POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTOR’S ANNUAL MEETING

Friday, February 1, 2019
4th Floor, IEB Building Conference Room #448
10:00 a.m.

MINUTES

Board Members Present:
Angela Connolly, Elizabeth Presutti, Jeff Damman, Connie Boesen,
Teree Caldwell-Johnson, Frank Cownie, Peter Diliberti, Jane Fogg,
Rachel Geilenfeld, Tina Mowry Hadden, Joelyn Jensen-Marren,
Chelsea Lepley, Mandi McReynolds, Steve Niebuhr

Board Members Absent:
Bev Evans, Troy Thompson, Steve Van Oort

Guests:
Cynthia Latcham, Director of Programs and Services, Anawim Housing;
Randy an Anawim Housing resident; Cindy McGrane, Senior Program
Manager, Anawim Housing; Diana Deibler, Deibler & Co.; Angie Arthur,
Executive Director, Polk County Continuum of Care

Staff:
Eric Burmeister, Lori Kauzlarich, Tracy Levine, Lauren Johnson, Carol Duncan

Strategic Session

The Strategic Session focused on the 2019 Campaign, Stable, Steady Strong. To help the Board understand the importance of the Campaign, Randy a client with Anawim Housing’s Shelter Plus Care program shared his story and explained how the supportive services he received helped him become stable, steady and strong.

Cynthia Latcham, Director of Program and Services for Anawim Housing explained Anawim Programs to the Board and how these programs help clients such as Randy.

This portion segued into the second part of the Strategic Session a Board Training exercise. The goal of this exercise was to engage the board in a discussion about how to maximize the success of corporate visits for the campaign. The discussion was good and the interaction productive.

Board members were again asked to make an annual pledge emphasizing a goal of 100% of board members giving.

Business Meeting
Angela Connolly, Chair, called the Business Meeting to order at 10:52 a.m. A motion was called to approve the agenda and the January 2019 meeting minutes.

Frank Cownie moved to approve the agenda and the minutes as written; seconded by Teree Caldwell-Johnson. Motion Carried Unanimously.

**Recommendation for approval of November 2018 financials**

Jeff Damman reported on behalf of the Finance Committee, stating PCHTF is on budget. He also reported that the RFP’s for Audit Services will be sent out soon. The Board will take action at the April 5 Board meeting

Connie Boesen moved to approve the November 2018 Financials; seconded by Elizabeth Presutti. Motion Carried Unanimously.

**Statement of Support for Local Option Sales Tax**

The Policy Committee recommends the Board approve the statement of support:

> The Polk County Housing Trust Fund supports the local option sales tax in the City of Des Moines with the expectation that additional revenues collected will expand efforts to improve the quality and affordability of rental housing, and will support reinvestment in neighborhood stability. The PCHTF board anticipates this action will serve as a catalyst and down payment on future actions by the City of Des Moines to ensure that all residents have a safe, stable, and affordable place to call home. We encourage all communities in Polk County to follow this example.

Jane Fogg moved to approve the Policy Committee recommendations and approve the statement of support; seconded by Elizabeth Presutti. Frank Cownie, Connie Boesen and Angela Connolly abstained. Motion Carried.

**Recommendation of 2019 State Policy Agenda**

The Policy Committee recommends approval of the 2019 State Policy Agenda:

- **Increase Investment in Housing.**
  - PCHTF supports the expansion of tax credit programs that support the construction or rehabilitation of affordable housing, including the Workforce Housing Tax Credit program and the proposed Low Income Housing Development Tax Credit.
  - PCHTF supports increasing the State Housing Trust Fund standing appropriation from the Rebuild Iowa Infrastructure Fund (RIIF) by $2 million, totaling $5 million.
• PCHTF supports the establishment of a State Low Income Housing Tax Credit program in which taxpayer support provides equity to developers of affordable housing. Participating taxpayers receive credit against their state income tax liability equal to their contribution.

After further discussion it is recommended that the order of the bullet points be changed to read:

• PCHTF supports the establishment of a State Low Income Housing Tax Credit program in which taxpayer support provides equity to developers of affordable housing. Participating taxpayers receive credit against their state income tax liability equal to their contribution.
• PCHTF supports the expansion of tax credit programs that support the construction or rehabilitation of affordable housing, including the Workforce Housing Tax Credit program and the proposed Low Income Housing Development Tax Credit.
• PCHTF supports increasing the State Housing Trust Fund standing appropriation from the Rebuild Iowa Infrastructure Fund (RIIF) by $2 million, totaling $5 million.

Elizabeth Presutti moved to approve the 2019 State Policy Agenda with suggested change; seconded by Jeff Damman. Motion Carried Unanimously.

