

**POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTORS**

Friday, February 6, 2026

5th floor Conference Room / 505 5th Ave

10:00 a.m.

BUSINESS MEETING

Board Members Present:

1. Ena Babic Barnes, Chair
2. Kris Schechinger-Camper, Vice Chair
3. Luis Montoya, Past Chair
4. Jill Altringer
5. Creighton Cox
6. Jeff Damman
7. Nathan Drew
8. Sara Hopkins
9. Josh Mandelbaum
10. Lindsay Rone
11. Nathan Simpson
12. Jay Singleton
13. Jodie Stephens
14. Emily Stork

Board Members Absent:

1. Angela Connolly, Secretary
2. TJ Brand, Treasurer
3. Junior Ibarra
4. Ajay Kalra

18 board members; 9 quorum

Staff:

1. Toby O'Berry, Executive Director
2. Mark Thompson, Director of Housing Development
3. Matt Hauge, Director of Communications & Community Outreach
4. Julian Neely, Director of Advancement & Community Investment
5. Johnny Alcivar, Director of Planning, Research & Compliance
6. Noah Hirayama, Planning & Research Intern
7. David Teachout, Office Manager

BUSINESS MEETING

1. Call to Order/Welcome

1.1 Roll-Call (David)

1.2 Approve Meeting Agenda *

Josh Mandelbaum moved to approve the agenda; seconded by Luis Montoya. Motion carried unanimously.

1.3 Approve December 2025 meeting minutes *

Josh Mandelbaum moved to approve the December 2025 minutes; seconded by Sara Hopkins. Motion carried unanimously.

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2. Report of the Finance Committee

2.1 Recommend approval of July-December 2025 financials *

SUMMARY – PCHTF monthly financials

RECOMMENDATION – The Finance Committee recommends the Board approve the Final July 2025 - December 2025 Financial Reports attached hereto.

Ena introduced the Finance Committee report and with Finance Committee Chair TJ Brand absent, PCHTF Staff member Toby O’Berry provided the committee update.

Toby explained that the board packet is nearly 200 pages because it includes preliminary financials that could not previously be approved due to the government shutdown and delayed supplemental approval. Now that the supplemental has been approved, the organization can formally re-approve the financials. No changes were made to the reported figures, and the most recent financials are through December.

The Finance Committee reviewed the materials and reported that expenses are down and revenue is also down, primarily due to timing. Specifically, State Housing Trust Fund grant revenue will be recognized in January, as the grant was signed then. For the first half of the fiscal year, the organization is under budget on expenses and revenue is temporarily lower due to timing, but overall the financial position is sound.

The Finance Committee approved the July through December financials and recommended them to the full board for approval.

Ena asked whether any board members had questions for Toby regarding the lengthy financial report or if anything stood out that warranted further discussion. Hearing no questions, she requested a motion to approve the July–December 2025 financials as recommended by the Finance Committee.

Luis Montoya moved to approve the final July 2025 through December 2025 financial reports; seconded by Josh Mandelbaum. Motion carried unanimously.

2.2 Recommend approval of FY25 Form 990*

SUMMARY – Draft PCHTF 2024/2025 (FY25) Form 990

RECOMMENDATION - The Finance Committee recommends the Board of Directors of the PCHTF approve the 990 to be presented and approved at the PCHTF February 2026 board meeting.

Ena introduced approval of the FY25 Form 990 as one of the board’s most significant fiduciary responsibilities. She noted that Toby had worked closely with Denman to complete the filing and invited him to provide an overview.

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Toby explained that the Form 990, included in the board packet, covers the fiscal year from July 1, 2024 through June 30, 2025 and was prepared by Denman. The Finance Committee conducted a thorough review and was comfortable with the document. Toby highlighted two key components: the Schedule of Contributors, which lists funding sources, and the grants and assistance schedule, which details how funds were distributed. The form also includes the board roster and standard organizational disclosures. No changes or recommendations were made by the Finance Committee. Upon board approval, Denman would finalize and file the return.

Toby invited questions, noting the 990 provides a comprehensive overview of the organization’s work. Ena added that the document is publicly available through the IRS and other platforms and serves as an excellent summary of the organization’s mission and capacity. Hearing no questions, she requested a motion to approve the FY25 Form 990 as presented.

