

**POLK COUNTY HOUSING TRUST FUND  
BOARD OF DIRECTORS MEETING  
AND STRATEGIC PLANNING SESSION #2**

Friday, October 1, 2021  
ZOOM  
10:00 a.m.

*Board Members Present:*

Amy McCurtain, Angela Connolly, Chelsea Lepley, Cole McClelland, Connie Boesen, Darcy Valline, Jane Fogg, Jeff Damman, Joelyn Jensen Marren, Kris Schechinger-Camper, Luis Montoya, Frank Cownie, Steve Van Oort, Teree Caldwell-Johnson

*Board Members Absent:*

Creighton Cox, Renee Hardman, Suzanne Mineck, Tina Mowry Hadden, Mandi McReynolds

*Guests:*

Mandi Holcomb, Denman & Company; Diana Deibler, Deibler & Company

*Staff:*

Eric Burmeister, Lori Kauzlarich, Mollie Giller, Carol Duncan

**Review of Stakeholder Responses to Surveys and Interviews**

Cassandra Halls of 2 The Top facilitated the morning session of responses to surveys and interviews. This is the second session of the three-part strategic planning process.

**Business Meeting**

**Call to Order**

Jeff Damman, Chair called the business meeting to order at 12:16 p.m.

**Approve the Agenda and August 2021 Minutes**

Cole McClelland moved to approve the Agenda and the August 2021 Minutes as written; seconded by Luis Montoya. Motion Carried Unanimously.

**Report of Finance Committee**

Mandi Holcomb from Denman and Company presented the 2020/21 Audit stating, it is our opinion, the financial statements present fairly and that the financial position of Polk County Housing Trust Fund as of June 30, 2021, ended in accordance with accounting principles generally accepted in the United States of America.

**Recommend Acceptance of 2020/21 Audit**

Frank Cownie moved to accept the 2020/21 Audit as presented; seconded by Amy McCurtain. Motion Carried Unanimously.

**Recommend approval of 2020/21 Form 990 and authorize Treasurer to sign and file**

It is the recommendation of the Finance Committee the Board of Directors approve the 2020/21 Form 990 and authorize the Treasurer to sign it on behalf of the organization.

The final approval is subject to a two-week review period to give the Board the chance to review and make any comments to the Form 990. The filing deadline is November 15.

After the two week period and if there are no objections the Form 990 will be considered approved and at that time will be signed and sent by Jeff Damman.

Teree Caldwell-Johnson moved approval of the two-week review period; seconded by Angela Connolly.

**Recommend approval of Line of Credit and authorize Executive Director to sign**

Operating a Line of Credit has been a part of the financial policies since 2011. The LOC is maintained for liquidity purposes in the event grantees call for allocations to be paid at a time when the organization has no Certificates of Deposits maturing and has been used only once in the past eight years.

The Finance Committee recommends that the Board of Directors renew the existing Line of Credit with Bankers Trust Company under the same terms and conditions as last year and authorize the Executive Director to execute all documents necessary to carry out this resolution.

Amy McCurtain moved to approve the Line of Credit; seconded by Angela Connolly. Cole McClelland abstained. Motion Carried.

**Extension of HOME Inc. contract**

PCHTF offered a one-year contract to HOME, Inc. to cover the cost of administration of a hotline for the housing community amidst COVID and great housing instability. At the end of FY2021 the contract had \$5,241.76 still available for use, but the contract expired 6/30/2021.

The Programs and Supportive Services Committee recommend amending and extending the contract allowing HOME, Inc. to utilize these funds through 6/30/2022.

Jane Fogg moved to approve the Committee recommendation; seconded by Amy McCurtain.

With no further business, Angela Connolly moved to adjourn; seconded by Frank Cownie. The meeting adjourned at 12:51 p.m.

The next meeting of the Polk County Housing Trust Fund Board of Directors is at 10:00 a.m. on Friday, December 3, 2021.

Respectfully submitted  
Carol Duncan  
Administrative Coordinator  
Polk County Housing Trust Fund