

POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTORS MEETING
Friday, January 8, 2016
10:00 a.m.

MINUTES

Board Members Present:

Angela Connolly, Debbie Fisher, Christine Hensley, Izaah Knox, Sean Pelletier, Elizabeth Presutti, Troy Thompson, Steve Van Oort,

Board Members Absent:

Creighton Cox, Beverly Evans, Joe Gonzalez, Kathy Gray, Lance Henning, Steve Patterson

Guests:

Tom Cope, Avenson, Oakley & Cope; Diana Deibler, Deibler and Company

Staff:

Eric Burmeister, Lori Kauzlarich, Josh Hellyer, Tracy Levine, Claire Richmond, Carol Duncan

Legislative Update

Tom Cope, Avenson, Oakley & Cope, presented a preview of the 2016 Iowa Legislative Session as it relates to the Local Housing Trust Funds throughout the State. In his presentation he explained the background on state funding for the Local Housing Trust Funds; when the State Housing Trust Fund was created, stating that even though Iowa law requires funding of Housing Trust Funds, the threat of potential change increases when the state budget gets tight; the impact that might have to the Housing Trust Funds; he listed in the handout key legislators to keep in mind during the Session and then closed with key dates for the 2016 legislative session.

Eric indicated he had never met Rep. Jake Highfill and wondered if it made sense to meet with him to talk about the Trust Fund. Tom said he would work on facilitating a meeting between Rep. Jake Highfill and Eric

A question was asked what on the marketing and communications side could be done. Tom said consistent outreach efforts are effective, particularly highlighting projects in specific areas of legislators you are meeting with is very helpful.

Eric also said that for some reason the PCHTF e-newsletter sent to legislators has bounced back. It was suggested that Constant Contact be contacted with help in correcting this problem.

Tom also mentioned that if you are in the Capitol and want to contact a legislator he will help make that contact; so if you are ever at the Capitol please give him a call. His contact information is at the top of the handout.

Sean Pelletier suggested drafting a letter that could be distributed to legislators, and would be signed by PCHTF Board that would highlight the good work of the Trust Fund. Tom will draft the letter and said that this letter could also be used as talking points when reaching out to legislators.

Business Meeting

Having no quorum it was decided to go ahead with the reports and vote on the action items at the February 5 meeting.

Debbie Fisher mentioned that a correction was needed in the December minutes. Specifically the amount of the allocation as it relates to Meadow Springs:

Item 3.1 on page 2: Meadow Springs is a proposed 54 unit family LIHTC development on South Ankeny Blvd. in Ankeny. It is the recommendation of the Development Committee to loan **\$199,000** from the New Rental Development category; subject to receipt of LIHTC award from Iowa Finance Authority.

Item 3.1 and Item 3.2 were subsequently voted on together. On a motion from Christine Hensley, the December 4 minutes read: Christine Hensley moved to approve the Development Committee recommendations to allocate **\$190,000** to Meadow Springs . . .

Debbie pointed out that **\$190,000** should be changed to **\$199,000**; thus the December 4 Minutes should be amended to read: Christine Hensley moved to approve the Development Committee recommendations to allocate **\$199,000** to Meadow Springs . . .

Report of the Finance Committee

At this point in the meeting as Troy Thompson was ready to give the Finance Committee report, there was a quorum.

Debbie then asked for Approval of Agenda. Angela Connolly moved to approve the Agenda; seconded by Steve Van Oort. Motion Carried Unanimously.

Approval December 2015 Minutes

Angela Connolly moved to approve the December Minutes with the Amendment (mentioned above); seconded by Sean Pelletier. Motion Carried Unanimously.

Report of the Finance Committee

Recommend approval of November 2015 Financials

Troy Thompson reported on behalf of the Finance Committee. The Finance Committee did not meet in person in December, but did an e-mail vote. The only noteworthy item was a grant returned project this was an existing project that was sold and the new buyer was not able to guarantee they would keep it as a qualified property therefore \$52,000 is showing as revenue year to date. This money will go back into the development fund. He also mentioned that the first draw was received from Polk County. Eric said we are on budget. Christine Hensley moved to approve the November Financials; seconded by Troy Thompson. Motion Carried Unanimously.

