

POLK COUNTY HOUSING TRUST FUND  
BOARD OF DIRECTOR'S MEETING  
Friday, September 3, 2010  
10:00 a.m.

**MINUTES**

**Board Members Present:**

Dean Armantrout, Creighton Cox, Victoria Facto, E. J. Giovannetti, Larry Goodell, Lance Henning, Stephanie Reynolds, Doug Sharp, Rob Sherwood

**Board Members Absent:**

Angela Connolly, Christine Hensley, Gary Lorenz, Barbara Mueller

**Staff:**

Sheila Lumley, Lori Kauzlarich, Merlie Crowley, Carol Duncan

**Call To Order:**

E. J. Giovannetti, Chair, called the meeting to order at 10:05 a.m.

**Approve August, 2010 minutes:**

Lance Henning moved to approve the minutes; seconded by Rob Sherwood. MOTION CARRIED UNANIMOUSLY

**Receive July, 2010 Preliminary financials:**

The auditors will meet with the Finance Committee by October 1. Creighton Cox moved to receive the July Preliminary Financials; seconded by Doug Sharp. MOTION CARRIED UNANIMOUSLY.

**Public Hearing to receive comments on the 2011 Housing Allocation Plan:**

No one from the public attended and there were no comments from the Board.

**Resolution to approve the 2011 Housing Allocation Plan:**

Sheila Lumley reminded the Board of the previous \$240,000 commitment to the City of Des Moines for the Lead-Based Paint program included under Owner-Occupied Repair, which is the last of those three commitments; and that the Board also approved preliminarily \$75,000 to Polk County for Owner-Occupied Repair. The Polk County Housing Continuum is in the process of identifying trends and gaps in terms of what is needed for permanent housing in the community and part of that is multi-family development. The Development Committee talked about projects that serve individuals and families below 30% of MFI. The committee is recommending that proposals be solicited for one \$350,000 project.

There are two projects on the horizon:

1. Permanent housing that is going to be included in the new shelter. They are moving forward with their plans to include some single room occupancy.
2. CHI intends to purchase the last 30 duplex units from the City of Des Moines and of those 30; 10 will be identified for individuals and families below 30% of MFI. This will become a mixed income scattered site project.

Larry Goodell moved to approve the 2011 Housing Allocation Plan; seconded by Stephanie Reynolds. MOTION CARRIED UNANIMOUSLY.

**Resolution to approve the submission of an application for funding to the State Housing Trust Fund in the amount of \$544,778:**

Lance Henning moved to approve the submission for funding to the State Housing Trust Fund application; seconded by Victoria Facto. MOTION CARRIED UNANIMOUSLY.

**Strategic Plan – continue to define tactics to address/help to achieve stated goals:**

Work on the Strategic Plan at the staff level continues.

Board discussion on Goal #2: Position the Trust Fund as the “go to” organization on affordable housing matters. Some thoughts on outcomes that “we’ve made it”:

- Increase in number of calls
- Increase in number of contacts
- Read and hear more
- Press release once or twice a month
- Aurora Award Nomination
- IFA awards
- Signage at projects
- 

Diana Deibler is putting together a marketing plan with strategies

**Reports**

Governance Committee no report – did not meet.

Fundraising in process, campaign material should be going to the printer today. The Fundraising Committee is identifying appointments; grant applications are going as projected; asking for more than we are getting. The Fundraising Committee consists of Lance Henning, Larry Goodell, Angela Connolly, Christine Hensley, and Diana Deibler.

Creighton Cox indicated that he would be interested in helping promote the Trust Fund as a United Way Donor Choice recipient.

**Housing Allocation Plan and State Housing Trust Fund Grant**

Motion made by Creighton Cox to approve the Resolution to approve the Housing Allocation Plan and for the inclusion as required of the HAP in the State Housing Trust Fund grant; seconded by Stephanie Reynolds. MOTION CARRIED UNANIMOUSLY

E. J. Giovannetti indicated that letters have been sent to the Transition Team, he also indicated that we are close to the timetable that was outlined. The job description will be posted on PCHTF web site and sent to careerbuilder.com and the NonProfit Times. Applications will be screened by Sheila Lumley and Stephanie Reynolds and brought back to the Committee.

**Adjournment**

Larry Goodell moved to adjourn, seconded by Rob Sherwood. MOTION CARRIED UNANIMOUSLY. Meeting adjourned at 11:30.

The next meeting of the Polk County Housing Trust Fund Board of Directors is Friday, October 1, 2010 at 10:00 a.m.

Respectfully submitted,  
Carol Duncan  
Administrative Coordinator