

**POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTOR'S MEETING**

Friday, December 1, 2017
Suite 448, Insurance Exchange Building
10:00 a.m.

MINUTES

Board Members Present:

Steve Patterson, Kathy Gray (via phone), Beverly Evans, Teree Caldwell-Johnson, Angela Connolly, Jeff Damman. Jane Fogg, Rachel Geilenfeld, Christine Hensley, Chelsea Lepley (via phone), Brad Liggett, Mike Lipsman, Mandi McReynolds, Troy Thompson, Steve Van Oort

Board Members Absent:

Elizabeth Presutti, Connie Boesen, Rick Messerschmidt, Steve Niebuhr

Guests:

Rick Kozin, Director, Polk County Health Department; Suzanne Mineck, President, Mid-Iowa Health Foundation; Debra Kazmerzak, Coalition Manager, Healthy Homes Des Moines; Diana Deibler, Deibler and Company

Staff:

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

Strategic Session

Rick Kozin, Suzanne Mineck and Deb Kazmerzak updated the Board on the Healthy Homes Des Moines initiative. The session started with a video and Suzanne Mineck expressing gratitude and thanks to the Polk County Housing Trust Fund for their partnership. Rick Kozin spoke to the seriousness of pediatric asthma and the triggers in the home that can bring on the illness. He referenced the Healthy Homes Des Moines Report to the Community 2015-2017. Deb Kazmerzak focused on where we go from here and the goal of reaching more kids in the community. Healthy Homes Des Moines is the recipient of a \$200,000.00 Build Health Challenge 2.0 grant.

Business Meeting

Steve Patterson, Chair, called the business meeting to order at 10:40 a.m. Rachel Geilenfeld, Bob Brownell appointee, was introduced as a new Board member.

1.1 Approve Agenda

Steve Van Oort moved to approve the Agenda; seconded by Teree Caldwell-Johnson. Motion Carried Unanimously.

1.2 Approve October 2017 minutes

Angela Connolly moved to approve the October 2017 minutes as written; seconded by Christine Hensley. Motion Carried Unanimously.

2. Report of the Development Committee

2.1 Recommend deobligation of Wells Fargo Priority Market Grant allocation to the City of Des Moines, and

2.2 Recommend allocation of balance of Wells Fargo Priority Market Grant funds to Greater Des Moines Habitat for Humanity.

It was decided that 2.1 and 2.2 would be voted on together.

2.1 As a part of the 2011/12 Wells Fargo Priority Market Grant dollars were allocated to the City of Des Moines for use in the NE Drake neighborhood. The City attempted several projects to no avail. The City has agreed to deobligate the funds in the amount of \$20,462.00.

The Development Committee recommends deobligation of the Wells Fargo Priority Market allocation to the City of Des Moines.

2.2 Due to the deobligation of the 2011/12 Wells Fargo Priority Market Grant in the amount of \$7,127.60 for use in the NE Drake neighborhood; Greater Des Moines Habitat for Humanity has agreed to use the dollars for Owner Occupied Repairs prior to the end of the 2017/18 fiscal year.

The Development Committee recommends the approval of a contract with Greater Des Moines Habitat for Humanity in the amount of \$20,840.43.

Wells Fargo Housing Foundation Leading the Way Home® Priority Markets Grant				
Project	Balance on 6/30/17	December 2017 Deobligated Funds	December 2017 reobligate funds to Habitat Wells Fargo OOR	Balance through 12/1/17
PCHTF Wells Fargo grant	\$7,127.60	\$7,127.60		\$0.00
City of Des Moines WF OOR	\$20,462.00	\$20,462.00		\$0.00
Habitat for Humanity WF OO	-\$6,749.17		\$27,589.60	\$20,840.43
Totals:	\$20,840.43	\$27,589.60		

Beverly Evans moved to approve the Development Committee recommendation of 2.1 and 2.2 ; seconded by Jane Fogg. Motion Carried Unanimously.

2.3 Recommend Owner Occupied Repair allocations for 2017/18
(Agenda item 2.3: The second sentence of the summary should read:
Applications were received requesting a total of \$750,000.00.)

\$500,000 has been allocated for applications which total \$750,000 thus leaving a shortfall of \$250,000.00. In anticipation of a second OOR funding round the Development Committee is recommending funding at 67% of each program's request.

Teree Caldwell-Johnson has moved approval of funding at 67%; seconded by Mandi McReynolds. Motion Carried Unanimously.

3. Report of the Finance Committee

3.1 Recommend approval of July, August and September 2017 financial statements. Christine Hensley moved approval of July, August and September 2017 financial statements; seconded by Jeff Damman. Motion Carried Unanimously.

3.2 Budget variances due to Health Connect Fellowship.

Eric explained the variances. Polk County Housing Trust Fund has received \$50,000 from Mid-Iowa Health for two years, \$25,000 per year, for a Fellowship for Josh Hellyer: \$15,000 per year is for an increase in Josh's salary and the remaining \$10,000 for additional expenses.

Congratulations to Josh.

4. Approval of Campaign Plan

Tracy reported on behalf of the Advancement Committee. The 2018 Goal is \$400,000. Tracy stated that last year there were 27 personal visits, the 27 visits resulted in 20 contributions. She is in the process of updating the case for support. Jane Fogg reiterated the importance of 100% board contributions.

Jane Fogg moved to approve the 2018 Fundraising Plan; seconded by Christine Hensley. Motion Carried Unanimously.

5. Report of Governance Committee

Eric reported for the Governance Committee. February is the Annual Meeting and there will be two Board spots available as well as officers will be elected. Please get names and suggestions for officers to Eric or Steve as soon as possible. Steve Patterson's last meeting is February 2, 2018.

Steve presented a plaque to Christine Hensley and thanked her for her service as not only a Board member but as a founding member of the Polk County Housing Trust Fund and as a wonderful advocate for affordable housing in the community.

Chris thanked everyone. The PCHTF Board is critical to the change in direction of affordable housing. Be aware that tax reform will impact affordable housing.

6. Other Business

Teree Caldwell-Johnson mentioned that as the City of Des Moines is responsible for Public Housing Authority; PCHTF needs to stay close and get updates to stay on top and monitor the process.

With no other business, the meeting adjourned.

The next meeting of the Polk County Housing Trust Fund is Friday, January 5, 2018, Room 448, Insurance Exchange Building, at 10:00 a.m.

Respectfully submitted
Carol Duncan
Administrative Coordinator
Polk County Housing Trust Fund