

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

Friday, February 3, 2017  
10:00 a.m.

Board Members Present:

Connie Boesen, Angela Connolly, Beverly Evans, Debbie Fisher, Kathy Gray, Lance Henning, Christine Hensley, Chelsea Lepley, Rick Messerschmidt (via phone), Sean Pelletier, Steve Patterson, Steve Van Oort

Board Members Absent:

Jane Fogg, Rocio Hermsillo, Izaah Knox, Elizabeth Presutti, Nate Stevenson, Troy Thompson

Guests:

Jerilee Mace, SMART Management Consulting; Jim O'Halloran, O'Halloran International; Diana Deibler, Deibler & Company; Claire Richmond

Staff:

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

**Strategic Session**

The strategic session focused on the 2017 Campaign Rollout "Prepare for Success". Jeri Mace, CEO, SMART Management Consulting and Jim O'Halloran, Founder & Past President, O'Halloran International talked about how to prepare for successful calls. Their different angles to fundraising was informational and a good beginning to the 2017 Campaign.

**Business Meeting**

Steve Patterson, Chair, called the business meeting to order at 10:46 a.m.

Approve Agenda

Angela Connolly moved to approve the agenda as written; seconded by Steve Van Oort. Motion Carried Unanimously.

Approve January, 2017 meeting minutes

Debbie Fisher moved to approve the January 2017 Minutes; seconded by Rick Messerschmidt. Motion Carried Unanimously.

Report of the Finance Committee

Bev Evans reported for the Finance Committee, indicating PCHTF is on track on all commitments.

Christine Hensley moved to approve the November and December 2016 Financials; seconded by Kathy Gray. Motion Carried Unanimously.

Report of the Development Committee

Single Family Homeownership has \$400,000 to award in the FY17 HAP. Three applications were reviewed by the Committee. The Development Committee recommends:

Greater Des Moines Habitat for Humanity	\$195,000.00
HOME, Inc.	\$170,450.00
NFC Properties (subsidiary of NFC)	\$ 34,550.00
<b>TOTAL</b>	<b>\$400,000.00</b>

Debbie Fisher moved to approve the Development Committee recommendations; seconded by Kathy Gray. Lance Henning abstained. Motion Carried

Report of the Governance Committee

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:

Second Three Year Term

Kathy Gray

First Three Year Term

Teree Caldwell-Johnson  
Jeff Damman  
Brad Liggett  
Mike Lipsman  
Mandi McReynolds  
Steve Niebuhr

There was some discussion on how the non-profit provider representative was chosen. Lance Henning mentioned the process is by anonymous vote.

With no more discussion, Kathy Gray moved to approve the Governance Committee nominations; seconded by Debbie Fisher.

## Appointment of Committees

### Finance

Bev Evans, Chair	Davis Brown*
Rob Sherwood	Broker Dealer Financial
Troy Thompson	Bankers Trust*
Marijetka Orr	Kemin Industries
Dave Midtlyng	LWBJ
Rick Messerschmidt	City of West Des Moines*
Eric Burmeister	Staff
Lori Kauzlarich	Staff

### Governance

Steve Patterson, Chair	MetaBank*
Larry Goodell	Wells Fargo
Debbie Fisher	Newbury Living
Steve Van Oort	Polk County Board of Supervisors *
Brandon Wiltgen	Great Southern Bank
Dylan Millenix	MPO
Eric Burmeister	Staff

### Advancement

Chair	
Angela Connolly	Polk County Board of Supervisors*
Chris Hensley	City of Des Moines*
Diana Deibler	Deibler and Company
Eric Burmeister	Staff
Tracy Levine	Staff

### Program & Supportive Services

Kathy Gray, Chair	Wells Fargo Home Mortgage*
Susie Osby	Polk County
Chris Johansen	City of Des Moines
Deirdre Henriquez	CISS
Craig Schneider	US Bank
Kris Schechinger-Camper	Nationwide Foundation
Andrea Dickinson Dose	Iowa Credit Union League
Brian Hillebrand	American Trust & Savings
Ryan Crane	Community Foundation
Izaah Knox	Urban Dreams
Kim Hyde	Bank of the West
Jane Fogg	JBF Consulting*
Brandon Wiltgen	Great Southern Bank

Eric Burmeister	Staff
Lori Kauzlarich	Staff

#### Development

Christine Gordon, Chair	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
Nate Stevenson	Icon Construction*
Steve Patterson	MetaBank*
Eric Burmeister	Staff
Lori Kauzlarich	Staff

