

POLK COUNTY HOUSING TRUST FUND  
BOARD OF DIRECTORS ANNUAL MEETING  
Friday, February 5, 2016  
10:00 a.m.

## **MINUTES**

Board Members Present:

Angela Connolly, Bev Evans, Debbie Fisher, Lance Henning, Chris Hensley, Sean Pelletier, Elizabeth Presutti, Troy Thompson, Steve Van Oort

Board Members Absent:

Creighton Cox, Kathy Gray, Joe Gonzalez, Steve Patterson,

Guests:

Jeri Mace, Smart Management Consulting; Diana Deibler, Deibler & Company

Staff:

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

### Strategic Session

The 2016 Campaign Rollout was the topic of the Strategic Session. Jeri Mace, CEO of Smart Management Consulting presented her ideas for a successful 2016 Combined Campaign for Housing. She said that last year was a successful year there were 23 person to person contacts made resulting in a 78% success rate. Also, raising \$51,000 in new money. The 2016 fundraising goal is \$325,000.

Jeri handed out to the Board some very useful information to think about when preparing to make calls.

The time line for this year's campaign:

Week of February 15 - Letters will go out

February 22 - Calls will begin

### Business Meeting

The business meeting was called to order at 10:42 a.m. by Debbie Fisher, Chair. She then called for a motion to Approve the Agenda. Christine Hensley moved to approve the agenda; seconded by Bev Evans. Motion Carried Unanimously.

## 1.2 Approve January 2016 meeting minutes

Angela Connolly moved to approve the January 2016 minutes; seconded by Steve Van Oort. Debbie Fisher then mentioned a change in minutes regarding the November 2015 Financials (page 3 paragraph 2). The minutes read:

### Report of the Finance Committee

#### Recommend approval of November 2015 Financials

Troy Thompson reported on behalf of the Finance Committee. The Finance Committee did not meet in person in November, but did an e-mail vote. The only noteworthy item was a grant returned project this was an existing grant that was sold and the new buyer was not able to guarantee they would keep it as a qualified property therefore \$52,000 is showing as revenue year to date this money will go back into the development fund. He also mentioned that the first draw was received from Polk County. Eric said we are on budget. Christine Hensley moved to approve the November Financials; seconded by Troy Thompson. Motion Carried Unanimously.

Debbie asked the minutes be changed to read:

Troy Thompson reported on behalf of the Finance Committee. The Finance Committee did not meet in person in **December**, but did an e-mail vote. The only noteworthy item was a grant returned project this was an existing **project** that was sold and the new buyer was not able to guarantee they would keep it as a qualified property therefore \$52,000 is showing as revenue year to date. **This** money will go back into the development fund. He also mentioned that the first draw was received from Polk County. Eric said we are on budget. Christine Hensley moved to approve the November Financials; seconded by Troy Thompson. Motion Carried Unanimously.

Another motion was made by Angela Connolly to approve the minutes with the above changes; seconded by Steve Van Oort. Motion Carried Unanimously the Minutes were approved as Amended.

## 2.1 Report of the Finance Committee

### Recommendation for approval of December 2015 financials

Eric reported that because of an error in the December financials the approval of the December financials will be deferred until the April meeting.

## 3.1 Report of the Development Committee

### Recommendation of Deobligation Hatch Loan and Amendment to Housing Allocation Plan

The Hatch Development was allocated a \$150,000 Capital Improvement Loan for Roof Repairs, the project was completed but the PCHTF loan was not needed. Hatch Development has reimbursed all legal fees associated with this loan.

The Development Committee recommends that the Hatch loan of \$150,000 be deobligated and the money be redistributed to OOR and Single Family Homeownership programs.

Therefore, it is the recommendation of the Development Committee to reallocate \$80,000 of the \$150,000 into OOR and \$70,000 of the \$150,000 to Single Family Homeownership.

Bev Evans moved to accept the Development Committee recommendation for the deobligation of the Hatch Loan for \$150,000 and to reallocate \$80,000 to OOR and \$70,000 to Single Family Homeownership; seconded by Chris Hensley. Lance Henning abstained. Motion Carried.

