

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

Friday, December 6, 2019
4th Floor, IEB Conference Room #448
10:00 a.m.

MINUTES

Board Members Present:

Angela Connolly, Jane Fogg (via phone), Peter Diliberti (via phone), Jeff Damman, Frank Cownie (via phone), Tina Mowry Hadden (via phone), Joelyn Jensen-Marren, Chelsea Lepley, Cole McClelland, Mandi McReynolds, Suzanne Mineck, Luis Montoya, Darcy Valline, Steve Van Oort (via phone)

Board Members Absent:

Connie Boesen, Teree Caldwell-Johnson, Rachel Geilenfeld, Renee Hardman

Guests:

Diana Deibler, Deibler & Company; Angie Arthur, Polk County Continuum of Care; Abbey Barrow, Polk County Continuum of Care

Staff:

Eric Burmeister, Lori Kauzlarich, Tracy Levine, Lauren Johnson, Kendyl Larson, Carol Duncan

Strategic Session

Angie Arthur, Executive Director of the Polk County Continuum of Care, presented The Path Forward. The Board was updated on accomplishments and goals moving forward with the Polk County Continuum of Care. Angie also explained how funds were allocated, the fundamental beliefs of the CoC and the four levels of action.

Angie introduced Abbey Barrow a new staff member. Abbey is the YHDP Coordinator.

Business Meeting

At 10:30 a.m. Angela Connolly, PCHTF Board Chair, called the business meeting to order.

Angela called for a motion to approve the Agenda and October 2019 Minutes together. Suzanne Mineck moved to approve the Agenda and the October 2019 Minutes; seconded by Luis Montoya. Motion Carried Unanimously.

Report of the Development Committee

Suggested Owner Occupied Repair Allocations for 2019/20

Jeff Damman reported on behalf of the Development Committee. Five applications were submitted, the requests were over the \$875,000 allocated for the Owner-Occupied Repair Program therefore the committee chose to fund 68% of the asks.

Applicant	Requested Amount	Amount Awarded
Rebuilding Together	\$90,000	\$62,200
GDM Habitat Rock the Block ™	\$200,000	\$137,000
Polk County Emergency Repairs	\$225,000	\$154,000
Polk County Weatherization	\$200,000	\$137,000
Metro Homes Improvement	\$160,000	\$109,800

Jeff Damman moved to approve the Development Committee recommendation of 68% of the ask; seconded by Mandi McReynolds. Motion Carried Unanimously.

Suggested Modification to Christ the King II repayment terms

The Development Committee considered a letter from Sue Clark, Executive Director, Christ The King Senior Housing requesting modification of the repayment terms of the outstanding \$75,000 note.

The Development Committee members attending (there was not a quorum) suggested that the Note be modified in accordance with the suggestions in Sue Clark’s letter.

Following a discussion, the Board decided that Jeff Damman along with Cole McClelland and Darcy Valline negotiate a different modification with Sue Clark and share the results of the negotiations at the January 3, 2020 Board meeting.

Report of Advancement Committee

Recommend Approval of Campaign Plan and Goal

Mandi McReynolds reported on behalf of the Advancement Committee indicating the Committee endorsed the Plan for the 2020 Stable Steady Strong Campaign with a goal of raising \$450,000. Mandi also mentioned that the 2019 Campaign raised \$476,795.57 exceeding the \$420,000 2019 goal.

The Advancement Committee wants to organize an event “Pizza and Prospects” following the Annual Board Meeting, February 7. This is a new training concept consisting of board members making phone calls for appointments and having lunch.

Angela said she has been working with Susan Knapp on the possibility of a “women only house party” that Susan Knapp will host.

Mandi McReynolds moved to accept the Advancement Committee recommendation to approve the 2020 Campaign Plan; seconded by Joelyn Jensen-Marren. Motion Carried Unanimously.

Mandi then thanked Tracy for all her hard work in making the 2019 Campaign the best yet and for always being there for the Board.

Report of the Finance Committee

Recommend Approval of October 2019 financial statements

Jeff Damman reported on behalf of the Finance Committee saying the Committee recommends approval of the October Financial Statements and also mentioned the Form 990 was filed November 8.

Suzanne Mineck moved to approve the October Financial Statements; seconded by Cole McClelland. Motion Carried Unanimously.

Report of the Governance Committee

2020 Board of Directors Slate

Angela Connolly reported that there are three Board members whose terms expire in February of 2020. Jeff Damman, has agreed to another term; as has Mandi McReynolds; Teree Caldwell-Johnson is a nonprofit partner member, the partners will decide; either Teree agrees to another term or they appoint another partner.

The Executive Committee will decide on the new officers of the Board.

There are still three vacant Board member positions. It was mentioned Kris Schechinger-Camper with Nationwide has expressed an interest, please let Eric know if any board member knows of an individual that would be interested in serving. The election is at the Annual Meeting, February 7, 2020.

Also, if you know of a group that is interested in a tour of Undesign the Redline, please call the office.

With no further business the meeting adjourned at 11:00 a.m.

The next meeting of the Polk County Housing Trust Fund is Friday January 3, 2020 at 10:00 a.m., IEB Conference Room, #448.

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