

**POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTORS
ANNUAL MEETING**

Friday, February 5, 2021
Via ZOOM
10:00 a.m.

Board Members Present:

Jeff Damman, Jane Fogg, Mandi McReynolds, Chelsea Lepley,
Cole McClelland, Connie Boesen, Creighton Cox, Joelyn Jensen Marren,
Kris Schechinger-Camper, Luis Montoya, Mayor Frank Cownie,
Steve Van Oort, Suzanne Mineck, Teree Caldwell-Johnson,
Tina Mowry Hadden

Board Members Absent:

Angela Connolly, Peter Diliberti, Renee Hardman, Darcy Valline

Guests:

Diana Deibler, Deibler & Company; Angie Arthur, Polk County Continuum of
Care

Staff:

Eric Burmeister, Lori Kauzlarich, Mollie Giller, Lauren Johnson, Kendyl Larson,
Carol Duncan

Business Meeting

Call to Order

Following roll call, Jeff Damman, Chair, called the meeting to order.

Approve Agenda and January 2021 Meeting Minutes

Frank Cownie moved to approve the Agenda and the January 2021 Meeting
Minutes as written; seconded by Creighton Cox. Motion Carried
Unanimously.

Report on Justice Center Project

Eric Burmeister reported to the Board. As of close of business Wednesday,
Feb. 3 we have paid \$1,686,000 in rent assistance; reflecting 909
households; 2,174 adults and 928 kids that were kept from becoming
homeless.

The Justice Center Project began September 1. With Polk County funding
\$800,000, and \$250,000 supplemented by PCHTF.

Through an amazing fundraising effort, \$500,000 was received around the
holidays from Nationwide, F&G, United Way and Principal.

There is a full page ad in Business Record. Donors were sent a recap and a thank you for donations via email this week. The Business Record ad was attached to the email.

We knew from the beginning that this program was not sustainable. The City and County together have \$15M of rental assistance dollars that can be used for back rent and three months of future rent, limited to 12 months rent.

The Justice Center Project will no longer be available to a landlord that files after close of business today. Beginning Feb. 22 Impact will be ready to write checks. The announcement will go out after lunch today.

**Report of the Finance Committee
Recommendation for approval of November 2020 financials**

Cole McClelland reported on behalf of the Finance Committee stating that revenues have been exceeded and we are underspent. The underspent will be carried over to next year and that bricks and mortar funding is substantially less than past years.

Cole McClelland moved to approve the Finance Committee recommendation; seconded by Tina Mowry Hadden. Motion Carried Unanimously.

**Report of the Executive /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 second three-year term:

Mayor Frank Cownie	City of Des Moines*
Renee Hardman	Western Polk
Joelyn Jensen-Marren	Federal Home Loan Bank
Peter Diliberti	Wells Fargo
Tina Mowry Hadden	BOS 2*

*Appointed Position

The above mentioned Board Members all agreed to a second three-year term.

Suzanne Mineck moved to approve the Governance Committee nominations; seconded by Teree Caldwell-Johnson. 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

Dave Midtlyng	LWBJ
Bev Evans	Davis Brown
Joelyn Jensen Marren	Federal Home Loan Bank*
Cole McClelland, Chair	Bankers Trust*
Peter Diliberti	Wells Fargo*
Jeff Damman	Central Bank*
Eric Burmeister	Staff
Lori Kauzlarich	Staff

Governance

Angela Connolly	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 *
Jeff Damman, Chair	Central Bank*
Suzanne Mineck	Mid-Iowa Health Foundation*
Eric Burmeister	Staff

Advancement

Mandi McReynolds, Chair	Principal*
Connie Boesen	Des Moines City Council*
Angela Connolly	Polk County Board of Supervisors*
Diana Deibler	Deibler and Company
Tina Mowry Hadden	Mowry Strategies*
Eric Burmeister	Staff
Mollie Giller	Staff