Recommendation of Single Family Allocations

The Development Committee reviewed three applications for Single-Family Homeownership contracts and has recommended that the allocations to Greater Des Moines Habitat for Humanity, Neighborhood Finance Corp., and Destiny Homes/Genesis Homes be approved.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>GDM Habitat for Humanity</td>
<td>$240,000</td>
</tr>
<tr>
<td>Neighborhood Finance Corp.</td>
<td>$63,000</td>
</tr>
<tr>
<td>Genesis Homes of Iowa</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>Total recommendation</strong></td>
<td><strong>$353,000</strong></td>
</tr>
</tbody>
</table>

Jeff Damman moved to approve the Development Committee recommendations allocating a total of $353,000 to the three applicants; seconded by Teree Caldwell-Johnson. Motion Carried Unanimously.

Election of Board Members

The Governance Committee nominates the following individuals to serve on the Board of Directors for a second three-year term:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Connie Boesen</td>
<td>At-Large</td>
</tr>
<tr>
<td>Jane Fogg</td>
<td>Pool</td>
</tr>
<tr>
<td>Rachel Geilenfeld</td>
<td>BOS District 1 (appointed position)</td>
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<tr>
<td>Chelsea Lepley</td>
<td>BOS District 4 (appointed position)</td>
</tr>
</tbody>
</table>
Teree Caldwell-Johnson moved to approve the nominations for a second three-year term; seconded by Elizabeth Presutti. Motion Carried Unanimously.

The Governance Committee nominates the following individuals to serve on the Board of Directors for an initial three-year term:

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darcy Valline</td>
<td>Hubbell Realty</td>
<td>Pool</td>
</tr>
<tr>
<td>Suzanne Mineck</td>
<td>Mid-Iowa Health Foundation</td>
<td>Pool</td>
</tr>
<tr>
<td>Luis Montoya</td>
<td>DART</td>
<td>BOS District 5 (appointed position)</td>
</tr>
<tr>
<td>Cole McClelland</td>
<td>Bankers Trust</td>
<td>Pool</td>
</tr>
</tbody>
</table>

Connie Boesen moved to approve the slate of new board members; seconded by Mandi McReynolds. Motion Carried Unanimously.

Appointment of Committees

The Governance Committee recommends the following individuals be appointed to Standing Committees of the Polk County Housing Trust Fund for a one-year term.

**Finance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
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</thead>
<tbody>
<tr>
<td>Jeff Damman, Chair</td>
<td>Meta Bank *</td>
</tr>
<tr>
<td>Rob Sherwood</td>
<td></td>
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<tr>
<td>Marijetka Orr</td>
<td></td>
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<tr>
<td>Dave Midtlyng</td>
<td>LWBJ</td>
</tr>
<tr>
<td>Joelyn Jensen-Marren</td>
<td>FHLB*</td>
</tr>
<tr>
<td>Bev Evans</td>
<td>Davis Brown Law Firm</td>
</tr>
</tbody>
</table>