Jeff Damman moved to approve the FY25 Form 990; seconded by Emily Stork. Motion carried unanimously.

3. Report of the Development Committee

3.1 Approval of Single-Family Homeownership Program Funding *

OBJECTIVE – Assist low/moderate-income residents in buying safe, well built, affordable single family housing units in Polk County.

SUMMARY – A summary of details of the projects are on the matrix included in the board packet (see below).

RECOMMENDATION – The Development Committee recommends the Board approve funding for the following projects:

Applicant	Recommendation
HOME, Inc.	\$35,000
GDM Habitat	\$115,000
Total	\$150,000

Funds remaining for single family homeownership FY26 HAP allocation: \$0

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**FY2026 Single Family Homeownership Matrix
(Total Available: \$150,000)**

Applicant	Request	No. of Houses Proposed to be Built	# of bedrooms	AMI	Total cost per house	Requested PCHTF subsidy per house	Development Committee Recommendation
HOME, Inc.	\$140,000	4 (all new houses)	4 - 3BR	all @ 61-80%	\$400,000	\$35,000	\$35,000
GDM Habitat	\$150,000	10 (5 new, 5 Rehab)	6 - 3BR 4 - 2BR	2 @ 31-40% 3 @ 41-50% 3 @ 51-60% 2 @ 61-80%	\$295,000	\$15,000	\$115,000
Total Requested:	\$290,000					Total Recommended Allocation:	\$150,000

Ena transitioned to Mark for the Development Committee report, noting there was one action item: funding for the single-family homeownership program.

For the current year, \$150,000 was budgeted for the program. Combined requests from the two organizations totaled \$290,000, making the program oversubscribed. Mark noted that Home Inc. still has three homes outstanding under contracts from 2022 and 2023, which they expect to complete by approximately June of this year. While the committee agreed Home Inc. could still apply and be eligible, that performance history factored into the allocation recommendation.

The committee recommended allocating \$35,000 to Home Inc. and \$115,000 to Habitat. Mark explained the rationale:

- Habitat serves households at lower Area Median Income (AMI) levels—down to 30–40% AMI—while Home Inc. serves up to 80% AMI.
- The subsidy per home is more cost-effective with Habitat (approximately \$15,000 per home) compared to about \$35,000 per home with Home Inc.
- Despite these differences, maintaining two active partners in the program is strategically important, and Home Inc.’s work remains valuable.

Mark concluded by asking if there were any questions regarding the recommendation.

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Jill Altringer raised concern that Home Inc. still has unfulfilled obligations from 2022 and 2023, stating she would not have encouraged them to apply under those circumstances. She asked whether any new allocation could be made contingent upon completion of the outstanding homes.

Mark confirmed that the funding could be structured that way. Home Inc. has indicated the remaining homes are under construction and expected to be completed by June 1. Under the proposed approach, funds would not be disbursed until the prior projects are finished and the organization is fully caught up.

Jill further asked whether the funds could be carried over if the deadline is not met. Mark responded that contracts typically allow two years to fully perform and draw funds. Home Inc. also has 2024 and 2025 contracts underway, though progress has been piecemeal rather than prioritized by oldest contract. He noted that two recent agreements were executed with tighter timelines to ensure the older projects are completed, and the expectation is that those must be finished before new funds are released.

Toby added that the upcoming Housing Allocation Plan (HAP) now includes a provision preventing applicants from applying if they have more than two open contracts. Jill suggested limiting it to one, but Toby explained that development timelines are inherently uneven and that Greater Des Moines Habitat for Humanity also carries two open contracts at times due to construction and buyer qualification timelines. The committee determined that two open contracts is a reasonable threshold, while three or four creates concern. The goal is to maintain project pipelines without rewarding nonperformance, and staff will closely monitor compliance.

Jill thanked Mark and Toby. Jill made a motion to approve the funding contingent upon the completion of the prior contracts. Jay Singleton seconded the motion. Jay added that he had no additional comments except that he agreed with the concerns Jill raised about allowing an applicant with outstanding obligations to reapply but felt that the explanations provided by Mark and Toby were reasonable.

