

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

Friday, December 7, 2018
5th Floor, IEB Building Conference Room
10:00 a.m.

MINUTES

Board Members Present:

Angela Connolly, Elizabeth Presutti, Beverly Evans, Jeff Damman,
Connie Boesen, Teree Caldwell-Johnson, Jane Fogg, Joelyn Jensen-Marren,
Mandi McReynolds, Steve Niebuhr, Troy Thompson

Board Members Present Via Phone:

Frank Cownie, Rachel Geilenfeld, Chelsea Lepley

Board Members Absent:

Peter Diliberti, Renee Hardman, Tina Mowry Hadden, Steve Van Oort

Guests:

Helen Eddy, Polk County Health Dept.; Deb Kazmarzek, HHDSM Coordinator;
Suzanne Mineck, Mid-Iowa Health Foundation; Diana Deibler, Deibler & Co.,
Angie Arthur, Executive Director, Polk County Continuum of Care

Staff:

Eric Burmeister, Lori Kauzlarich, Tracy Levine, Carol Duncan

Strategic Session

Strategic Session for the December meeting is an update on Healthy Homes Des Moines.

Members of the Healthy Homes Des Moines Management Committee, updated the board on the Healthy Homes Des Moines initiative. Helen Eddy, Polk County Health Department; Deb Kazmerzak, Healthy Homes Des Moines Coordinator; Suzanne Mineck, Mid-Iowa Health Foundation, and Eric Burmeister, Polk County Housing Trust Fund, all made presentations updating the board on various successes of the Healthy Homes Des Moines initiative. A handout was provided that highlighted HHDSM 2.0 Aims, Eligibility Criteria, Program Highlights and the impact HHDSM has had on the community in the past three years.

Business Meeting

Chair Angela Connolly called the Business Meeting to order at 10:27 a.m.

1.1 and 1.2 Approve Agenda and October 2018 Minutes

Frank Cownie moved to approve the Agenda and the October 2018 Minutes; seconded by Beverly Evans. Motion Carried Unanimously.

2.1 Recommend Owner Occupied Repair Allocations for 2018/19

Five applications were received for Owner Occupied Repairs. \$750,000 has been set aside for OOR. Five requests were received totaling \$715,000. The Development Committee recommends fully funding the following five OOR project requests.

Applicant	Amount Requested	Recommendation
Rebuilding Together of Greater Des Moines	\$90,000	\$90,000
GDM Habitat <i>Rock the Block™</i>	\$200,000	\$200,000
Polk County Emergency Repairs	\$125,000	\$125,000
Polk County Weatherization	\$200,000	\$200,000
City of Des Moines Owner Occupied Repairs	\$100,000	\$100,000
TOTAL	\$715,000	\$715,000

Connie Boesen moved to approve the Development Committee recommendation of fully funding the five OOR requests; seconded by Teree Caldwell-Johnson. Motion Carried Unanimously.

2.2 Amendment to Housing Allocation Plan

After fully funding the OOR applications \$35,000 of unallocated funds remain in that category on the 2018/19 HAP.

It is the recommendation of the Development Committee to amend the 2018/19 Housing Allocation Plan by moving the \$35,000 from OOR to New Rental Development. Jeff Damman moved to approve the Development Committee recommendation; seconded by Beverly Evans. Motion Carried Unanimously.

2.3 De-obligation of CISS Permanent Supportive Housing Award for 2018/19

At the October meeting the Board recommended allocation of \$250,000 of New Rental Development Funds to a Permanent Supportive Housing Project sponsored by CISS. This allocation was subject to the project receiving \$2.8M from the National Housing Trust Fund. The project did not receive the award.

The Development Committee recommends these funds be de-obligated and returned to New Rental Development to be allocated during the 2018/19 fiscal year.

Steve Niebuhr moved to approve the de-obligation; seconded by Jeff Damman. Motion Carried Unanimously.

2.4 New Rental Development Allocations for 2018/19

Sixteen applications were received for a total request of \$4.98M. Dollars available for allocation total \$635,000 which include the \$250,000 increase to the HAP. After careful consideration and discussion by the Development Committee, of the 16 applications three projects were chosen.

Below are the projects recommended by the Development Committee for approval. These projects are subject to award of LIHTC from the Iowa Finance Authority.

Project	Address	Funding
Adams Crossing	34 th Ave S.W. Altoona	\$210,000
Connolly Lofts	401 SE 6 th , DM	\$240,000
Merle Hay Apts	Douglas @ Merle Hay Mall, Urbandale	\$185,000
TOTAL		\$635,000

Teree Caldwell-Johnson moved to approve the Development Committee recommendation; seconded by Steve Niebuhr. Angela Connolly abstained. Motion Carried.

3.1 Recommend Approval of September 2018 financial statements

Troy Thompson moved to approve the September 2018 Financial Reports as recommended by the Finance Committee; seconded by Elizabeth Presutti. Motion Carried Unanimously.