Program & Supportive Services

Jane Fogg, Chair	JBF Consulting*
Chris Johansen	City of Des Moines
Kris Schechinger-Camper	Nationwide Foundation*
Andrea Dose	Iowa Credit Union League
Kevin Ridout	First American Trust & Savings Bank
Annie Brandt	Bank of America
Rachel Woodhouse	Principal
Drazen Valentic	Bank of the West
Marc Reed	Grinnell College
Eric Burmeister	Staff
Mollie Giller	Staff

Development

Christine Gordon, Chair	City of WDSM (Metro Home Imprvt)
Jennifer Cooper	Banker's Trust
Laura Abbott	Iowa Finance Authority
Gary Buelt	Banker's Trust
Tim Portzen	Hubbell Companies
Scott Fitzpatrick	MHEG
Jodie Stephens	Federal Home Loan Bank of DM
Lisa Crabbs	City of Des Moines
Jerry Haberman	Krause Group
Jim Provenzale	Faegre Baker Daniels
Cara Jennings	Newbury Living
Angie Pfannkuch	
Luis Montoya	DART*
Jeff Damman	Central Bank*
Eric Burmeister	Staff
Lori Kauzlarich	Staff

Marketing

Diana Deibler, Chair	Deibler & Company
Ashley Jared	Iowa Finance Authority
Erin Hockman	DART
Matthew Sorensen	Prairie Professionals
Steve Van Oort	Polk County Board of Supervisors*
Andy Bernholtz	Convergint Technologies
Sara Bonney	Community Foundation
Jenna Ekstrom	Greater DSM Habitat for Humanity
Joey Taylor-Moon	Hubbell Realty Company
Abe Goldstien	Retired - Trilix
Jonathan Dixon	
Kyle Oppenhuizen	Des Moines Partnership
Melisa Cox	Des Moines Home Builders Assn.
Scott Valbert	Bankers Trust
Eric Burmeister	Staff
Lauren Johnson	Staff

Housing Policy

Chelsea Lepley, Chair	Accenture*
Jane Fogg	JBF Consulting*
Luke Mohlenhoff	West Bank
Bev Evans	Davis Brown Law Firm
Elizabeth Presutti	DART
Todd Ashby	MPO
Mike Tramontina	
Bill Messerschmidt	First National Bank
Lance Henning	GDM Habitat for Humanity
Rachel Geilenfeld	Sukup Manufacturing Co*
Amber Lynch	City of Des Moines
Pam Carmichael	HOME, Inc
Brett Burk	Iowa Safe Schools
Luis Montoya	DART*
Eric Burmeister	Staff
Lauren Johnson	Staff

*PCHTF Board of Directors

Mandi McReynolds moved to approve the Governance Committee recommendations; seconded by Luis Montoya. Motion Carried Unanimously.

Conflict of Interest Policy

The Governance Committee annually reviews the Conflict of Interest Policy and asks Board Members and Staff to sign the Certification at the Annual Meeting in February.

Carol will email the Certification page to Board Members and Staff for signature.

Creighton Cox moved to approve the Governance Committee recommendation; seconded by Teree Caldwell-Johnson. Motion Carried Unanimously.

Election of Officers

Jeff Damman, Chair of the Board appointed the Executive Committee 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:

Executive Committee

Jeff Damman	Chair
Mandi McReynolds	Vice Chair
Cole McClelland	Treasurer
Jane Fogg	Secretary
Angela Connolly	Past Chair

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

Report of the Development Committee

Recommendation of New Rental Development Allocations

Eleven applications representing 11 projects were submitted for a total request of \$1,495,785.00. The dollars available are \$400,000.00

The applications were all carefully considered by the Development Committee and based on that review the Committee chose four non-LIHTC projects to fund. The consensus of the committee was that PCHTF dollars would have the most impact on these non-LIHTC projects.

The \$400,000.00 was equally divided allowing the PCHTF dollars to support 13 new rental units for tenants with incomes at or below 30% AMI.