Sara Hopkins asked whether making the funding contingent would delay Home Inc. from starting new projects. Mark responded that he did not believe it would. He explained that the structure is intended to allow two contracts to remain open at any given time, operating on a rolling basis—by the time a third contract begins, the first should be completed. The expectation is that organizations manage their pipeline so that no more than two contracts are active simultaneously.

Jill Altringer moved to approve the Single-Family Homeownership Program funding, contingent upon the completion of Home Inc's 2022 and 2023 contracts; seconded by Jay Singleton. Motion carried unanimously.

3.2 Staff Report

Mark provided an update on the revolving loan program. He reminded the board that approximately \$1.5 million had previously been awarded to the Kingman Boulevard project, led by Home Inc. in partnership with the Cutlers. That award was contingent upon the project securing funding from the Federal Home Loan Bank. Because that financing did not materialize,

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the award will be de-allocated, and the funds will return to the revolving loan pool for future lending.

Mark then updated the board on a pending \$1 million request from Greater Des Moines Supportive Housing, led by Emily Osweiler. He noted the organization’s prior efforts, including a project in Pleasant Hill that did not move forward and an attempted renovation of a Holiday Inn that encountered obstacles. They are now pursuing a new proposal involving two extended-stay hotels—one in West Des Moines and one in Urbandale—and the project appears to be progressing more successfully.

Josh Mandelbaum asked whether the Kingman Boulevard team could reapply if they secure their financing. Mark confirmed they could, noting that the board continues to view the project favorably. However, the award has been held for nearly two years without closing, reflecting ongoing challenges in assembling the project’s funding stack—a difficulty Josh acknowledged as common in affordable housing development.

Mark concluded his report by noting that the Capital Improvement of Existing Rental Housing Program application round opened yesterday. He indicated that staff will return to the board in the near future with funding recommendations from that round.

Ena then asked whether there were any questions for Mark, commenting that there are several exciting initiatives currently underway.

4. Report of the Executive/Governance Committee

4.1 Election of Board Members *

RECOMMENDATION – The Governance Committee nominates the following individuals to serve on the Polk County Housing Trust Fund Board of Directors for a **second three-year term**:

TJ Brand	Central Bank	East Polk
Nathan Drew	Drew Realty	Pool
Lindsay Rone	Green State Credit Union	Pool
Nathan Simpson	Primary Health Care	Pool / Non-Profit Liaison

RECOMMENDATION – The Governance Committee nominates the following individuals to serve on the Polk County Housing Trust Fund Board of Directors for an **initial three-year term**:

Amanda Wanke*	DART CEO	District 5 Representative
Dr Jeff Nichols*	Retired radiologist	District 3 Representative
Dan Boes	Vision Bank	Pool
Renee Miller	Nationwide	Pool
Matt McCoy*	Polk County Board of Supervisors	District 1 Representative
Shawn Leisinger	Principal Real Estate	Pool

Appointed Position *

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Ena provided the Governance Committee update and noted that three motions would be presented for approval. She acknowledged both the excitement of welcoming new members and the bittersweet nature of board transitions.

Under Item 4.1, she presented four board members for renewal of their second three-year terms: TJ Brand, Nathan Drew, Lindsay Rone, and Nathan Simpson.

She also introduced six new board members who will begin their terms at the April meeting:

1. Amanda Wanke, CEO of Des Moines Area Regional Transit Authority (DART)
2. Dr. Jeff Nichols, representing District 3 (Supervisor Mark Holm’s office)
3. Dan Boes from Vision Bank
4. Renee Miller from Nationwide
5. Supervisor Matt McCoy, representing District 1
6. Shawn Leisinger from Principal Real Estate

She noted that Kris Scheninger-Camper will be leaving the board and expressed appreciation for her service.

Ena then asked if there were any questions before requesting a motion to approve the term renewals and the appointment of the new board members as presented.

Josh Mandelbaum moved to approve the above individuals to serve on the Board of Directors; seconded by Sara Hopkins. Motion carried unanimously.