### 3.2 Recommendation of Single Family Allocations (Habitat)

There is a total of \$450,000 in the Single Family Homeownership program to award. The Development Committee recommends that \$240,000 of the \$450,000 be awarded to Greater Des Moines Habitat for Humanity.

<i><b>Applicant</b></i>	<i><b>Program Type</b></i>	<i><b>Number of Units Income Level Amount of Request</b></i>	<i><b>Project Cost/Lev erage</b></i>	<i><b>Comments and Recommendation</b></i>
Greater Des Moines Habitat for Humanity	3- 4 or more bedrooms, 12- 3 bedrooms, 1-2 bedrooms.  12- New construction 4- Rehabbed homes	16 4 @ 31-40% MFI 8 @ 41-50 % MFI 4 @ 51-60% MFI  <b>\$240,000</b>	\$2,030,000/ 1:8.5  \$15,000 per unit	<b>Recommendation: Fund: Total award: \$240,000</b>

Chris Hensley moved to approve the Development Committee recommendation that \$240,000 be awarded to Greater Des Moines Habitat for Humanity; seconded by Angela Connolly. Lance Henning abstained. Motion Carried.

### 3.3 Recommendation of Single Family Allocations

Additionally it is the recommendation of the Development Committee to award HOME, Inc. the remaining \$210,000.

<i><b>Applicant</b></i>	<i><b>Program Type</b></i>	<i><b>Number of Units Income Level Amount of Request</b></i>	<i><b>Project Cost/Lev erage</b></i>	<i><b>Comments and Recommendation</b></i>
HOME, Inc.	6- New construction 3 bedrooms homes	6 1 @ 41-50% MFI 3 @ 51-60 % MFI 2 @ 61-70% MFI  <b>\$210,000</b>	\$1,260,000/ 0/1:6  \$35,000 per unit	<b>Recommendation: Fund: Total award: \$210,000</b>

Bev Evans moved to approve the Development Committee recommendation of awarding HOME, Inc. \$210,000; seconded by Lance Henning. Motion Carried Unanimously.

### 3.4 Recommendation of Owner Occupied Repair Allocations (Habitat)

Currently there is a total of \$380,000 in OOR Funds to be allocated. The Development Committee recommends \$75,000 in OOR funding for Greater Des Moines Habitat for Humanity *Rock the Block™*.

<b>APPLICANT PROGRAM</b>	<b># OF UNITS/MFI LEVEL</b>	<b>FUNDING REQUEST/TOTAL PROGRAM</b>	<b>Total Cost Per Unit</b>	<b>PCHTF Cost Per Unit</b>	<b>AWARD RECOMMENDED</b>
GDM Habitat- <i>Rock the Block™</i>	<b>40-</b> 10 @ <30%, 25 @ 31-50% 5 @ 51-80%	\$75,000/\$241,000	\$6,025	\$1,875	<b>\$75,000</b>

Chris Hensley moved to approve the Development Committee recommendation of \$75,000 in funding to GDM Habitat for Humanity *Rock the Block™*; seconded by Angela Connolly. Lance Henning abstained. Motion Carried.

### 3.5 Recommendation of Owner Occupied Repair Allocations

The Development Committee recommends approval of the following OOR allocations for the remaining \$305,000:

Applicant	Award Recommended
City of Des Moines	\$100,000
Rebuilding Together Greater Des Moines	\$70,000
City of West Des Moines – MHIP	\$135,000
<b>TOTAL</b>	<b>\$305,000</b>

## Report of the Governance Committee

### 4.1 Election of Board Members

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

#### Second Three Year Term

Bev Evans  
Sean Pelletier  
Elizabeth Presutti  
Troy Thompson

#### First Three Year Term

Connie Boesen  
Jane Fogg  
Rocio Hermosillo  
Rick Messerschmidt

Debbie Fisher moved to approve the recommendation; seconded by Chris Hensley. Motion Carried Unanimously

Additionally there are two vacant pool seats and one Board of Supervisor designee. A robust board orientation meeting will be set up for the new board members. The first meeting for everyone is April 1, 2016. There are a total of 21 seats; 18 are filled.

