1. Meeting Called to Order: A meeting of the Osceola County Housing Committee (Committee) was convened at 1:00 p.m. on Tuesday, September 18, 2018. The following individuals were in attendance:

   a. Jack Nehmer, Osceola County Commissioner / Housing Committee Member
   b. Ron Sikkema, Housing Committee Member
   c. Dan Massy, Community Development Coordinator
   d. Lindsay Hager, Third Party Grant Administrator

2. Approval of Agenda:

   (18-09) Motion by Jack Nehmer, supported by Ron Sikkema, to approve the agenda as presented. Motion passed.

3. Approval of May 25, 2017 Minutes:

   (18-10) Motion by Jack Nehmer, supported by Ron Sikkema, to approve the August 7, 2018 minutes as presented. Motion passed.

4. Financial Report: Dan provided the Financial Report. We have a balance of $53,376.87; however, only $18,476.87 can be spent this Program Year.


5. Update from Housing Initiative Regional Meeting: Lindsay provided a summary of the MEDC’s Housing Initiative Regional Meeting he attended earlier in the day. Unfortunately almost all of the CDBG money is going to either non-housing or multi-family housing programs. There is a proposal to set aside a total of $1.5 million for the Neighborhood Enhancement Program (NEP). Forty-percent (40%) will be for local units of government in non-participating jurisdictions.

   (18-12) Motion by Ron Sikkema, supported by Jack Nehmer, to submit a grant application for NEP funding.

6. Third Party Administrator (TPA) Contract: Dan informed the Committee that the Board of Commissioners approved the contract to retain Lindsay as our TPA.
7. **Review of Program Guidelines:** Dan provided revised Program Guidelines. The Committee reviewed the Program Guidelines and provided comments.

   *(18-13) Motion by Jack Nehmer, supported by Ron Sikkema, to approve the Program Guidelines as amended. Motion passed.*

Dan will now provide the Program Guidelines to the MEDC for their approval.

8. **Frequency of Meetings:** Since the County completed its MSHDA grant there has been a change in focus to Emergency Rehab only funded strictly by Program Income. As a result, the Committee discussed how often it needs to meet. At this time the Committee opted to stay with monthly meetings.

9. **Other Items:** Although not on the agenda discussion concerning the review of existing mortgages and decision making took place at the end of the meeting.

   **A. Review of Existing Mortgages:** In order to protect our interest Ron is concerned that none of our properties have changed ownership without our lien being paid. Dan stated this is something he checked approximately 8 months ago, but Ron would like to see it on a more regular basis. Discussion took place on who could do it at a more frequent interval.

   *(18-14) Motion by Ron Sikkema, supported by Jack Nehmer, to obtain a bid from Lindsay Hager (Hagar Consulting, LLC) to review mortgages in order to ensure none of our properties have changed ownership without our lien being paid. Motion passed.*

   **B. Local Administrator & Committee Authority:** The Committee discussed the history of the property at 831 Hemlock, the Local Administrator’s (Dan) recommendation made to the County, and the Board of Commissioner’s response.

   *(18-15) Motion by Ron Sikkema, supported by Jack Nehmer, that the Local Administrator will take no action on any housing issue without first notifying Committee members. Motion passed.*

10. **Public Comments:** None; no members of the public were present.

11. **Adjournment:** The meeting was adjourned at approximately 3:10 p.m. The date for the next meeting was set for October 16, 2018 at 1:00 pm.

   *(18-16) Motion by Jack Nehmer, supported by Ron Sikkema, to adjourn. Motion passed.*

Respectfully Submitted,

Dan Massy
Community Development Coordinator