

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

Friday, February 2, 2018  
PCHTF Conference Room  
10:00 a.m.

**MINUTES**

Board Members Present:

Steve Patterson, Elizabeth Presutti, Kathy Gray, Bev Evans (via phone),  
Connie Boesen, Angela Connolly, Jeff Damman, Jane Fogg, Rachel Geilenfeld,  
Chelsea Lepley (via phone), Brad Liggett (via phone), Mandi McReynolds (via  
phone), Steve Niebuhr

Board Members Absent:

Teree Caldwell-Johnson, Mike Lipsman, Troy Thompson, Steve Van Oort

Guests:

Karen Holmen, University of Iowa Graduate Student; Diana Deibler, Deibler and  
Company

Staff:

Eric Burmeister, Lori Kauzlarich, Tracy Levine, Josh Hellyer, Carol Duncan

**Strategic Session  
2018 Campaign Rollout**

Tracy introduced Sean Pelletier, Executive Director of the EMC Insurance  
Foundation. As a funder Sean shared his insight and tips on how to make  
successful fundraising calls. Tracy also reviewed the 2018 Campaign. The 2018  
Campaign has a new slogan **STABLE, STEADY, STRONG 2018**. She stated that  
families who enjoy the security of **stable housing** tend to be more productive and  
valuable members of a **steady workforce**, and a steady workforce is crucial to a  
**strong economy** in which everyone benefits.

The Goal for the 2018 Campaign is to raise \$400,000.00, obtain seven new donors,  
retain 70% of existing donors, secure six or more donors to increase their  
donations. Currently 14 new prospects have been identified for 2018.

The dates to keep in mind are:

- Week of February 12 – letters are dropped in the mail. The letters will be  
signed by Rick Tollakson and will include an insert about the campaign.  
Additionally, Tracy will deliver packets to board members.

- February 19 – begin to make appointments
- March 5 – board members are to report on calls and request assistance if needed with follow-up.
- April 13 – Conclude calls/appointments
- May 1 – Campaign closes
- June 1-30- Final commitments

At any time during the campaign please contact Tracy (282-3233 or [tlevine@pchtf.org](mailto:tlevine@pchtf.org)) for assistance.

## **Business Meeting**

Steve Patterson, Chair, called the business meeting to order at 10:31 a.m.

### 1.1 Approve Agenda

Angela Connolly moved to approve the agenda; seconded by Connie Boesen. All in favor, motion carried unanimously.

### 1.2 Approve January 2018 meeting minutes

Elizabeth Presutti moved to approve the January minutes as written; seconded by Kathy Gray. All in favor, motion carried unanimously.

### 2.1 Recommendation for approval of November 2017 financials

Bev Evans reported on behalf of the Finance Committee, stating a good report. Eric reported that at this time PCHTF is well ahead of revenues and expenses are down. Connie Boesen moved to approve November 2017 financials; seconded by Rachel Geilenfeld. All in favor, motion carried unanimously.

### 3.1 Recommendation of Single Family Allocations

The Development Committee reviewed two applications for Single Family Contracts; Greater Des Moines Habitat for Humanity and HOME, Inc.

It is the recommendation of the Development Committee that the Board approve the allocations to Greater Des Moines Habitat for Humanity in the amount of \$240,000 for 16 single family units and to HOME, Inc. in the amount of \$140,000 for four single family units. The total number of units is 20 and the total funding award is \$380,000.

Angela Connolly moved to approve the Single Family allocations; seconded by Jane Fogg. All in favor, motion carried unanimously.

### 3.2 Recommendation of Technical Assistance Grant

Capital Crossroads 2.0 calls out the need for a Downtown Workforce Housing Study. The study would estimate the characteristics of the Downtown work force over the

next decade. The total cost of this study is \$86,000 and is being paid for by the City of Des Moines (\$50,000); PCHTF (\$20,000); Capital Crossroads (\$5,000) the remaining \$11,000 will come from private donations from downtown developers.

The Development Committee recommends that the Board approve a Technical Assistance grant in the amount of \$20,000 to Capital Crossroads for the downtown workforce housing study.

Kathy Gray moved to approve the Technical Assistance Grant; seconded by Elizabeth Presutti. All in favor, motion carried unanimously.

4.1 Recommendation of Lease Agreement

The Executive Committee reviewed the proposed Lease Agreement to expand the current PCHTF space to accommodate the staff of the Polk County Continuum of Care for a five-year term, Graham will only agree to a seven year lease.

The Executive Committee recommends approval of the following lease amendment with Graham for seven years:

Lease Proposal – Expanded Space

	<b>Square feet</b>	<b>Term</b>	<b>Rate</b>	<b>Mo Rent</b>	<b>Mo Misc</b>	<b>Parking</b>
Current	2291	5 yrs	\$16.78	\$3,204.00	\$100.00	5
Amended #1	3437	10 yrs	\$16.31 (1-5) \$17.31 (6-10)	\$4,677.00 \$4,958.00	\$50.00	6
Amended #2	3437	7 yrs	\$16.31*	\$4,677.00	\$50.00	6

\$14.50/SQF if parking is excluded

\$1,473.00 Mo'ly increased rent  
 \$1,000.00 CoC rent  
 \$ 85.00 CoC parking  
 \$ 50.00 cleaning savings  
**\$ 338.00 NET PCHTF increased cost/mo**

The expansion and remodel expands the space by 3 executive size offices and a private in suite restroom. For the \$1,000.00/mo rental the CoC has requested two of the three offices. The remaining empty office would be available to the PCHTF if needed at a later date.

Elizabeth Presutti moved to approve the lease amendment; seconded by Steve Niebuhr. All in favor, motion carried unanimously.

