

**POLK COUNTY HOUSING TRUST FUND
Board of Directors Meeting**

Friday, October 4, 2013
10:00 a.m.

MINUTES

Board Members Present:

Angela Connolly, Creighton Cox, Debbie Fisher, Larry Goodell, Lance Henning, Christine Hensley (via phone), Christine Pardee, Sean Pelletier, Elizabeth Presutti, Rob Sherwood, Troy Thompson, Steve Van Oort, Linda Westergaard

Board Members Absent:

Bev Evans, Luke Gray, Steve Patterson

Guests:

Russ Frazier, Anawim Housing; Tim Shanahan, Hawthorn Hill; Diana Deibler, Deibler & Company

Staff:

Eric Burmeister, Josh Hellyer, Carol Duncan

Strategic Session

The Strategic Session began at 10:03 a.m. with Eric Burmeister sharing the amendments made by the Governance Committee to the Strategic Plan which is a five-year plan. The recommended changes further define the function of the PCHTF - Planning, Advocacy and Funding. Eric went over each recommended change.

He also briefly talked about the Collective Impact Document. This document is in the Board Portal for easy access to each board member.

Business Meeting

Call to Order

Chair, Larry Goodell, called the Business Meeting to order at 10:40 a.m.

Approve Agenda

Creighton Cox moved to approve the Agenda; seconded by Rob Sherwood. Motion Carried Unanimously.

Approve August, 2013 Minutes

Rob Sherwood moved to approve the August Minutes as written; seconded by Debbie Fisher. Motion Carried Unanimously.

Report of Executive Committee
Recommendation on Staffing Matter

The Executive Committee recommended that the PCHTF employ Josh Hellyer as Policy and Communications Coordinator effective October 1, 2013. Rob Sherwood moved to approve; seconded by Christine Pardee. Motion Carried Unanimously.

Report of the Finance Committee
Presentation and Receipt of Audit

Rob Sherwood reported on behalf of the Finance Committee introducing Jim Hingtgen from Denman and Company to present the 2012/13 Audit. The Finance Committee recommended that the Board receive the 2012/13 Audit as presented. Rob Sherwood moved to receive and file Audit; seconded by Creighton Cox. Motion Carried Unanimously.

Presentation and approval of Form 990 for signature

Jim Hingtgen, Denman and Company presented the 2012/13 Form 990. The Finance Committee recommended the Board approve the 2012/13 Form 990 and direct the Treasurer to sign on behalf of the organization. The form 990 will also be available on the Board Portal. Rob Sherwood moved to approve; seconded by Angela Connolly. Motion Carried Unanimously.

Report of Governance Committee
Recommendation and approval of amendments to the Strategic Plan

Larry Goodell reported on behalf of the Governance Committee and recommended approval of the amendments to the Strategic Plan. Debbie Fisher moved to approve amendments; Troy Thompson seconded. Motion Carried Unanimously.

Debbie also commended the Governance Committee (Christine Pardee, E. J. Giovannetti, Larry Goodell, Luke Gray and Victoria Facto) on the good job reviewing and amending the Strategic Plan.

Report of the Development Committee
Newbury Management (Elsie Mason Manor) Rental R&M (amendment)

Debbie Fisher reported on behalf of the Development Committee stating that the Development Committee recommends an additional funding of \$40,000 of Capital Improvements of Existing Rental Units to Elsie Mason Manor. Steve VanOort moved to approve the recommendation of the additional \$40,000; Rob Sherwood seconded. Debbie Fisher abstained. Motion Carried.

Schneider Management Rental R&M

Debbie Fisher reported that Schneider Management submitted a Capital Improvement grant application for the Douglas Oaks Apartments at 2829 Douglas Avenue. The Development Committee asked that the requested grant be divided into two separate grant applications. One application is for replacement of the parking lot; the second application is for window repairs and to replace the south side of the roof, gutter and downspouts.

The Development Committee recommends funding a grant for \$48,600 toward the replacement of the parking lot. Additionally the Committee recommends funding \$21,415 towards the window and roof repairs (\$9,450 for window repairs and \$11,965 for roof repairs).

Rob Sherwood moved to approve the Development Committee recommendations; seconded by Christine Pardee. Motion Carried Unanimously.

Anawim Pre-Development (tabled from August meeting)

Russ Frazier, President, Anawim Housing, explained the project and the grant application asking for pre-development costs associated with a proposed housing project in SE Des Moines. The Development Committee is recommending funding \$9,000 from pre-development funds. Creighton Cox moved to approve; seconded by Lance Henning. Angela Connolly abstained.

A show of hands was requested.

Favor

Creighton Cox
Lance Henning
Troy Thompson
Rob Sherwood
Larry Goodell
Christine Hensley
Debbie Fisher

Opposed

Linda Westergaard
Sean Pelletier
Christine Pardee
Elizabeth Presutti
Steve VanOort

Abstain

Angela Connolly

Hawthorn Hill/The Home Connection Rental R&M

Hawthorn Hill submitted two bids on two permanent supportive housing units for capital improvements: 1501 17th Street and 1717 Carpenter Avenue.

It is the recommendation of the Development Committee to fully fund the improvements in the amount of \$29,815. Christine Hensley moved to approve; seconded by Christine Pardee. Motion Carried Unanimously.

Extension of 2011 State Housing Trust Fund Contract

The City of Des Moines has open OOR contracts totaling \$573,822. After discussion with the IFA staff and a presentation from the City, PCHTF will ask for a year extension until December 2014, then amend the application for 2011 to deobligate the money and reobligate to other qualified uses. The City will come back to PCHTF with a plan and recommendation for a new allocation.

Rob Sherwood moved to approve the extension; seconded by Angela Connolly. Motion Carried Unanimously.

Other Business

Creighton Cox suggested the October 18 bus tour start in Urbandale since the tour focus is the western suburbs.

With no other business, Creighton Cox moved to adjourn the meeting; seconded by Angela Connolly. The meeting adjourned at 11:44 a.m.

The next meeting of the Polk County Housing Trust Fund is Friday, November 1, 2013 at 10:00 a.m.

Respectfully submitted,
Carol Duncan
Administrative Coordinator
Polk County Housing Trust Fund