## 4.2 Appointment of Committees

The Governance Committee has recommended the following individuals be appointed to Standing Committees of the PCHTF for a one year term:

### Finance

Bev Evans, Chair	Davis Brown*
Rob Sherwood	Home Services Mortgage
Troy Thompson	Bankers Trust*
Marijetka Orr	Kemin Industries
Dave Midtlyng	LWBJ

### Governance

Steve Patterson, Chair	MetaBank*
Larry Goodell	Wells Fargo
Debbie Fisher	Newbury Living *
Steve Van Oort	Polk County Board of Supervisors *

### Advancement

Sean Pelletier, Chair	EMC/EMC Insurance Foundation*
Angela Connolly	Polk County Board of Supervisors*
Chris Hensley	City of Des Moines*
Lance Henning	Greater DM Habitat for Humanity*
Diana Deibler	Deibler and Company

### Operating & 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,	Nationwide Foundation
Andrea Dickinson Dose	Iowa Credit Union League
Brian Hillebrand	American Trust & Savings
Ryan Crane	Community Foundation
Izaah Knox	Wellmark/Urban Dreams*

### Development

Jennifer Cooper	Banker's Trust
Mary Neiderbach	City of Des Moines
Laura Abbott	Iowa Finance Authority
Christine Gordon, Chair	City of WDSM (Metro Home Imprvt)
Gary Buelt	Banker's Trust
Steve Niebuhr	Hubbell Companies
Scott Fitzpatrick	MHEG
Joe Gonzalez	DMPD – retired *
Chase Wagner	Holmes Murphy and Associates

### Marketing

Diana Deibler, Chair	Deibler & Company
Linda Westergaard	Prudential First Realty
Gunnar Olson	MPO
John Myers	
Ashley Jared	Iowa Finance Authority
Amber Lynch	City of Des Moines
Erin Hockman	Kemin Industries
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

### Housing Policy

, Chair	
Luke Mohlenhoff	West Bank
Bev Evans	Davis Brown Law Firm*
Elizabeth Presutti	DART*
Kevin Barber	Shiffler Associates
Kent Sovern	AARP
Joseph Jones	Greater Des Moines Partnership
Todd Ashby	MPO
Mike Tramontina	

\*PCHTF Board of Directors

Sean Pelletier moved to approve the Standing Committees; seconded by Bev Evans. Motion Carried Unanimously.

#### 4.3 Recommend Approval of Board Job Description

The Governance Committee recommends the adoption of the Job Description for the position of Board Member for the Polk County Housing Trust Fund.

#### **Job Description**

**Organization: Polk County Housing Trust Fund**

**Position Title: Board Member**

#### **EXPECTATIONS OF THE BOARD AS A GOVERNING BODY**

The mission of the Polk County Housing Trust Fund is to "Provide strategic leadership, expertise and resources to strengthen communities by expanding housing choices within the communities where they choose to live, play, work and learn."

As the highest leadership body of the organization and to satisfy its fiduciary duties the Board of Directors is responsible for:

- determining the mission and purposes of the organization
- selecting and evaluating the performance of the Chair and Executive Director
- strategic and organizational planning
- ensuring strong fiduciary oversight and financial management
- fundraising and resource development
- approving and monitoring the Polk County Housing Trust Fund's programs and services
- enhancing the Polk County Housing Trust Fund's public image
- assessing its own performance as the governing body of the Polk County Housing Trust Fund

#### **EXPECTATIONS OF INDIVIDUAL BOARD MEMBERS**

Each individual Board member is expected to:

- **Planning, Mission, Goals, Objective and Policies**
  - ✓ Express a commitment to the Mission and Vision of the PCHTF.
  - ✓ Approve and regularly evaluate the strategic direction so that it is consistent with the mission, goals, objectives, and policies of the PCHTF.
- **Public & Community Relations**
  - ✓ Serve as an advocate by telling the PCHTF story, cultivating new prospects and donors and contributing names/businesses for fundraising calls.
  - ✓ Leverage connections, networks and resources to develop collective action to fully achieve PCHTF's mission.

