

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

Friday, January 6, 2017  
10:00 a.m.

**MINUTES**

Board Members Present:

Connie Boesen, Angela Connolly, Beverly Evans (via phone), Debbie Fisher, Jane Fogg, Kathy Gray (via phone), Christine Hensley, Chelsea Lepley, Rick Messerschmidt (via phone), Sean Pelletier, Elizabeth Presutti, Nate Stevenson, Troy Thompson, Steve Van Oort

Board Members Absent:

Lance Henning, Rocio Hermosillo, Izaah Knox, Steve Patterson

Guests:

Tom Cope, Avenson, Oakley and Cope; Matt Hauge, Communications Director, CHI; Diana Deibler, Deibler and Company

Staff:

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

**Strategic Session**

For the past ten years, PCHTF has entered into an agreement with Avenson, Oakley and Cope on behalf of the Iowa Housing Trust Fund Advocates Network. Tom Cope with AOC, gave a preview of the 2017 Legislative Session to the Board. Highlights of his presentation included the background on state funding for Local Housing Trust Funds, the creation of the State Housing Trust Fund, how the trust funds are funded, and the impact a tight budget year might have on Housing Trust Funds in the State. The Board was given the names of Key Legislators. He also listed key dates for the 2017 legislative session:

Monday, January 9, first day of the session

Tuesday, January 10, Governor Branstad, releases the state budget

Friday, April 28, 110<sup>th</sup> day of session (last day that legislators receive a per diem allowance)

**Business Meeting**

In the absence of Board Chair, Steve Patterson, Eric Burmeister called the Business Meeting to order at 10:45 a.m.

1.1 Approve Agenda

Steve Van Oort moved to approve the Agenda as written; seconded simultaneously by Christine Hensley and Connie Boesen. Motion Carried Unanimously.

1.2 Approve December, 2016 Minutes

Sean Pelletier asked that Agenda item 3.1, second paragraph; last two sentences of the December Minutes be amended to read:

Packets will be delivered to Board Members **the week of February 13**. The Campaign will begin **February 22**.

At this time Sean also outlined the Corporate Campaign 2017 Timeline:

February 3	Training for in person visits, board packets will be handed out
Week of February 13	Drop letters and deliver corporate packets to assigned board members
February 22	Follow-up calls
April 14	Conclude calls/appointments
May 1	Campaign closes
June 1-30	Final commitments

Angela Connolly moved to approve the December 2016 Minutes as amended; seconded by Rick Messerschmidt. Motion Carried Unanimously.

2.1 Recommend approval of October 2016 financials

Christine Hensley recommended approval of the October 2016 Financials; seconded by Rick Messerschmidt. Motion Carried Unanimously.

2.2 Recommend approval of lease for Insurance Exchange Bldg

The existing lease for PCHTF office space expires on March 31, 2017. The staff was directed to obtain three proposals for space. The three proposals are as follows:

400 E Court  
108 3<sup>rd</sup> Street  
Insurance Exchange Building

Upon review of the three proposals the Finance Committee directed the Executive Director of enter in a lease agreement with Graham Group for Suite 1000 at the Insurance Exchange Building to begin April 1, 2017.

Debbie Fisher moved to approve the recommendation of the Finance Committee to lease Suite 1000 at the Insurance Exchange Building; seconded by Christine Hensley. Motion Carried Unanimously.

### 3.1 Report on new Board Member recruitment

The focus is on getting someone from East Polk County. Debbie Fisher talked with Mike McNichols but he has deferred. Elizabeth Presutti provided some names. Connie Boesen is going to talk with Chris Miller.

February is the Annual Meeting and election of new board members.

### 5.1 Phenix Project – West Des Moines

Matt Hauge, Communications Director for Community Housing Initiatives (CHI), was available to answer questions regarding the Phenix Project. Angela Connolly mentioned this project is going before the West Des Moines City Council on Monday evening. CHI would like a letter of support from PCHTF. She also stated that this is a beautiful project and worthwhile of support from Polk County Housing Trust Fund.

Rick Messerschmidt also said the Phenix Project is a great project and that two private schools have also expressed interest in the property: Iowa Christian Academy and New Horizons Academy. Following a discussion on the project; Angela Connolly recommended the PCHTF send a letter of support on behalf of CHI; seconded by Chris Hensley. Recommendation Carried Unanimously.

Eric indicated that the letter would go out this afternoon.

Reminder that the 2017 Campaign Kick-off will take place February 3 which is the date of the annual meeting.

Having no other business, Chris Hensley moved to adjourn the meeting; seconded by Angela Connolly. The meeting adjourned at 11:32 a.m.

The next meeting of the Polk County Housing Trust Fund is the Annual Meeting on Friday, February 3, 2017 at 10:00 a.m.

Respectfully submitted,  
Carol Duncan  
Administrative Coordinator