4.2 Appointment of Committees *

RECOMMENDATION – The Governance Committee recommends the following individuals be appointed to Standing Committees of the Polk County Housing Trust Fund for a **one-year term**:

Finance

Bev Evans	Davis Brown
Joelyn Jensen Marren	Federal Home Loan Bank
Dan Boes*	VisionBank
TJ Brand* (Committee Chair)	Central Bank
Nathan Simpson*	Primary Healthcare
Cole McClelland	Bankers Trust
Toby O’Berry	Staff

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Governance

Jeff Damman*	Community Leader
Kris Schechinger-Camper	Nationwide
Dylan Mullenix	MPO
Ena Babic Barnes* (Committee Chair)	Iowa Credit Union Foundation
Suzanne Mineck	Mineck Advisors
Luis Montoya	DART
Toby O’Berry	Staff

Community Investment

Ena Babic Barnes*	Iowa Credit Union Foundation
Renee Miller*	Nationwide Foundation
Danielle Brownwolf	Vision Bank
Annie Brandt	Bank of America
Lindsay Rone*	Greenstate Credit Union
Walter Orellana	Central Bank
Daron Richardson	Dotdash Meredith
Dannie Patrick-Valentin	Community Foundation of Greater Des Moines
Danielle Propst	ISG
Anthony Pawnell, Jr.	Des Moines Area Community College
Toby O’Berry	Staff
Julian Neely	Staff

Advancement

Mayor Connie Bosen	City of Des Moines
Nathan Drew*	Drew Realty
Yena Balekyani	National Democratic Training Committee
Taylor Peterson	EMC Insurance
Toby O’Berry	Staff
Julian Neely	Staff

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Development

Christine Gordon (Committee Chair)	City of WDSM (Metro Home Improvement)
TJ Brand*	Central Bank
Nathan Drew*	Drew Realty
Scott Fitzpatrick	MHEG
Jodie Stephens*	Federal Home Loan Bank of Des Moines
Lisa Crabbs	City of Des Moines
Jim Provenzale	Attorney
Luis Montoya	DART
Jeff Damman*	Community Leader
Leah Haywood	Bankers Trust
Lori Kauzlarich	Retired PCHTF Staff
Cole McClelland	Bankers Trust
Bret Mills	Simpson College
Mark Thompson	Staff
Johnny Alcivar	Staff
Toby O’Berry	Staff

Marketing

Ashley Jared	Iowa Finance Authority
Carissa Meredith	DART
Addie Olson	Wellmark
Danny Akright	Greater DSM Habitat for Humanity
Claire Brehmer	Hubbell Realty Company
Kyle Oppenhuizen	Des Moines Partnership
Melisa Cox	Ankeny Chamber
Chris Diebel	TRHS Foundation
Abby Delaney	Bankers Trust
Jay Singleton*	Wells Fargo
Matt Hauge	Staff
Toby O’Berry	Staff

*PCHTF Board of Directors

Ena introduced the second Governance Committee item: approval of appointments to the board’s standing committees. The committees include Finance, Governance, Community Investment, Advancement, Development, and Marketing. She noted that the full list of members is included in the board packet and expressed appreciation for the individuals contributing their time and expertise—both board and non-board members. She then requested a motion to approve the committee appointments as presented.

Luis Montoya moved to approve the above individuals to serve on the Standing Committees of the Polk County Housing Trust Fund; seconded by Josh Mandelbaum. Motion carried unanimously.

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4.3 Election of Officers *

SUMMARY – The Chair of the Board appointed the Executive Committee as the Nominating Committee for Officers for the current year.

RECOMMENDATION – The Nominating Committee recommends election of the following as Officers of the Polk County Housing Trust Fund for the term stated and the appointment of the Executive Committee for the upcoming year of 2026/2027:

Executive Committee

Ena Babic Barnes	Chair (One-year term)
Nathan Drew	Vice Chair (Two-year term)
TJ Brand	Treasurer (Two-year term)
Matt McCoy	Secretary (Two-year term)
Luis Montoya	Past Chair

Ena presented the final Governance Committee item: election of officers for the current year, who together comprise the Executive Committee. She noted, somewhat humorously, that she would need a motion for her own appointment. Ena then requested a motion to approve the Executive Committee as presented.

Josh Mandelbaum moved to approve the above individuals to serve on the Executive Committee of the Polk County Housing Trust Fund; seconded by Jill Altringer. Motion carried unanimously.