**Governance**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Connolly, Chair</td>
<td>Polk County Board of Supervisors*</td>
</tr>
<tr>
<td>Debbie Fisher</td>
<td>Newbury Living</td>
</tr>
<tr>
<td>Steve Van Oort</td>
<td>Polk County Board of Supervisors *</td>
</tr>
<tr>
<td>Dylan Mullenix</td>
<td>MPO</td>
</tr>
<tr>
<td>Teree Caldwell-Johnson</td>
<td>Oakridge Neighborhood*</td>
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</tbody>
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**Advancement**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
</tr>
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<tbody>
<tr>
<td>Connie Boesen</td>
<td>*</td>
</tr>
<tr>
<td>Angela Connolly</td>
<td>Polk County Board of Supervisors*</td>
</tr>
<tr>
<td>Diana Deibler</td>
<td>Deibler and Company</td>
</tr>
<tr>
<td>Mandi McReynolds</td>
<td>Principal*</td>
</tr>
<tr>
<td>Tina Mowry Hadden</td>
<td>Mowry Strategies*</td>
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<tr>
<td><strong>Program &amp; Supportive Services</strong></td>
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<tr>
<td>Jane Fogg, Chair</td>
<td>JBF Consulting*</td>
</tr>
<tr>
<td>Chris Johansen</td>
<td>City of Des Moines</td>
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<tr>
<td>Craig Schneider</td>
<td>US Bank</td>
</tr>
<tr>
<td>Kris Schechinger-Camper</td>
<td>Nationwide Foundation</td>
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<tr>
<td>Andrea Dickinson Dose</td>
<td>Iowa Credit Union League</td>
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<tr>
<td>Brian Hillebrand</td>
<td>American Trust &amp; Savings</td>
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<thead>
<tr>
<th><strong>Development</strong></th>
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</thead>
<tbody>
<tr>
<td>Christine Gordon</td>
<td>City of WDSM (Metro Home Imprvt)</td>
</tr>
<tr>
<td>Jennifer Cooper</td>
<td>Bankers Trust</td>
</tr>
<tr>
<td>Mary Neiderbach</td>
<td></td>
</tr>
<tr>
<td>Laura Abbott</td>
<td>Iowa Finance Authority</td>
</tr>
<tr>
<td>Gary Buelt</td>
<td>Bankers Trust</td>
</tr>
<tr>
<td>Tim Portzen</td>
<td>Hubbell Companies</td>
</tr>
<tr>
<td>Scott Fitzpatrick</td>
<td>MHEG</td>
</tr>
<tr>
<td>Jeff Damman</td>
<td>MetaBank*</td>
</tr>
<tr>
<td>Jodie Stephens</td>
<td>FHLB</td>
</tr>
<tr>
<td>Lisa Crabbs</td>
<td>City of Des Moines</td>
</tr>
<tr>
<td>Rachel Wegman</td>
<td>Blackbird Investments</td>
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<thead>
<tr>
<th><strong>Marketing</strong></th>
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</thead>
<tbody>
<tr>
<td>Diana Deibler, Chair</td>
<td>Deibler &amp; Company</td>
</tr>
<tr>
<td>Ashley Jared</td>
<td>Iowa Finance Authority</td>
</tr>
<tr>
<td>Erin Hockman</td>
<td>DART</td>
</tr>
<tr>
<td>Matthew Sorensen</td>
<td>Prairie Professionals</td>
</tr>
<tr>
<td>Steve Van Oort</td>
<td>Polk County Board of Supervisors*</td>
</tr>
<tr>
<td>Andy Bernholtz</td>
<td>General Dynamics IT</td>
</tr>
<tr>
<td>Sara Bonney</td>
<td>Community Foundation</td>
</tr>
<tr>
<td>Marissa Conrad</td>
<td>Primary Health Care</td>
</tr>
<tr>
<td>Jenna Ekstrom</td>
<td>GDM Habitat for Humanity</td>
</tr>
<tr>
<td>Rachel Wegman</td>
<td>Blackbird Investments</td>
</tr>
<tr>
<td>Abe Goldstien</td>
<td>Trilix</td>
</tr>
<tr>
<td>Joey Taylor-Moon</td>
<td>Hubbell</td>
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<thead>
<tr>
<th><strong>Housing Policy</strong></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Chelsea Lepley</td>
<td>Accenture*</td>
</tr>
<tr>
<td>Jane Fogg</td>
<td>JBF Consulting*</td>
</tr>
<tr>
<td>Luke Mohlenhoff</td>
<td>West Bank</td>
</tr>
<tr>
<td>Bev Evans</td>
<td>Davis Brown Law Firm</td>
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<tr>
<td>Elizabeth Presutti</td>
<td>DART</td>
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<tr>
<td>Todd Ashby</td>
<td>MPO</td>
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<td>Mike Tramontina</td>
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<tr>
<td>Bill Messerschmidt</td>
<td>First National Bank</td>
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<tr>
<td>Lance Henning</td>
<td>GDM Habitat for Humanity</td>
</tr>
<tr>
<td>Rachel Geilenfeld</td>
<td>Sukup Manufacturing Co*</td>
</tr>
<tr>
<td>Amber Lynch</td>
<td>City of Des Moines</td>
</tr>
<tr>
<td>Pam Carmichael</td>
<td>HOME, Inc.</td>
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</tbody>
</table>
Conflict of Interest Policy

There is no change in the Conflict of Interest Policy since it was adopted in 2014. Each board member was asked to sign the Conflict of Interest Certification and return for filing.

Election of Officers

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

As such the Nominating Committee recommends the following as Officers of the Polk County Housing Trust Fund for a one-year term and the appointment of the Executive Committee.

**Executive Committee**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Angela Connolly</td>
<td>Chair</td>
</tr>
<tr>
<td>Jane Fogg</td>
<td>Vice Chair</td>
</tr>
<tr>
<td>Peter Diliberti</td>
<td>Secretary</td>
</tr>
<tr>
<td>Jeff Damman</td>
<td>Treasurer</td>
</tr>
<tr>
<td>Steve Patterson</td>
<td>Past Chair</td>
</tr>
</tbody>
</table>

Connie Boesen moved to approve the Nominating Committee recommendations; seconded by Mandi McReynolds. Motion Carried Unanimously.

Other Business

Angela Connolly thanked Steve Niebuhr and Elizabeth Presutti for their commitment to affordable housing and time served on the Board of Director’s of the Polk County Housing Trust Fund and presented each a farewell gift. Bev Evans and Troy Thompson were unable to attend the meeting, but were thanked for their service and commitment as well. They also have a farewell gift.

With no further business, the meeting adjourned at 11:36 a.m.

The next meeting of the Polk County Housing Trust Fund is Friday, April 5, 2019 at 10:00 a.m. The meeting will be held in the IEB 4th floor Conference Room, #448.

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