It is the recommendation of the Development Committee to fund the four projects as indicated below.

Project	Developer	Ask	Recommendation
East Village Part Apts	EPC Inc.	\$400,0000	\$123,000
Tree House Partners	Rypma	\$300,000	\$153,750
Flats at Highland Park	Bratvold	\$150,000	\$61,750
Union 315	Weiderstien	\$150,000	\$61,500
TOTAL			\$400,000

Luis Montoya moved approve the Development Committee recommendation; seconded by Jane Fogg. Motion Carried Unanimously.

Recommendation of Hawthorn Hill Loan forgiveness

In 2012 The Home Connection was awarded a \$25,000 combination loan and grant for Capital Improvement on their property at 1525 E 12th Street; since that time the entire \$12,500 has been paid in its entirety with two years remaining on the forgivable portion of the loan. The sale of this property has been approved by Hawthorn Hill’s Board of Directors and they are asking PCHTF to release the lien (\$2,500) without penalty.

The Development Committee is recommending immediate release of the lien on the property without penalty.

Teree Caldwell-Johnson moved to approve immediate release of the lien; seconded by Connie Boesen. Motion Carried Unanimously.

HHDSMOOR – Contract Extension

Through a misunderstanding between PCHTF and EveryStep contract number HHDSM120117OOR was not extended. Therefore EveryStep, believing the contract to be enforce has continued to charge work with Polk County Public Works. There is currently an outstanding bill of \$6,526.28.

Staff recommends reinstating this contract through 6/30/2021 with no further extensions. EveryStep plans to apply for a new contract in the 2021 OOR funding round for projects beginning on 7/1/2021.

Creighton Cox moved to approve the reinstatement of the contract; seconded by Chelsea Lepley. Motion Carried Unanimously.

Report of Program and Supportive Service Committee Recommendation of Legal Aid Funding

The Board approved \$200,000 of organization dollars from the Polk County allocation for Capacity Building grants in FY2021. In August of 2020 the board approved two grant requests \$100,000 to Primary Health Care and Polk County Continuum of Care for housing navigation and \$70,000 to Anawim for self-sufficiency. This left \$30,000 for allocation.

A \$50,000 request was received in December of 2020 to partially fund Iowa Legal Aid's work at the Justice Center when rent assistance funds run out. Currently there is \$44,250 available to be allocated for special COVID-19 funding through PSS as well.

The Program and Supportive Services Committee recommends that the Board approve the Iowa Legal Aid grant with the remaining capacity building funds of \$30,000 and \$20,000 from the PSS COVID-19 funds. Payment will depend on Iowa Legal Aid confirming full funding for the program.

Jane Fogg moved approval; seconded by Creighton Cox. Motion Carried Unanimously.

Report of Covid relief funding

There is some money left for Covid relief funding.

Report of Advancement Committee

Mollie Giller reported on behalf of the Advancement Committee. Following is the Stable Steady Strong 2021 Timeline:

December 2020: Special Justice Center Campaign begins and is completed
Mid-February 2021: Pre-campaign event—zoom call with Eric

Late-February:

- Letters and collateral go out to donors
- BOD members receive their contacts to follow up with
- Donor contact information from previous donations
- Collateral and talking points to BOD

March:

- Board continues follow-up with donor contacts
- Regular emails to board with campaign updates

April:

- At BOD meeting, report out on results of campaign, how each board member has done
- Continue any follow-up needed

May:

- Campaign “closes”
- Continue unofficial follow-up on pledges till June 30th

June:

- Official close of campaign
- All thank yous and donor acknowledgement completed

Mollie stressed the importance of calls and emails and pledge commitments by the April 2 Board meeting.

With no other business, Jane Fogg moved to adjourn; seconded by Mandi McReynolds.

Meeting adjourned at 11:26 a.m.

The next meeting of the Polk County Housing Trust Fund is at 10:00 a.m., Friday, April 2, 2021, via Zoom.

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