5. Report of Advancement Committee & Community Investment Committee

5.1 Staff Update

Julian delivered an update on the Advancement and Community Investment Committees, beginning with the Advancement report. He explained that total funds raised for fiscal year 2026—reflecting recurring automated gifts and new contributions received since July 1, 2025—exceed \$411,000. Of that total, approximately \$48,000 is designated for the Community Investment Program (the organization’s grant program), and \$353,000 is allocated to the Hope Initiative. The Hope Initiative funding is further divided between the Develop the Developer Launchpad and the Work That Impacts Housing program.

Julian provided additional details on the fundraising breakdown by revenue source. Of the approximately \$411,000 raised to date for FY2026, the majority—about \$385,000—has come from grants. Of that amount, roughly \$32,000 is designated for the Community Investment Program. Corporate and individual giving total approximately \$28,000 combined, much of which is directed toward the Community Investment Program.

He noted that there is still significant work ahead to meet overall fundraising targets. For the Community Investment Fund, the goals are:

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- \$300,000 from grants
- \$75,000 from corporate giving
- \$25,000 from individual giving

For the HOPE Initiative, the goal is \$800,000 from grants.

Altogether, the organization aims to raise approximately \$1.2 million during the current fiscal year to support FY2027 programs and initiatives.

He reiterated his goal of achieving 100% board participation. He emphasized that full participation strengthens the Advancement Committee's messaging to corporations and individual donors by demonstrating that board members are personally invested—not only through leadership and volunteer service, but also through financial support. Julian noted that contributions can be modest, even as little as \$30, as the key objective is participation. He offered to resend donation links or assist with pledges or transactions after the meeting and encouraged anyone who has not yet contributed to do so in order to help build a strong fundraising narrative.

Julian outlined another key Advancement goal: reaching 300 individual donors by the end of the fiscal year (June 30). Currently, the organization has 29 individual donors who have made a total of 51 individual gifts. That total includes recurring monthly contributions, with four donors giving through an automated system. While acknowledging that the organization is still far from the 300-donor target, Julian stated that the goal is achievable within the remaining timeline. He also emphasized the importance of having a clearer and stronger fundraising total by March or April, as that timing aligns with the opening of grant applications for the Community Investment Program.

Julian concluded by providing an update on current Advancement activities. He shared that corporate outreach calls are actively underway. There are currently four Advancement Committee members making calls, and he invited additional board members to participate, emphasizing the need for more engagement to manage outreach effectively. The organization is contacting more than 200 corporate prospects, along with numerous individual contacts—particularly those connected to the 30th anniversary roster. He also noted that donor appeal letters and email campaigns will be launched soon. In addition, several grant applications are forthcoming, though some will be restricted to specific programs as the organization works through re-granting parameters and funding alignment.

Julian transitioned to the Community Investment report, highlighting rapid progress on several initiatives.

- **Develop The Developer Launchpad Program:** The first boot camp has been completed, and the program has now moved into the fellowship phase. Applications for the fellowship closed on January 30. Coalition scorecards have been submitted this week, and the coalition will meet next Friday, February 13, to review them and select candidates for interviews. The fellowship launch is planned for April. Three participants have been confirmed, working on a project with the Drake Neighborhood Project, which is creating 12 housing units.

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- Multifamily Boot Camp: Scheduled to begin in September, the Monday after Labor Day, and will run for two weeks. Julian noted there is a current waiting list of about 10 individuals, with plans to accommodate 20–30 participants in total. He invited board members to suggest additional candidates for the program or waiting list.

Julian provided an update on the Work That Impacts Housing program, noting that it is nearing its launch.

- The program has been approved by the state as a qualified pre-apprenticeship program.
- Paperwork and agreements are being finalized with the City of Des Moines and Forest Avenue Outreach, with all partners expressing enthusiasm for the launch.
- A productive meeting was held with the City’s Property Improvement and HR departments to discuss logistics. Agreements are now being reviewed by HR and legal, with final decisions expected in the coming weeks.
- Once finalized, the program will begin posting job opportunities through the pre-apprenticeship program, with the goal of launching the first cohort by April.

Julian wrapped up the Community Investment update with a report on the Community Investment Program:

- The reporting deadline for partners was extended from the usual January 10 (or July 10) to January 30 due to the implementation of a new system and technical access issues, allowing partners time to familiarize themselves and giving Julian additional capacity to manage the reports. He is currently analyzing the submitted reports.
- Next application cycle: Applications will open on March 30 and close on Friday, May 1.
- Approval process: Recommendations from the Community Investment Committee will be presented to the full board at the June meeting for approval and distribution of funds.

