

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

Friday, December 4, 2020  
10:00 a.m.

Board Members Present:

Jeff Damman, Jane Fogg, Mandi McReynolds, Creighton Cox, Frank Cownie, Tina Mowry Hadden, Joelyn Jensen-Marren, Chelsea Lepley, Cole McClelland, Suzanne Mineck, Luis Montoya, Kris Schechinger- Camper, Darcy Valline, Steve Van Oort

Board Members Absent:

Angela Connolly, Peter Diliberti, Teree Caldwell-Johnson, Renee Hardman

Guests:

Angie Arthur, Executive Director, Polk County CoC; Diana Deibler, Deibler & Company

Staff:

Eric Burmeister, Lori Kauzlarich, Lauren Johnson, Kendyl Larson, Mollie Giller, Carol Duncan

**Strategic Session**

Eric Burmeister and Angie Arthur talked about the Justice Center Project. Each presented data about the project and what it will look like moving forward. The first seed money (\$800,000) for the project was from the Polk County Board of Supervisors and divided between the Polk County Housing Trust Fund (\$600,000) and Iowa Legal Aid (\$200,000). Kendyl Larson did a couple of maps that show where evictions are taking place, just for the Justice Center Project. The hot spots are the east side and the south side but evictions are being filed all over Polk County. It is useful to make sure that the community knows this is a countywide program. The two outlets for assistance are Polk County General Assistance and the Justice Center Project. Eric also mentioned that the Community Foundation has set up a program to help and asked if PCHTF could use some reserves as a bridge until federal dollars come through? The answer to that is yes!

**Business Meeting**

**Call to Order**

Jeff Damman, Chair, called the meeting to order at 10:26 a.m.

**Approve Agenda**

Frank Cownie moved to approve the Agenda; seconded by Jane Fogg.  
Motion Carried Unanimously

**Approve October 2020 Minutes and November 2020 Special Meeting Minutes**

Jane Fogg moved to approve the October and November Special Meeting Minutes; seconded by Tina Mowry Hadden.

**Recommend Extension of Owner Occupied Repair Contracts**

It was reported that all OOR contracts have been extended through June 2021 and will expire at the end of the Fiscal Year. This year because of the Covid-19, pandemic many contractors have been unable to complete the work. It is the recommendation of the staff to extend the current contracts until June 30, 2021 as listed below:

<b>FY2020 Open Development Contracts</b>	<b>Remaining Balance through 11/30/20</b>	<b>Contract Expiration Date</b>	<b>Recommend Extend through June 30,2020</b>
<b>Owner-Occupied Repairs</b>			
Polk County Weatherization	\$13,349.73	12/7/2020	6/30/2021
Polk County ER	\$3,104.49	12/7/2020	6/30/2021
MHIP	\$8,960.62	6/1/2020	6/30/2021
City of DM OOR	\$23,820.00	6/1/2020	6/30/2021
Rebuilding Together DSM	\$25,261.59	12/7/2020	6/30/2021
	\$74,496.43		

Frank Cownie moved to approve the recommendation; seconded by Creighton Cox. Motion Carried Unanimously.

**Recommend Owner Occupied Repair Allocations for 2020/21**

Three applications were received:

Applicant	Amount Requested
Rebuilding Together OOR	\$90,000
GDM Habitat – Rock the Block	\$175,000

Metro Home Improvement	\$160,000
TOTAL	\$425,000

It is the Committee’s recommendation to fully fund all three OOR projects. Because this is \$75,000 over the amount in the FY2021 HAP the committee additionally recommends the overage come from the expiring City of Des Moines OOR contract. The City of Des Moines does not want an extension on the existing contract.

Luis Montoya moved to approve the Development Committee recommendation; seconded by Suzanne Mineck. Motion Carried Unanimously.

**Recommend Reallocation of Rental Assistance Funds**

\$300,000 was allocated to rental assistance activities at the June meeting for Fiscal year 2020/21. HOME, Inc. was able to draw on these dollars to help tenants facing eviction who did not qualify for any other programs. At a special meeting in November 2020 the Board allocated \$150,000 of the rental assistance fund to the Justice Center Project. That leaves a current balance of \$109,000.

It is the Development Committee’s recommendation to allocate the remaining \$109,000, to the Justice center Project.

Creighton Cox moved to approve the Development Committee recommendation; seconded by Jane Fogg. Motion Carried Unanimously.

**Recommend Approval of September 2020 financial statement**

With no discussion, Cole McClelland moved to approve the September Financials; seconded by Creighton Cox. Motion Carried Unanimously.

**Recommend Approval of Campaign Plan and Goal**

The 2021 Campaign begins in February. The new 2021 Stable Steady Strong Campaign’s 2021 goal is to raise \$450,000.

Cole McClelland moved to approve the Advancement Committee recommendation; seconded by Jane Fogg. Motion Carried Unanimously.

**2021 Board of Directors Slate**

The report of the Governance Committee reflects that five Board Members terms’ expire in February: Peter Diliberti, Mayor Frank Cownie, Renee Hardman, Tina Mowry Hadden and Joelyn Jensen-Marren.

With no other business, Joelyn Jensen-Marren moved to adjourn; seconded by Cole McClelland. The meeting adjourned at 11:30 a.m.

The next meeting of the Polk County Housing Trust Fund is the Annual Meeting, February 5, 2021 at 10:00 a.m. via ZOOM.

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