



**Northeastern Wisconsin CDBG – Housing Region Committee Meeting  
(via teleconference)**

**10:30 A.M. – 11:00 A.M.**

**Friday, August 8, 2014**

**Brown County Northern Building, 3<sup>rd</sup> Floor  
Planning and Land Services Conference Room 391  
305 E. Walnut St.  
Green Bay, WI**

**MINUTES**

**Committee Members in attendance:**

Aaron Schuette – Brown County  
Dena Mooney – Calumet County  
Sam Perlman – Door County  
Sam Tobias – Fond du Lac County  
Greg Thousand – Kewaunee County  
Andrea Raymakers – Manitowoc County  
Pam Day (for Robin Elsner) – Marinette County  
Kent Gross – Outagamie County  
Emily Vetting – Sheboygan County  
Su van Houwelingen – Winnebago County

**Others in attendance:**

Todd Mead – Brown County

**1. Call to order.**

A. Schuette called the meeting to order at 10:30 a.m. A. Schuette provided background to the committee regarding the proposed amendments to the Housing Policy and Procedures Manual.

**2. Roll call.**

A. Schuette requested roll call. All committee members listed (or their designee) were in attendance via conference call.

**3. Discussion/action regarding Northeastern Wisconsin CDBG-Housing Region Committee meeting minutes of June 3, 2014.**

D. Mooney motioned to approve the minutes as presented. P. Day seconded the motion. Motion carried unanimously.

**4. Discussion/action amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual Section II(E)(2)* adding language designating an Administrative Team to hear appeals to decisions of the CDBG Program Administrator.**

A. Schuette noted that the proposed Administrative Team concept was initially discussed by the Wisconsin Department of Administration (WDOA) at the June 3 Housing Committee meeting, and the enclosed language reflects what other regions have been utilizing. The intent of the Administrative Team is to provide efficient service to applicants who may wish to appeal the determination of the program administrator. K. Gross asked who would be represented on the Administrative Team. A. Schuette stated it would be the CDBG-Housing Committee member from the county the applicant lives in, the CDBG-Housing Program Manager (A. Schuette), and the Brown County Planning Director. S. Tobias made a motion to approve, S. van Houwelingen seconded, and the motion carried unanimously.

**5. Discussion/action amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual Section III(A)(2)* and other applicable sections extending the necessary equity in a home to apply for the program from 100% to 110% loan to value ratio.**

A. Schuette stated that extending the loan to value ratio to 110% would bring the region more in line with other regions across the state and address WDOA's concern that the current 100% loan to value ratio was too low. S. Perlman asked if the 110% was still too low. A. Schuette answered that after rehabilitation value is used to calculate the value of the home for purposes of equity and this should provide the latitude necessary to address those applicants that are right on the edge of having enough equity. G. Thousand made a motion to approve the amendment. S. Perlman seconded. Motion carried unanimously.

**6. Discussion/action amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual Section III(A)(3)* and other applicable sections extending the maximum loan amount from \$24,999 to 50% of the after rehabilitation value of the property.**

A. Schuette informed the committee members that the current cap on loans of \$24,999 was too low due to the work necessary to bring many of the subject homes to decent, safe, and sanitary standards. For example, homes that may only need a new septic system, roof, and siding are exceeding the \$24,999 threshold. The proposed 50% after rehabilitation maximum was the threshold after which a project becomes a major rehabilitation project and WDOA requires

many additional levels of review for such a project. The 50% maximum will allow for the projects to be completed. P. Day made a motion to approve the amendment. A. Raymakers seconded. Motion carried unanimously.

**7. Discussion/action regarding adding Section III(A)(8) stating that projects with projected loan amounts of \$30,000 or greater require a written waiver from Wisconsin Department of Administration-Division of Housing (WDOA-DOH).**

A. Schuette stated the proposed amendment formalizes into the policies and procedures manual a WDOA requirement that is already in place and will remind any future program administrators/managers of this requirement. S. Perlman made a motion to approve the amendment. S. van Houwelingen seconded the motion. Motion carried unanimously. (D. Mooney was inadvertently dropped from the teleconference at this point. A. Schuette phoned D. Mooney following the meeting to find out what happened and to record D. Mooney's votes on items #7, #8, and #9. All D. Mooney's votes were in the affirmative).

**8. Discussion/action regarding amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Section V(G) to have appeals heard by the Administrative Team rather than full Housing Committee.**

A. Schuette explained this formalizes the intent of the Administrative Team that was earlier approved. S. Perlman made a motion to approve. P. Day seconded. Motion carried unanimously.

**9. Adjourn.**

A. Schuette thanked the committee for meeting via teleconference to address these issues. S. Tobias motioned to adjourn. S. Perlman seconded. Motion carried unanimously.