Julian acknowledged that it was a lot of information but noted that the reports are designed to break it down clearly for review.

Ena thanked Julian for the comprehensive report, noting that it provides valuable guidance on expectations and planned activities for 2026, and expressed appreciation for his efforts.

Julian added a final update regarding the Develop The Developer program: a single-family version of the program will be launched next year, in collaboration with FreddyMac. An executive committee is being created specifically for this phase. He invited board members with experience in single-family construction lending or home-buying loans to get involved and help serve on the executive committee.

8.3 Thank you to Board Members stepping off board / Photo Opportunity after board meeting

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Toby requested to move to Agenda Item 8.3 in order to recognize several board members who needed to leave early, including Luis, who is rolling off the board.

Toby shared a small token of appreciation for Luis's service and noted that Kris and Creighton, who were attending virtually, would also receive recognition, with follow-up to connect with them directly. He also acknowledged Angela Connolly as she concludes her board service.

Toby expressed sincere gratitude to all departing members, describing them as strong advocates for housing and affordable housing in Polk County. He noted that while a new generation of board members is stepping in, the leadership and commitment of those concluding their six years of service had been invaluable. He added that their support was especially meaningful to staff and to him personally during his transition into his role, and he thanked them warmly for their service.

Luis expressed appreciation for the opportunity to serve, noting that he has been impressed by the staff's work and the board's level of engagement. He described it as a board that truly "leans in" and said he valued the opportunity to learn from fellow members.

She also thanked Kris, who was attending virtually, and expressed appreciation for the opportunity to continue working together through committee service. She mentioned that Toby has a small token of appreciation to share the next time they see each other.

Ena closed by thanking all departing members for their support and service to the Polk County Housing Trust Fund.

6. Report of Planning/Research/Compliance Update

6.1 Staff Update

Johnny reported that Q1 2026 has been very active, particularly with progress on the Regional Housing Sites of Opportunity Project being conducted with the consulting firm Confluence. The project is now entering the final report review stage, with the report expected within the next couple of weeks.

Over the past several months, the consulting team met with local stakeholders and developers to gather feedback. These discussions focused on incorporating financial components and construction cost estimates to ensure that the potential housing projects identified in the report are financially feasible. The engagement sessions were described as positive and productive.

Once the report is received, staff plan to review it internally and provide additional feedback before moving forward. The project remains on schedule according to the timeline previously shared with the board.

Johnny also noted that the Confluence team and staff will present the project at the housing symposium in April, which will serve as part of the public rollout of the findings. The goal is to provide the board with an initial version of the report by the next board meeting in April, if the timeline holds.

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Johnny provided an update on the Preservation of Affordable Housing Project, noting that after presenting it at the previous board meeting, staff continued sharing the information with local stakeholders. The project was recently presented to the City of Des Moines during a work session, where the team received generally positive feedback and several thoughtful questions. Staff are currently working on addressing items and information requested during that meeting.

Johnny also noted that a planned presentation to the Metro Advisory Council had to be postponed due to scheduling conflicts related to the legislative session. That meeting will likely be rescheduled, and when it occurs the discussion will focus primarily on the housing dashboard, which Johnny indicated would be discussed further in the next project update.

Johnny added that Noah, our intern, is continuing to assist with the project at the start of the year. Noah is currently working on expanding the preservation database, specifically adding more detailed information about each property, including the unit affordability breakdown and the number of bedrooms within the developments.

Johnny noted that, if time allows on the agenda for the next board meeting, he hopes Noah may be invited to present his findings and demonstrate the additional data he has compiled. However, staff will need to discuss internally whether there will be enough time in the agenda to include that presentation.

Johnny explained that the Preservation of Affordable Housing project connects with the Regional Housing Dashboard project, which is also nearing completion. Staff have already conducted an internal review of the dashboard, and team members had until that day to submit final feedback.

The next step is to share the dashboard with selected external partners for additional review before making it public. The target launch date is March 1. Johnny noted that a small preview of the dashboard had already been shared with the board to illustrate what it will look like.