#### Marketing

Diana Deibler, Chair	Deibler & Company
Linda Westergaard	Prudential First Realty
Gunnar Olson	MPO
Ashley Jared	Iowa Finance Authority
Amber Lynch	City of Des Moines
Erin Hockman	DART
Matthew Sorensen	Prairie Professionals
Steve Van Oort	Polk County Board of Supervisors*
Andy Bernholtz	General Dynamics IT
Sara Bonney	Community Foundation
Teva Dawson	MPO
Abe Goldstien	Trilix
Marissa Conrad	Primary Health Care
Jenna Ekstrom	Greater DSM Habitat for Humanity
Eric Burmeister	Staff
Josh Hellyer	Staff

#### Housing Policy

Jane Fogg, Co-Chair	JBF Consulting*
Chelsea Lepley, Co-Chair	Accenture*
Luke Mohlenhoff	West Bank
Bev Evans	Davis Brown Law Firm*
Elizabeth Presutti	DART*
Kevin Barber	Shiffler Associates
Kent Sovern	AARP
Joseph Jones	Harkin Institute

Todd Ashby	MPO
Mike Tramontina	
John Linch	First National Bank
Blake Hanson	Crawford & Mauro Law Firm
Lance Henning	GDM Habitat for Humanity*
Eric Burmeister	Staff
Josh Hellyer	Staff

Additionally, Connie Boesen, Jane Fogg and Rick Messerschmidt have agreed to serve on the Advancement Committee. The Chair of the Advancement Committee will be decided at the first meeting.

Steve Patterson moved to approve the Governance Committee Standing Committees recommendation; seconded by Christine Hensley. Motion Carried Unanimously.

Conflict of Interest Policy

The Governance Committee annually reviews the Conflict of Interest Policy and asks each Board member and Staff to sign the Certification.

Connie Boesen moved to approve the Governance Committee recommendation to adopt the Conflict of Interest Policy; seconded by Kathy Gray. Motion Carried Unanimously.

Election of Officers

The Chair of the Board appointed the Executive and Governance Committees as the Nominating Committee for Officers for the current year.

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 Executive Committee.

Steve Patterson	Chair
Elizabeth Presutti	Vice Chair
Kathy Gray	Secretary
Bev Evans	Treasurer
Debbie Fisher	Past Chair
Angela Connolly	At-Large

Angela Connolly moved to approve the Nominating Committee recommendations for officers and the appointment of the Executive Committee; seconded by Steve Patterson.

Eric presented gift bags to outgoing Board Members; Sean Pelletier, Lance Henning and Debbie Fisher. He thanked them all for their service. Lance will remain on the Policy Committee and Debbie will remain on the Governance and Executive Committees.

Healthy Homes Des Moines

BUILD 2.0

Healthy Homes began about two years ago with a grant which ends June 30, 2017. Polk County Housing Trust Fund is the primary applicant and acts as the fiscal agent for the program. BUILD 1.0 has been successful. Claire Richmond the Project Manager shared some thoughts as she prepares to leave HHDSM. The PCHTF dollars has help to sustain a healthy environment through HHDSM.

She listed accomplishments:

1. Building a partner system
2. Held monthly meetings with the partners
3. An online referral tool has been set up and is active. This is a huge accomplishment for sustainability.

Referrals are through medical providers. Three hospitals participate; Unity Point, Mercy and Broadlawns as well as Mid-Iowa Health.

The Board wished Claire well in her new endeavor.

Report of the Advancement Committee

Sean Pelletier reported on behalf of the Committee. He went through the timeline for the 2017 Campaign:

February 13	Drop letter and deliver corporate packets to assigned board members
February 22	Begin follow-up calls to make appointments
April 24	Conclude appointments
May 1	Campaign Closes

The Goal this year is \$360,000.

Christine Hensley thanked Rick Messerschmidt for making sure the CHI project in West Des Moines passed.

The next bus tour is during Affordable Housing Week and will take place April 7.

With no other business Christine Hensley moved to adjourn the meeting; seconded by Kathy Gray.

The next meeting of the Polk County Housing Trust Fund Board of Directors will be Friday, March 31 at 10:00 a.m. at the new location – Insurance Exchange Building, 505 5<sup>th</sup> Street.

Respectfully submitted,  
Carol Duncan  
Administrative Coordinator