

**MINUTES  
PIERCE COUNTY  
CDBG HOUSING COMMITTEE  
SEPTEMBER 5, 2008**

The meeting was called to order at 4:35 p.m. in open session by Kathleen McCardle at Pierce County Courthouse Board Room.

**I. Roll Call:**

A quorum was established with roll call showing four members present; Ben Plunkett, Kathleen McCardle Peggy Rother, Nikki Shonoiki  
Also attending was Janet Zimmer with Cedar Corporation.  
Jennifer Richardson O'Neil was absent.

**II. Temporary Chairperson:**

Action was taken to nominate a temporary Chairperson. Motion made by Ben Plunkett to nominate Peggy Rother as temporary Chairperson, Second by Nikki Shonoiki. Motion by Kathleen McCardle to close nominations and cast a unanimous ballot. Motion carried by voice vote with all in favor.

**III. Elect Officers:**

Action was taken to nominate Housing Chairperson. Motion made by Ben Plunkett to nominate Peggy Rother as Housing Chairperson, Second by Kathleen McCardle. Motion by Peggy Rother to close nominations and cast a unanimous ballot. Motion carried by voice vote with all in favor.  
Kathleen McCardle will remain Vice Chairperson.

**IV. Role and Functions of the Housing Committee:**

Janet presented the roles and functions of the Housing Committee. Some of the functions include reviewing loan applications, resolving complaints and disputes, establishing program policy.

**V. Approve Minutes from Previous Meeting:**

Action was taken to approve June 15, 2007 CDBG Housing minutes. Motion made by Nikki Shonoiki to approve minutes as written, Second by Kathleen McCardle. Motion by Peggy Rother to close nominations and cast a unanimous ballot. Motion carried by voice vote with all in favor.

**VI. Consider Loan Applications:**

Homeowner Loan Number 82 – Homeowner is requesting funds to blow insulation into attic areas, install fiber glass insulation into slants, install insulation in lower level rim, remove vinyl siding and drill holes every 16 on center, above and below windows and install insulation to side walls. Motion to approve this loan was made by Kathleen McCardle, Second by Ben Plunkett. Motion by Peggy Rother to close nominations and cast a unanimous ballot. Motion carried by voice vote with all in favor. Loan amount is \$4,803.00

**VII. Conflict of Interest:**

There was no conflict of interest.

**VIII. Future Meetings:**

Committee discussed and will leave meeting time - Friday's at 4:30 on an as needed basis.

**IX. Adjourn:**

Meeting adjourned at 5:16 p.m. by motion of Ben Plunkett, Second by Nikki Shonoiki. Motion carried by voice vote with all in favor.

Janet Zimmer  
Housing Program Administrator