Board members were also invited to participate as external reviewers if they are interested. Johnny mentioned that staff had a few people in mind but did not want to burden everyone, and the review version would likely be distributed the following week.

He emphasized that the team has had many internal discussions to reach consensus on what data and features to include, including incorporating maps as a key visual component.

Johnny reported that staff are moving forward with launching the compliance and monitoring procedures this quarter, as previously discussed at the last meeting. In preparation, the team has been finalizing the processes and internal policies to ensure everyone is aligned on how compliance reviews will be conducted.

Staff have now contacted the three projects selected for the initial compliance review, and responses have already been received from each of them. Johnny is currently waiting on rent rolls, which will allow staff to select specific funded units and verify that they continue to meet the affordability and contractual requirements tied to the funding.

To manage documentation securely, the team is using the Neighborly system to collect and transmit materials. This approach helps protect personally identifiable information (PII) and reduces the risk associated with sending sensitive documents through email.

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The three projects selected for this first round of compliance monitoring are:

1. Pioneer Woods (operated by Anawim Housing)
 - Spire Scattered Site Project, managed by Spire Property Management
2. Treehouse Apartments, operated by Rypma Properties

Johnny noted that these developments received new rental development funding awards and/or funding from the American Rescue Plan Act (ARPA). He concluded by inviting board members to ask questions if they would like additional details about the compliance and monitoring process.

Johnny added that after submitting their report earlier in the week, the team received a request from the Iowa Finance Authority (IFA) for monitoring and compliance documentation for two projects funded through their programs. Johnny and Mark will work on providing the requested materials.

When Ena asked what it meant for IFA to request compliance monitoring, Johnny explained that the organization receives funding through the State Housing Trust Fund administered by IFA, and as part of that funding agreement they must submit documentation verifying compliance with income limits (AMI affordability) and other program requirements.

Mark clarified that the request is essentially a random desk audit, where IFA selects a few projects to review. Toby added that this occurs every year for all local housing trust funds that receive State Housing Trust Fund grants, with IFA selecting a couple of projects annually for review. The documentation will be submitted through Neighborly to keep the process consistent.

Ena concluded by thanking Johnny for the report and expressed excitement about the new housing dashboard and its map features.

7. Report of Marketing Committee & Communications/Outreach Update

7.1 Staff Update

Matt Hauge reported that registration has opened for the 2026 Housing Matters Symposium, which will be held at the Iowa Events Center in the Junior Ballroom.

The keynote speaker will be Charles Marohn from the organization Strong Towns. Marohn is widely known for advocating financially sustainable local government development patterns and approaches to infrastructure investment. Although he did not originally focus on affordable housing, his work examines how common development patterns can create long-term financial problems for communities.

Marohn recently wrote the book *Escaping the Housing Trap*, which discusses “gentle density” zoning reforms and strategies for reducing neighborhood opposition to housing development. His broader message emphasizes that communities cannot rely solely on federal funding to solve housing shortages and must develop local solutions and local developer ecosystems.

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Matt noted that these ideas align with the Trust Fund’s Develop the Developer Launchpad program, which supports smaller developers working on projects such as 6–12 housing units that often face financing and zoning challenges.

Registration opened January 21 and has already reached 231 attendees, which is typically the full-cycle total. Because of the strong interest, attendance could exceed 400 participants this year.

Overall, the symposium is expected to be larger than usual due to Marohn’s popularity among local government and planning audiences in Iowa.

Matt reported that PCHTF’s Annual Report has been included in the board packet. He also shared that the Owner-Occupied Repair Program Resource Guide has been updated.

In addition, Matt mentioned upcoming national recognition related to the preservation database discussed earlier by Johnny. Matt will travel to Washington, D.C. to participate in a panel presentation with the National Low Income Housing Coalition. The presentation will highlight the preservation database project and acknowledge how the coalition’s National Housing Preservation Database helped inspire and support the development of the local effort.

Matt provided updates related to the region’s Blueprint to Address Homelessness, noting that the Trust Fund is responsible for implementing Goal 7, which focuses on increasing the supply of housing available to people who have experienced homelessness.

A new stakeholder engagement process is beginning to evaluate the use of project-based vouchers (PBVs) connected to properties through the Des Moines Municipal Housing Agency. Currently, about 80 units in the region operate under this arrangement, where housing choice vouchers are attached to specific properties.

