTES

ROCK COUNTY HOUSING AUTHORITY
MONDAY, DECEMBER 7, 2015
PLANNING & DEVELOPMENT CONFERENCE ROOM 2ND FLOOR
51 S MAIN ST
JANESVILLE, WI 53545

1. Call to Order

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

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

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

2. Adoption of Agenda

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

3. Minutes of Meeting for November 2, 2015

Commissioners O'Connell and Williams moved the approval of the November 2, 2015 meeting minutes as presented. **APPROVED** as presented.

4. Program Administration Report - WPHD

Ms. Kamp provided the HOME Activity Report for November that reviewed various elements of the HOME Program (i.e., applications in process, loans closed, bid packages ready, and project status). WPHD continues to monitor the balance of HOME funds to ensure that there are adequate matching funds for the Healthy Homes Lead Hazard Control Grant.

Ms. Kamp presented the issue of processing Change Orders that come up and have a serious or critical health and safety circumstance attached to it. These types of requests have a crucial time component and must be addressed promptly. Because the Housing Authority only meets once per month, these issues may occur and need to be addressed before an agenda could be published or a meeting occurs.

The Commissioners discussed the possibility of some type of electronic “meeting” whereby these Change Orders could be voted on and approved, in order to address the time-sensitive health and safety need. After discussion, the Commissioners requested that Rock County Corporation Counsel be approached regarding the Housing Authority’s ability to conduct this type of “electronic meeting” and the statutes regarding the same.

Following the discussion, Commissioner Williams and Chair Grahn moved the following: “Per Corporation Counsel approval”...Change Orders may be approved under the following conditions:

For Change Orders up to \$1,000 – Housing Program Administrator approval/authority

For Change Order amounts of between \$1,001 and \$5,000 – via electronic meeting/message format

For Change Order amounts over \$5,000 – must be presented at the monthly Housing Authority meeting

This motion was APPROVED – All in Favor (3-0)

5. HOME Program Loan Review and Approval

- **Change Order – Loan ID 020133D1 = + \$800**

Ms. Kamp reported that since the agenda for this item had been published, the Town Building Inspector found that the project required a new main electrical box panel, rather than an electrical sub-panel. This would require that the Change Order amount be increased to \$1,950, instead of the originally stated \$800. Commissioner Williams moved the approval of a Change Order for Loan ID 020133D1 to increase the amount of the project by \$1,950; seconded by Commissioner O’Connell. All in Favor – **APPROVED** (3 – 0)

- **Change Order – Loan ID 020135D1 = + \$165**

Commissioner O’Connell moved the approval of a Change Order for Loan ID 020135D1 to increase the amount of the project loan by \$165; seconded by Commissioner Williams. All in Favor – **APPROVED** (3-0)

- **Change Order – Project ID 56 = + \$5,997**

Commissioner O’Connell moved the approval of a Change Order for Project ID 56 to increase the amount of the project loan by \$5,997; seconded by Commissioner Williams. All in Favor – **APPROVED** (3-0)

- **HOME Rehab Loan Funds – Project ID 64 = \$7,105**
Commissioner Williams moved the approval of Project ID 64 in the amount of \$7,105; seconded by Commissioner O’Connell. All in favor – **APPROVED** (3 – 0)
- **HOME Rehab Loan Funds – Project ID 65 = \$16,400**
Commissioner Williams moved the approval of Project ID 65 in the amount of \$16,400; seconded by Commissioner O’Connell. All in favor – **APPROVED** (3 – 0)

6. Next Housing Authority Meeting

The next meeting of the Rock County Housing Authority is scheduled for **Monday, January 11, 2016 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

Chair Grahn and Williams moved to adjourn the committee at 9:55 am; **ADOPTED** by acclamation.

Respectfully submitted,

Cheryl Martin, Recording Secretary

NOT OFFICIAL UNTIL APPROVED BY THE ROCK COUNTY HOUSING AUTHORITY