

POLK COUNTY HOUSING TRUST FUND  
BOARD OF DIRECTORS MEETING  
Friday, January 9, 2015  
10:00 a.m.

**MINUTES**

Board Members Present:

Angela Connolly, Beverly Evans, Kathy Gray, Luke Gray, Lance Henning, Christine Hensley, Sean Pelletier, Elizabeth Presutti, Troy Thompson, Steve Van Oort, Linda Westergaard (via phone)

Board Members Absent:

Creighton Cox, Debbie Fisher, Joe Gonzalez, Steve Patterson

Guests:

Pam Carmichael, HOME Inc; Tom Cope, Avenson, Oakley & Cope; Diana Deibler, Deibler & Co

Staff:

Eric Burmeister, Josh Hellyer, Tracy Levine, Claire Richmond

STRATEGIC SESSION

Eric Burmeister introduced Tom Cope of Avenson, Oakley & Cope, the lobbying firm that represents the 26 local housing trust funds from across the state of Iowa. Tom gave a background on the two funding sources, administered by the Iowa Finance Authority. These are \$3 million standing appropriation from gaming tax receipts and up to \$3 million from the Real Estate Transfer Tax. The result is funding the 26 Local Housing Trust Funds in the State, with Polk County Housing Trust Fund (PCHTF) receiving approximately \$800,000.00.

Tom spoke about important upcoming dates, key legislators and what can be expected for 2015. He is predicting a tighter state budget than the previous two or three years. Governor Branstad is scheduled to deliver his Condition of the State and Budget message Tuesday, January 13. A decision will be made about having an advocacy day once it is known what the Governor's budget reveals.

BUSINESS MEETING

Call to Order

Sean Pelletier, Secretary called the Business Meeting to order at 10:35 a.m.

Agenda

Chris Hensley moved to approve the Agenda; seconded by Angela Connolly. Carried unanimously.

## Minutes

Chris Hensley moved to approve the December 5, 2014 Minutes as written; seconded by Elizabeth Presutti. Carried unanimously.

### 2. Report of the Finance Committee

#### 2.1 Recommend Approval of October, 2014 financials

Treasurer Troy Thompson reported that the Committee reviewed the October 2014 Financials. There were no significant variances noted. The organization is on track with the budget. However, Eric explained one thing that will be different is the group policy plan, currently with CoOpportunity Health. Because of their financial difficulty, effective February 1 the PCHTF plan will be moved to Wellmark. This will mean budget differences on the employee side by year end. Chris Hensley suggested looking at Merit Resources as well. With no further questions or comments regarding the October 2014 Financials, Chris Hensley moved to approve; seconded by Troy Thompson. Carried unanimously.

### 3. Report of the Development Committee

#### 3.1 Recommend Allocations for OOR

The application period is now closed. The Committee received two applications requesting \$300,000.00 and impacting 290 units of affordable housing

Also received was an application from Rebuilding Together for \$60,000.00. This was later withdrawn. The funds applied for would not be used during this current fiscal year. Rebuilding Together will re-apply for these funds during the next funding round of the Housing Allocation Plan.

GDM Habitat for Humanity	\$75,000.00
Polk County Public Works	\$225,000.00
<b>Total</b>	<b>\$300,000.00</b>

Steve Van Oort suggested inviting David Williamson of Polk County Public Works to speak at a future meeting about how these funds are used. Bev Evans moved to approve the Development Committee recommendation of the funds; seconded by Kathy Gray. Carried unanimously with Lance Henning abstaining.

### 4. Joint report of Executive and Advancement Committee

#### 4.1 Report on Campaign Planning

Sean gave a recap of recent funding for the corporate campaign noting that the amount has declined. The goal is to raise this amount with involvement by the board to make five one-on-one calls to past donors and/or to prospective candidates. Furthermore, Eric explained that the majority of the money raised from the business community comes from about twelve companies who make large contributions, solicited through grant applications. This will continue although over the years some of the grantors have changed their priorities with both positive and negative funding results. The idea is to reach out to businesses on a personal basis by making calls, building relationships, and increasing awareness of PCHTF. Eric told the board that the need is there. There are almost twice the number of requests for operating and supportive service dollars than there is money to

distribute. Tracy reviewed the strategy involved with the timeline to drop request letters the week of February 16 with a goal of concluding the campaign by the end of April. Chris said that it is important that there be 100% participation by the board for a personal contribution. Success can be measured by current as well as new gifts.

#### Staff Reports

Eric introduced Claire Richmond, who was the intern last fall and now, after completing her Master degree from the University of Iowa in Public Health and Urban Planning, Claire has returned.

Josh announced that to support the work of "Housing Tomorrow," a grant was submitted to the EPA as part of their "Building Blocks for Sustainable Communities" program for a workshop. He has heard back that Polk County was selected.

Finally, there was a nice article in the Business Record on affordable housing issues and the "Tomorrow Housing" plan.

With no more questions or any other business, the meeting was adjourned at 11:35 am.

The next meeting of the Polk County Housing Trust Fund is Friday, February 6 at 10:00 a.m.

Respectfully submitted  
Tracy Levine  
Administrative Coordinator