

POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTOR'S ANNUAL MEETING
Friday, February 1, 2013
10:00 a.m.

MINUTES

Board Members Present:

Angela Connolly, Vicki Facto, Debbie Fisher, Larry Goodell, Lance Henning, Christine Hensley, Christine Pardee, Steve Patterson, Rob Sherwood, Linda Westergaard

Board Members-Elect Present:

Beverly Evans, Luke Gray, Sean Pelletier, Elizabeth Presutti, Troy Thompson, Steve Van Oort

Board Members Absent:

Creighton Cox

Guests:

Jane Rongerude, Iowa State University; Eric Christiansen, Iowa State University; Jane Fogg, United Way of Central Iowa; Pam Carmichael, HOME, Inc.; Josh Hafner, Des Moines Register

Staff:

Eric Burmeister, Lori Kauzlarich, Andy Bernholtz, Carol Duncan

STRATEGIC SESSION

Jane Rongerude, Iowa State University, and her research assistant Eric Christiansen, presented an update on the Iowa State University Housing Inventory. The update was on Phase I of the Housing Inventory study. Phase II and Phase III are projected to be ready by mid-summer and early fall.

BUSINESS MEETING

Victoria Facto, Chair, called the business meeting to order at 10:50 a.m.

Approve Agenda

The Agenda was amended by switching agenda item 5 (Report of the Development Committee) with agenda item 2 (Report of the Governance Committee). Victoria Facto moved to approve the agenda as amended; seconded by Larry Goodell. Motion Carried Unanimously.

Approve January, 2013 meeting minutes

Lance Henning moved to approve the minutes as written; seconded by Debbie Fisher. Motion Carried Unanimously.

Report of the Development Committee
Recommendation of Single Family Allocations

Debbie Fisher reported on behalf of the Development committee. She stated that \$300,000 is allocated for Single Family Homeownership according to the FY13 HAP. The Committee reviewed two new applications for total requests of \$310,000 plus the PCHTF request to fund the Foreclosed Property Forgivable Loan Program again.

The Development Committee recommendations are as follows:

Greater Des Moines Habitat for Humanity	\$170,000
HOME, Inc.	\$ 80,000
PCHTF Foreclosed Property Forgivable Loan Program	<u>\$ 50,000</u>
	\$300,000

Steve Patterson moved to approve the Development Committee recommendations; seconded by Rob Sherwood. Lance Henning and Victoria Facto abstained.

(action on above items was taken by the 2012 Board members)

Report of the Governance Committee
Election of Board Members

The Governance Committee recommends election of the following persons to membership on the Polk County Housing Trust Fund Board for a three year term commencing on February 1, 2013:

Beverly Evans
Luke Gray
Sean Pelletier
Elizabeth Presutti
Troy Thompson
Steve Van Oort
Creighton Cox (reelection to another term)

Christine Hensley moved to approve the recommendation of the Governance Committee; seconded by Debbie Fisher. Motion Carried Unanimously.

Appointment of Committees:

The Governance Committee recommends appointment of the persons, received in the Board packet, to membership on the Polk County Housing Trust Fund standing committees for a one year term commencing on February 1, 2013. Rob Sherwood moved to approve the committee recommendation; seconded by Steve Patterson. Motion Carried Unanimously.

Report of the Nominating Committee
Election of Officers

The Committee nominates the following persons for the Officer positions of the Polk County Housing Trust Fund for a one year term commencing on February 1, 2013.

Larry Goodell, Chair
Rob Sherwood, Vice Chair
Debbie Fisher, Secretary
Steve Patterson, Treasurer
Angela Connolly

Rob Sherwood moved to approve the recommendations; seconded by Debbie Fisher. Motion Carried Unanimously.

At this point Victoria Facto turned the gavel over to new Chair, Larry Goodell.

Report of the Finance Committee

Recommendation for approval of November and December 2012 financials

The Finance Committee recommends approval of the November and December 2012 Financial reports. Angela Connolly moved to approve the committee recommendations; seconded by Steve Patterson. Motion Carried Unanimously.

Report of the Advancement Committee 2013 CCH

Christine Hensley reported on behalf of the committee. The Investment Policy that is in place at this time will be revised by the next board meeting to reflect the movement of investments to local banks that support the Trust Fund. The Finance Committee will rewrite the policy and it will be ready for approval at the April Board Meeting.

Angela Connolly and Christine Hensley met with Bill Knapp and secured a \$25,000 pledge commitment. They are also scheduling a meeting with the Weitz Company.

It is important to have 100% participation from the Board. The Goal for this campaign is \$500,000. There is a need to identify new opportunities and credit unions will be targeted. Each board member is asked to pick two new entities.

Debbie Fisher and Eric called on Bearence Management, the call went well and will be on the agenda for their April Board meeting; requests for support are looked at quarterly.

With no other business and a thank you to Victoria Facto for her service to the Board and as Chair for the past two years; Steve Patterson moved to adjourn; seconded by Christine Hensley. Motion Carried Unanimously.

The next meeting of the Polk County Housing Trust Fund is Friday, April 5, 2013 at 10:00 a.m.

Respectfully submitted,
Carol Duncan
Administrative Coordinator