- **Fundraising**
  - ✓ Participate in fundraising activities by actively working with staff to implement approved fundraising plan.
- **Finance**
  - ✓ Provide proper financial oversight by monitoring financial performance, approving PCHTF budgets, insuring that the strategic plan and budget are directly linked.
- **Service**
  - ✓ Regularly attend Board meetings as required by the By-Laws and actively serve on one or more committees of Board. (Members missing more than half the Board meetings in any Fiscal Year shall be deemed to have submitted their resignation.)
  - ✓ Attend and participate in PCHTF events, forums, and workshops open to the public.
- **Financial Commitment**
  - ✓ Make an annual personal financial contribution at a level reflecting personal means and commitment to the PCHTF mission.
- **Evaluation**
  - ✓ Monitor the activities of the PCHTF including committee work and the PCHTF operations.
- **Staffing/Personnel**
  - ✓ Approve personnel policy, evaluate Executive Director and approve compensation. Cultivate potential new members for both Board and committee positions.

**Further**, Board members are expected to:

- follow the organization's bylaws, policies, and Board resolutions
- sign an annual conflict-of-interest disclosure and update it during the year if necessary, as well as disclose potential conflicts before meetings and actual conflicts during meetings
- maintain confidentiality about all internal matters of the Polk County Housing Trust Fund

*Adopted 2/5/2016*

Chris Hensley moved to approve the recommendation of the Governance Committee and adopt the Job Description; seconded by Elizabeth Presutti. Motion Carried Unanimously.

#### 4.4 Conflict of Interest Policy

The Governance Committee annually reviews the organization's Conflict of Interest Policy and asks the Board and Staff to sign the Certification at the Annual Meeting. The Policy is unchanged from last year; this is a reaffirmation of that policy. Accordingly, the Governance Committee recommends the continued adoption of the current Conflict of Interest Policy.



Angela Connolly moved to reaffirm the Conflict of Interest Policy; seconded by Sean Pelletier. Motion Carried Unanimously.

Report of the Nominating Committee

5.1 Election of Officers

The Board Chair 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 the Executive Committee.

The nominees are:

Steve Patterson	Chair
Sean Pelletier	Vice Chair
Troy Thompson	Secretary
Bev Evans	Treasurer
Debbie Fisher	Past Chair
Angela Connolly	At-Large

Chris Hensley moved to approve the Nominating Committee’s recommendation of the new Officers and Executive Committee of the Polk County Housing Trust Fund; seconded by Elizabeth Presutti. Motion Carried Unanimously.

The gavel was then turned over to Sean Pelletier in Steve Patterson’s absence for the remainder of the Business Meeting. Sean thanked Debbie for her service as Chair for the past two years.

6. Approval of appointment as fiscal agent for Continuum of Care Board Planning Grant

Until the Polk County Continuum of Care Board receives its 501c3 designation, to access HUD Continuum of Care Grant Planning funds the organization must have a fiscal agent. For the third year in a row the PCHTF has agreed to serve in that role. The PCHTF is the agency that receives the funding under a contract with the City of Des Moines. As funds are needed from the grant, the CoCB instructs the PCHTF to pay the approved invoices and prepare the necessary paperwork to submit to the City for reimbursement. The PCHTF maintains a separate record of this account activity under the PCHC section of its financial statements.

Staff recommends that the PCHTF serve as fiscal agent for the Polk County Continuum of Care Board.

Angela Connolly stated she is not in favor of the PCHTF acting as Fiscal Agent, because Polk County Health Services takes care of the rest of CoCB matters so why not this one. After discussion Chris Hensley made the motion that Polk County Health Services be the fiscal agent for the CoCB; seconded by Debbie Fisher. Motion Carried Unanimously.

Other Business

Elizabeth Presutti mentioned that DART is working on their 2035 Plan and asked if anyone wants surveys or links to please let her know.

With no other business the meeting adjourned at 11:20 a.m.

The next meeting of the Polk County Housing Trust Fund is 10:00 a.m., Friday, April 1, 2016 at Polk County Housing Trust Fund office.

Respectfully submitted  
Carol Duncan  
Administrative Coordinator