### 5.1 Election of Board Members

The Governance Committee nominates the following individuals to serve on the Polk County Housing Trust Fund Board of Directors for a three year term:

Frank Cownie	City of Des Moines	City *
Tina Mowry Hadden		BOS District 2 *
Renee Hardman	City of West Des Moines	Western Polk
Joelyn Jensen-Marren	Federal Home Loan Bank	Pool

Appointed Position \*

Angela Connolly moved to approve the nominations to PCHTF Board of Directors; seconded by Kathy Gray. All in favor, motion carried unanimously.

### 5.2 Appointment of Committee

The Governance Committee recommends approval of the following individuals to the standing committees of the Polk County Housing Trust Fund for a one year term:

#### Finance

Jeff Damman, Chair	Meta Bank – Ankeny*
Rob Sherwood	Broker Dealer Financial Services Corp.
Troy Thompson	Bankers Trust*
Marijetka Orr	Kemin Industries
Dave Midtlyng	LWBJ
Bev Evans	Davis Brown*

#### Governance

Angela Connolly, Chair	Polk County Bd of Supervisors*
Debbie Fisher	Newbury Living
Steve Van Oort	Polk County Board of Supervisors *
Dylan Mullenix	MPO
Teree Caldwell-Johnson	Oakridge Neighborhood*

#### Advancement

Connie Boesen	Polk County*
Angela Connolly	Polk County Board of Supervisors*
Diana Deibler	Deibler and Company
Jane Fogg	JBF Consulting*
Mandi McReynolds	Principal*

## Program & Supportive Services

Jane Fogg, Chair	JBF Consulting*
Kathy Gray	Wells Fargo*
Susie Osby	Polk County
Chris Johansen	City of Des Moines
Deirdre Henriquez	
Craig Schneider	US Bank
Kris Schechinger-Camper	Nationwide Foundation
Andrea Dickinson Dose	Iowa Credit Union League
Brian Hillebrand	American Trust & Savings
Kim Hyde	Bank of the West

## Development

Christine Gordon	City of WDSM (Metro Home Imprvt)
Jennifer Cooper	Banker's Trust
Mary Neiderbach	City of Des Moines
Laura Abbott	Iowa Finance Authority
Gary Buelt	Banker's Trust
Steve Niebuhr	Hubbell Companies *
Scott Fitzpatrick	MHEG
Jeff Damman	MetaBank*

## Marketing

Diana Deibler, Chair	Deibler & Company
Linda Westergaard	Prudential First Realty
Gunnar Olson	MPO
Ashley Jared	Iowa Finance Authority
Erin Hockman	DART
Matthew Sorensen	Prairie Professionals
Steve Van Oort	Polk County Board of Supervisors*
Andy Bernholtz	General Dynamics IT
Sara Bonney	Community Foundation
Marissa Conrad	Primary Health Care
Jenna Ekstrom	Greater DSM Habitat for Humanity
Brad Liggett	Nationwide*
Lindsey Seitz	Trilix
Joey Taylor-Moon	Hubbell

## Housing Policy

Chelsea Lepley, Chair	Accenture*
Jane Fogg	JBF Consulting*
Luke Mohlenhoff	West Bank
Bev Evans	Davis Brown Law Firm*
Elizabeth Presutti	DART*
Kent Sovern	AARP
Todd Ashby	MPO
Mike Tramontina	
Bill Messerschmidt	First National Bank
Lance Henning	GDM Habitat for Humanity
Mike Lipsman	Strategic Economics Group (SEG)*
Rachel Geilenfeld	Sukup Manufacturing Co*
Amber Lynch	City of Des Moines
Ryan Laudick	Anawim Housing
Pam Carmichael	HOME, Inc.

\*PCHTF Board of Directors

The list will be updated as the committees meet.

### 5.3 Conflict of Interest Policy

It is the policy of the Governance Committee to annually review the organization's Conflict of Interest Policy and to ask Board members and Staff to sign the Certification at the Annual Meeting in February of each year. Board members were asked to sign the Conflict of Interest Certification and return to Carol. Those members not at the meeting will receive a copy of the certification by email to sign and return.

### 5.4 Election of Officers

The Executive Committee as the Nominating Committee recommends election of the following as Officers of the Polk County Housing Trust Fund for a one-year term and the appointment of the Executive Committee. The Chair asked for nominations from the floor, there were none.

## Executive Committee

Angela Connolly	Chair
Elizabeth Presutti	Vice Chair
Bev Evans	Secretary
Jeff Damman	Treasurer
Steve Patterson	Past Chair

Connie Boesen moved to approve the nominations for the Executive Committee; seconded by Jane Fogg. All in favor, motion carried unanimously.

Following the motion of the new Executive Committee, Steve Patterson turned the meeting over to Angela Connolly as the new Chair of the Polk County Housing Trust Fund Board of Directors. Angela thanked Steve for his years of service as Chair and Board member and for everything that he does for affordable housing in the community.

Eric Burmeister spoke about the article that appeared in the Des Moines Sunday Register about rural housing in Iowa. He will send a link to the Board so those that did have an opportunity to read the article will be able to do so.

#### Other Business

Josh Hellyer mentioned that Affordable Housing Week is the week of April 16 and that plans are in progress for another successful week.

Tracy Levine reiterated that the first day of making calls for the 2018 Campaign is February 19.

With no other business Angela Connolly adjourned the meeting at 11:14 a.m.

The next meeting of the Polk County Housing Trust Fund is Friday, April 6, 2018, Insurance Exchange Building at 10:00 a.m.

Respectfully submitted  
Carol Duncan  
Administrative Coordinator  
Polk County Housing Trust Fund