

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

Friday, December 2, 2016  
EMC Conference Room  
10:00 a.m.

**MINUTES**

Board Members Present:

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

Board Members Absent:

Rocio Hermsillo, Izaah Knox, Elizabeth Presutti

Staff Members Present:

Eric Burmeister, Josh Hellyer, Tracy Levine, Claire Richmond, Carol Duncan, Marcus Amman

Business Meeting

Sean Pelletier, Vice Chair, called the meeting to order at 10:10 a.m.

1.1 Approve Agenda

Christine Hensley moved to approve the agenda; seconded by Debbie Fisher. Motion Carried Unanimously.

1.2 Approve October, 2016 minutes

Kathy Gray asked that the last sentence of Agenda Item 3.1 of the October minutes be amended to read:

Apparently The Home Connection Board Members were not aware of the Centralized Intake compliance **requirement.**

Christine Hensley moved to approve the Minutes as amended; seconded by Connie Boesen. Motion Carried Unanimously.

2.1 The Home Connection Appeal recommendation.

The Executive Committee (sitting as the Appeals Committee) finds that The Home Connection was not in compliance with its Supportive Service Contract on September 21, 2016 and that the Development Committee was correct in its

decision to defer the Developer's application. Therefore, the Executive Committee recommends that the PCHTF Board deny the Developer's appeal. This does not prevent them from coming back and applying again.

Debbie Fisher moved to approve the Executive Committee recommendation; seconded by Beverly Evans. Motion Carried Unanimously.

Lance Henning asked if all are held to same standard, it appears to him that some are held to a different standard. Eric Burmeister stated that all programs that deal with homeless or formerly homeless are required to go through Centralized Intake.

### 3.1 Recommend approval of 2017 Campaign Plan

Sean Pelletier and Tracy Levine commented on the 2017 Campaign Plan. Sean reported that \$369,000 was raised in 2015-2016; this was an increase of 23% over 2014-2015 and a 14% increase over the 2015-2016 goal that was set at \$325,000. Last year there were 21 personal visits resulting in a 95% success rate. The goal for the 2016-2017 Campaign is \$360,000. Sean also emphasized the importance of 100% board participation in giving.

Tracy talked about the Strategies for the upcoming campaign. Again the goal for the 2017 Campaign is \$360,000. A direct mail is scheduled for February 2017 as well as personal visits by board members to past donors and new donors. Thank you postcards are being sent out this month. Also in February there will be a training session at the annual meeting which is February 3. Packets will be delivered to Board Members **the week of February 13**. The Campaign will begin **February 22**.

Sean Pelletier moved to approve the 2017 Campaign Plan; seconded by Jane Fogg. Motion Carried Unanimously.

Christine Hensley suggested that Fundraising Training commence before the Board Meeting is called to order.

### 4.1 Recommend extension of City of Des Moines OOR Contract.

DM110212LEAD expired 11/2/16 with a balance of \$51,690.00. Prior to the expiration the City requested that the contract be partially extended to 12/1/17 in the amount of \$15,000.00 with the balance of \$36,690.00 being allowed to expire.

It is the recommendation of the Development Committee that the above contract be partially extended to 12/1/2017 in the amount of \$15,000.00.

Steve Patterson moved to approve the recommendation; seconded by Rick Messerschmidt. Motion Carried Unanimously.

4.2 Recommend allocation of expired and deobligated OOR funds.

Funds allocated by PCHTF contracts must be expended within two years. Occasionally grantees are unable to expend the full amounts. The following have expired:

|                              |             |
|------------------------------|-------------|
| DM 110411Drake               | \$36,006.48 |
| DM110212LEAD                 | \$36,690.00 |
| Habitat Technical Assistance | \$ 3,864.50 |
| TOTAL                        | \$76,561.00 |

The Development Committee recommends the funds from the above contracts be included in the funds available for the FY2016-2017 OOR funding round.

Steve Patterson moved to approve the recommendation; seconded by Rick Messerschmidt. Motion Carried Unanimously.

4.3 Recommend OOR allocations for 2016/17.

There is \$427,244.00 in OOR category to be allocated. \$695,000 of total requests was received leaving a shortfall of \$267,756.00. The committee met and decided on the following award recommendations:

|                                       |              |
|---------------------------------------|--------------|
| Rebuilding Together OOR Repairs       | \$ 70,000.00 |
| GDM Habitat – <i>Rock the Block</i> ™ | \$ 57,244.00 |
| Polk County Emergency Repairs         | \$200,000.00 |
| Healthy Homes – DSM                   | \$100,000.00 |
| TOTAL                                 | \$427,244.00 |

The Development Committee recommends approval of the OOR allocations.

Angela Connolly moved to approve the Development Committee recommendation; seconded by Christine Hensley. Motion Carried. Lance Henning abstained.

4.4 Recommend amendment of Metro Home Improvement Contract.

MHIP110212OOR has a balance of \$1,112.35. This sum is insufficient to do the necessary repairs on a home. They are requesting that the remaining balance be transferred to MHIP020516OOR an existing contract.

The Development Committee is recommending that the balance on MHIP110212OOR be transferred to MHIP020516OOR.

Lance Henning moved to approve the Development Committee recommendation; seconded by Steve Patterson.

#### 4.5 Update on Heritage Apartments.

In June the Development Committee reviewed the \$240,000.00 request from the Heritage Apartment developers. There was no interest from the Development Committee to fund the project. The Committee recommended the request be denied, there is no need for Board action on this item, it was placed on the agenda for information only.

Eric Burmeister will send a letter to the developer this afternoon letting them know the request for funding has been denied.

#### 5.1 Recommend approval of July, August and September 2016 financial statements.

Beverly Evans reported on behalf of the Finance Committee and explained the Financial Dashboard that Marijetka Orr put together for the Board to review. She explained that the four focus areas: Revenue, Program Commitments, Other Spending, and Cash Reserve, was decided by the committee as key issues.

Lance Henning asked if possible to have a quick check on contract standings. Bev indicated the committee can determine the contract spread and will put it on the dashboard.

The Finance Committee recommends the Board approve the July, August and September 2016 Financial statements.

Beverly Evans moved to approve the July, August and September Financial statements; seconded by Troy Thompson. Motion Carried Unanimously.

#### 6.1 Board Seats.

Board Seats will be filled at the Annual Meeting in February. Debbie Fisher, representing Eastern Polk, and Lance Henning, representing the Nonprofit Partners have terms which expire in February 2017. Lance's seat will be filled by a nonprofit partner, and Debbie's seat will be filled by someone from the Eastern Suburbs. There are also three vacant seats, one at-large District 2 and two pool seats. Brad Liggett from Nationwide as agreed to fill one of the pool vacancies and will join the Board in February.

A list of approved providers will be sent to Lance and the nonprofit partners will select a representative from that list.

#### 7. Questions for Staff. – Eric made the Board aware of Lori's mom's condition.

8. Other Business. – Eric mentioned the Habitat dedications that are coming up in December and encouraged Board members to participate whenever possible. Lance mentioned that on December 17 they are dedicating their 300<sup>th</sup> house in Des Moines.

With no other business Kathy Gray moved to adjourn the meeting; seconded by Debbie Fisher. The meeting adjourned at 11:12 a.m.

The next meeting of the Polk County Housing Trust Fund is Friday, January 6 at 10:00 a.m. Construction permitting the meeting will be held at PCHTF Office.

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