Joint Report of Executive Committee and Governance Committee

Report on new Board Member recruitment

The Executive and Governance Committees met on December 30 to discuss Board Member recruitment. Recruitment is going well as reported by Eric Burmeister. Rick Messerschmidt and Jane Fogg indicated they are interested and willing to serve on the Board. Eric said he is meeting with Rocio Hermosillo today. Former Board Member Rob Sherwood is interested in coming back and Angela has talked with Connie Boesen and she is interested.

Tom Hockensmith will appoint someone to fill the vacancy left when Linda Westergaard was elected to the City Council. Bob Brownell has made an appointment to fill that vacancy and that appointment has been approved. Eric will set a time to meet with Connie Boesen. Eric also mentioned again that if any Board Member is interested in serving on the Executive Committee to let him know. Also, the Community Foundation is hosting another Board Launch Workshop next Thursday, January 14 at 3:00 p.m. if anyone is interested please let Carol know by Monday, January 11 so those registrations can be made.

Recommend adoption of Five Year Strategic Plan

The new Mission and Vision is a product from the hard work the board did at the October 2 meeting. The new Mission is a much broader statement than the former mission.

The Board consensus is that this plan reflects what the organization does today and gives us an opportunity to expand and explore new things over next 5 years.

The Board discussed each of the four Organizational Goals. With the most time spent discussing Goal 1, Strategy 1:

Goal 1: Be a trusted resource for information to help communities and organizations plan for their current and future housing needs, reduce barriers to equitable development, and implement innovative housing solutions.

Strategy 1: Remain informed about housing policy trends and issues both locally and nationally, and share information to expand community knowledge of housing issues.

Christine Hensley mentioned that this is a huge issue for the community and that we need to take a proactive stand with IFA about the point issue for local support. The question is would we be better off working to encourage that those points be allocated elsewhere so you don't give veto power to local communities?

Debbie Fisher indicated that in June or July IFA will have a draft QAP everyone will have an opportunity to comment at that time.

Eric gave a synopsis of each of the remaining Goals:

Goal 2 – educates stakeholders.

Goal 3 – supports development.

Goal 4 – talks about increasing our financial and organizational capacity.

Sean Pelletier moved to approve adoption of the Five Year Strategic Plan; seconded by Chris Hensley. Motion Carried Unanimously.

Report of Development Committee

Recommend extension of MHIP Contract

In Joe Gonzalez' absence, Eric presented the Report of the Development Committee. The Metro Home Improvement Program (MHIP) requested an extension of their 2 year contract that was awarded in January 10, 2014. The Development Committee did not meet in December therefore there is no recommendation from the Development Committee the recommendation is from staff.

The original amount of the contract was \$200,000 for 32 OOR projects. The balance of the account is \$182,415.43. MHIP reports 4 contracts have been completed and 23 projects are in the process of completion.

PCHTF staff recommends a 12 month extension of the current contract MHIP011014OOR until January 10, 2017.

There was discussion on the issue of funding two year contracts, is this a good use of funding; if one year contracts were funded that would free up money for other

asks. It was suggested by Christine Hensley that perhaps we are better off funding one year contracts for this reason.

Christine Hensley then moved to approve the staff recommendation to extend the MHIP contract for one year to January 10, 2017; seconded by Izaah Knox. Motion Carried Unanimously.

Other Business

Sean Pelletier indicated that next month we will be doing training for fundraising and asked Board members to please get back to Tracy with your comments and the people you want to contact. We are asking each Board member to make five to seven visits. Please note there are new people on the list as well. Tracy mentioned that new Advancement Committee members are welcome if anyone is interested please contact her.

With no other business the meeting adjourned at 11:16 a.m.

The next meeting of the Polk County Housing Trust Fund is the Annual Meeting on Friday, February 5, 2016 at 10:00 a.m.

Respectfully submitted
Carol Duncan
Administrative Coordinator
Polk County Housing Trust Fund