Matt reported that Congress has passed, and the President has signed, the federal HUD appropriations bill funding housing programs through September 30 (end of the current fiscal year). This represents a stable funding outcome for the remainder of the year, despite earlier proposals that included significant program cuts.

Overall, the update reflects favorable budget stability at the federal level, with additional housing policy developments potentially emerging in the coming months.

During board questions, Jill Altringer asked about the annual housing policy items under consideration in Congress.

Matt explained that the pending legislation largely includes technical HUD “cleanup” provisions—administrative and programmatic reforms that may seem small individually but could have meaningful impact.

Toby clarified that the legislation does not provide a large new funding increase or additional vouchers, but instead includes administrative reforms intended to streamline processes and strengthen the housing supply pipeline.

8. Executive Director Agency Update

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Toby added to Matt's comments about the upcoming symposium, noting that Chuck Marohn will be a major draw for the event. Because of his reputation, people from other states are planning to attend. The organizers are also planning smaller side sessions to give city planners and other attendees more direct, one-on-one interaction with him. Toby encouraged board members to attend, emphasizing that it should be a strong and valuable event.

Toby shared a Strong Towns policy brief titled "Housing-Ready City: A Toolkit for Local Code Reform." The document outlines six policy recommendations aimed at helping cities increase housing supply through local code reforms. Toby highlighted another Strong Towns summary brief that focuses on the need to train and support small-scale local developers to address housing shortages—particularly the development of "missing middle" housing. The brief argues that communities should not rely solely on large developers to solve housing supply issues, but instead cultivate local, small developers who can steadily produce housing within neighborhoods.

He noted that this approach closely aligns with the work Julian and his team are doing through the Develop the Developer Launch Pad program, which is designed to help individuals in the community become developers. Toby emphasized that this overlap shows a strong connection between Strong Towns' philosophy and the organization's current initiatives, and he encouraged everyone to review the brief because it provides useful insights.

8.1 Conflict of Interest Policy & Confidentiality Policy

Toby informed the group that the conflict of interest and confidentiality paperwork normally distributed during or shortly after the meeting will be delayed until June. The organization plans to revise and combine the two policies into a single document to simplify the process.

He explained that the current policies lack clarity, particularly regarding how board and committee members should handle potential conflicts of interest. Rather than asking members to sign the existing forms, the team will first update the policy to provide clearer guidance and procedures.

Board and committee members will have an opportunity to review a draft and provide feedback before it is finalized. Toby also clarified that board members must sign the document annually for nonprofit compliance, while committee members will sign it but not necessarily on an annual basis.

As a result, members should not expect the usual paperwork for signatures in the next week or two, and further updates will be shared once the revised policy is ready.

8.2 Board Meeting FY26 Calendar

Toby noted that the meeting calendar is included in the board packet. Now that the board has completed votes on committee assignments and new board members, he will send out calendar invites for the remaining meetings of the year. He expects to distribute those invites early the following week, likely Monday or Tuesday, and asked members to watch for them.

After Toby concluded his update, Ena acknowledged the report, and there were no questions from attendees.

9. Other Business

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Ena asked if there were any additional questions or comments for the good of the organization. Hearing none, she took a moment to recognize and thank Kris Schechinger-Camper and Creighton Cox for their six years of service on the board. She expressed appreciation for their contributions to the Polk County Housing Trust Fund, noting that they will be missed and that their input and perspectives are always welcome going forward.

Ena reminded those leaving the board that if they are interested in staying involved, they are encouraged to participate in committees and should reach out to board members or staff to remain engaged.

Ena also mentioned that Toby will follow up with them about a small token of appreciation from the staff and board to recognize their service.

In response, Creighton said it had been an honor to serve, and Kris also expressed thanks.

10. Adjournment

Kris Schechinger-Camper moved to adjourn; seconded by Creighton Cox. Motion carried unanimously.

The meeting was adjourned at approximately 11:05 a.m. The next meeting of the Polk County Housing Trust Fund is Friday, April 3, 2026, at 10:00 a.m.

Respectfully submitted David Teachout, Office Manager
Polk County Housing Trust Fund

Action Item *