3.2 Recommend modification of Accounting RFP

The Auditing and Accounting services are put out for bid every three years. Both of these services will be in line for RFP release in 2019. Because it would not be in the best interest of the organization to have both services contracts changed to different providers in the same year, it is the recommendation of the Finance Committee the Board approve a temporary suspension of the Procurement Policy and authorize the negotiation of a two-year extension of the Tarbell and Company Accounting Services Contract through 6/30/2021 with the understanding that the contract would be placed out to bid at that time. This one-time change will put the Audit and Accounting rebids on separate tracks ensuring that both bookkeeper and auditor do not change in the same year.

Currently Tarbell & Co. provide the accounting services and Denman & Co. provide audit services.

The RFP will be sent in the next 30 days. Please send any names to include to Eric.

Jeff Damman moved to approve the Finance Committee recommendation; seconded by Teree Caldwell-Johnson. Motion Carried Unanimously.

3.3 Renewal of Banking Resolution

Certain institutions have required an updated Banking Resolution.

The Finance Committee unanimously recommends the Board reaffirm its resolution adopted April 14, 2017 as follows:

BE IT RESOLVED, that any two of the Executive Director, the Chair and the Treasurer acting together shall be authorized:

- to select one or more banks, trust companies or other depository institutions in which funds of the Corporation may be deposited from time to time in accordance with the Corporation’s Investment Policy;
- to execute documents reasonably necessary to initiate a business relationship with such depository institutions on behalf of the Corporation and
- to transfer funds from and between the accounts established in such depository institutions on behalf of the Corporation, including the Corporation’s general account, as may be deemed necessary from time to time.

State of Iowa)
County of Polk)

SECRETARY’S CERTIFICATION:

I, Beverly Evans do depose and state that I am the Secretary of the Polk County Housing Trust Fund and that the foregoing Resolution was duly adopted at a regularly called meeting of the Corporation’s Board of Directors on December 7, 2018.

Beverly Evans

Subscribed and sworn to before me this ___ day of December, 2018

Notary Public, State of Iowa

Beverly Evans moved to approve the Finance Committee recommendation; seconded by Jeff Damman. Motion Carried Unanimously.

4.1 Recommend Approval of Campaign Plan and Goal

Mandi McReynolds reported on behalf of the Advancement Committee. Mandi said the focus of the Campaign was on retention of donors and reported that 80% of the 2017 donors gave again in 2018. The following is a snap shot of the 2017-18 Campaign.

Actual Raised: \$415,627.38 (2018)

Overall Goal: \$400,000.00 (2018)

Number of donors vs number of solicitations:

66 donors; 85 solicitations (plus 6 vendors that are solicited by staff)

Number of new prospects: 14
2019 Goal: 7

Number of new donors: 10
2019 Goal: 7

Number of lapsed donors that gave: 3
2019 Goal: 3

Number of repeat donors: 44
2018 Goal: 38
80% of 2017 donors gave again in 2018
2019 Goal: 45

Number of increased gifts with dollar amount: 3 totaling \$5,000 (2 grants)
2019 Goal: 3

Number of Grants: 11 totaling \$251,500.00

- 1 was new
- 2 were increases
- 8 were annual recurring Grantors

2019 Goal for new possible prospects: 2
2019 for repeat donors: 100%

Individual giving: 32
19 gave directly; 7 through United Way; 2 Wells Fargo; 2 Principal; 2 Nationwide
2018: 29
2019 Goal: obtain 100% board participation in giving

Personal Visits
2018: 28 (22 contributed)
2019 Goal: 40
2019 Goal: Return Contact Reports after each visit

There will be training on February 1 – the Committee will be looking for an honorary chair for the 2019 Stable Steady Strong Campaign. The 2019 Campaign has a goal of \$420,000.

The Advancement Committee has endorsed the 2019 Campaign Plan which is in the board packet.

Jeff Damman moved to approve the 2019 Stable Steady Strong Campaign; seconded by Jane Fogg. Motion Carried Unanimously.

5.1 Recommend Approval of Allocation to Iowa Legal Aid

In August 2018 the Board approved deferring action on a funding request (\$40,000) from Iowa Legal Aid on an eviction mitigation project pending further information from Iowa Legal Aid; \$30,000 in Capacity Building funds are being held back pending receipt of the requested information, and an

additional \$15,000 collected from the Stable Steady Strong Campaign can be allocated.

The Program and Supportive Service Committee recommended the Board approve the \$30,000 in Capacity Building Funds and \$10,000 from Campaign Funds to fund its eviction mitigation program.

Jane Fogg moved to approve the PSS Committee recommendation; seconded by Mandi McReynolds. Motion Carried Unanimously.

6.1 Request for 2019 New Board Members

Eric asked the Board for new ideas for Board Members. Three Board Members, Beverly Evans, Elizabeth Presutti and Troy Thompson have served two full terms. Steve Niebuhr announced that he will be retiring and stepping down from the Board effective February 1, 2019. That leaves 6 vacancies potentially to be filled.

With no further business, the meeting adjourned at 11:22 a.m.

The next meeting of the Polk County Housing Trust Fund is Friday, January 4, 2019 at 10:00 a.m., IEB 4th Floor Conference Room, #448.

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