

POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTORS ANNUAL MEETING
Friday, February 7, 2014
10:00 a.m.

MINUTES

Board Members Present:

Beverly Evans, Debbie Fisher, Larry Goodell, Lance Henning, Christine Hensley, Christine Pardee, Sean Pelletier, Elizabeth Presutti, Rob Sherwood, Troy Thompson, Steve Van Oort, Linda Westergaard

Board Members Absent:

Angela Connolly, Luke Gray, Creighton Cox

Guests:

Diana Deibler, Deibler & Company

Staff:

Eric Burmeister, Lori Kauzlarich, Josh Hellyer

STRATEGIC SESSION

Diana Deibler, Chair of the PCHTF Marketing Committee, presented the Marketing and Communications Plan for 2014 and handed out an ambitious Integrated Marketing Communications Grid for 2013-2014.

EXECUTIVE SESSION

Larry Goodell, Chair, called the Board into Executive Session. Upon completion of the Executive Session the Business Meeting was called to order.

BUSINESS MEETING

Approve Agenda

Steve Van Oort moved to approve the Agenda; seconded by Rob Sherwood. Motion Carried Unanimously.

Approve January, 2014 meeting minutes

Debbie Fisher moved to approve the January 10, 2014 meeting minutes as written; seconded by Steve Patterson. Motion Carried Unanimously.

Report of the Governance Committee
Election of the Board Members

The Committee nominated the following individuals for election to membership on the Polk County Housing Trust Fund Board of Directors for a three (3) year term commencing, February 7, 2014:

| | | |
|------------------|--|-----------------------------|
| Debbie Fisher | Newbury Living | 2 nd 3 year term |
| Lance Henning | GDM Habitat for Humanity | 2 nd 3 year term |
| Kathy Gray | Wells Fargo Home Mortgage (Pool appointee) | 1 st 3 year term |
| Lt. Joe Gonzalez | Retired DMPD (Pool appointee) | 1 st 3year term |

Christine Hensley moved to approve the nominations; seconded by Christine Pardee. Debbie Fisher and Lance Henning abstained. Motion Carried.

Appointment of Committees

It is the recommendation of the Governance Committee to appoint the following persons to membership on the Polk County Housing Trust Fund Standing Committees for a one year term commencing on February 7, 2014.

Executive

| | |
|-----------------|----------------------|
| 2014 Chair | |
| 2014 Vice Chair | |
| 2014 Secretary | |
| 2014 Treasurer | |
| Larry Goodell | Immediate Past Chair |
| Angela Connolly | At-Large* |

Finance

| | |
|----------------------|--------------------------------|
| Troy Thompson, Chair | Banker's Trust* |
| Kelli Schmidt | KPMG |
| Rob Sherwood | Nationwide Advantage Mortgage* |
| Matt Siwec | Kemin Industries |
| Lori Kauzlarich | Staff |

Governance

| | |
|----------------------|-----------------------|
| Debbie Fisher, Chair | Newbury Living* |
| E. J. Giovannetti | Hopkins and Huebner |
| Vicki Facto | Banker's Trust |
| Luke Gray | Kemin Industries* |
| Larry Goodell | Wells Fargo |
| Bev Evans | Davis Brown Law Firm* |
| Eric Burmeister | Staff |

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 |
| Eric Burmeister | Staff |

Operating & Supportive Services

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|--------------------|-----------------------------|
| Susie Osby | Polk County |
| Chris Johansen | City of Des Moines |
| Deirdre Henriquez | Primary Health Care |
| Craig Schneider | US Bank |
| Efrem Jackson | Bank of the West |
| Kris Schechinger | Nationwide Foundation |
| Andrea Dickinson | Financial Plus Credit Union |
| Stephanie Reynolds | State of Iowa |
| Brian Hillebrand | American Trust & Savings |
| Christine Pardee | Pardee & Associates |
| Lori Kauzlarich | Staff |

Development

| | |
|-------------------|----------------------------------|
| Chair | * |
| Jennifer Cooper | Banker's Trust |
| Mary Neiderbach | City of Des Moines |
| Laura Abbott | Iowa Finance Authority |
| Christine Gordon | City of WDSM (Metro Home Imprvt) |
| Gary Buelt | Banker's Trust |
| Steve Niebuhr | Hubbell Companies |
| Scott Fitzpatrick | MHEG |
| Lori Kauzlarich | Staff |

Marketing

| | |
|----------------------|-----------------------------------|
| Diana Deibler, Chair | Deibler & Company |
| Linda Westergaard | Prudential First Realty* |
| Gunnar Olson | DART |
| John Myers | Paragon |
| 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 |
| Eric Burmeister | Staff |
| Carol Duncan | Staff |

Housing Policy

| | |
|----------------------|---------------------------------------|
| Creighton Cox, Chair | Des Moines Homebuilders' Association* |
| 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 |
| Theresa Greenfield | Colby Interests |
| Todd Ashby | MPO |
| Eric Burmeister | Staff |
| Josh Hellyer | Staff |

*PCHTF Board of Directors

Steve Patterson moved to approve the Governance Committee recommendations; seconded by Rob Sherwood. Motion Carried Unanimously.

Report of the Nominating Committee
Election of Officers

The Board Chair appointed the outgoing Executive Committee to act as the Nominating Committee. And the Nominating Committee recommends the following individuals for election as officers of the Polk County Housing Trust Fund Board of Directors for a one year term commencing on February 7, 2014.

| | |
|-----------------|------------|
| Debbie Fisher | Chair |
| Steve Patterson | Vice-Chair |
| Sean Pelletier | Secretary |
| Troy Thompson | Treasurer |

Larry Goodell moved to approve the slate of officers as nominated; seconded by Linda Westergaard. Christine Pardee requested a roll call vote.

Yes

Debbie Fisher
 Larry Goodell
 Lance Henning
 Christine Hensley
 Steve Patterson
 Sean Pelletier
 Elizabeth Presutti
 Troy Thompson
 Steve Van Oort
 Linda Westergaard

No

Beverly Evans
 Christine Pardee

The new slate of officers was approved, and Larry Goodell passed the gavel to Debbie Fisher.

Report of the Finance Committee

Recommendation for approval of November and December 2013 financials

The Finance Committee recommends approval of the November and December 2013 financials. Rob Sherwood moved to approve the November and December 2013 financials; seconded by Christine Pardee. Motion Carried Unanimously.

Recommendation for Renewal of Office Lease

The lease at 108 3rd Street, Suite 350 will expire March 30, 2014. The Finance Committee recommends that the Board of Directors approve a five year extension of the existing lease at 108 3rd Street, Suite 350.

Rob Sherwood moved to approve the five year extension of the existing lease; seconded by Troy Thompson. Motion Carried Unanimously.

Report of the Development Committee

Recommendation of Single Family Allocation

There is \$200,000 in Single Family Homeownership money to award in the FY 2014 Housing Allocation Plan. The Development Committee reviewed one application from Greater Des Moines Habitat for Humanity for the \$200,000 to benefit 13 homeowners.

It is the recommendation of the Development Committee to award the \$200,000 to GDM Habitat for Humanity with grant agreements made with standard terms and conditions of PCHTF development contracts.

Christine Hensley moved to approve the Development Committee recommendation; seconded by Beverly Evans. Motion Carried Unanimously.

(Lance Henning left early because of another commitment and was not present to vote)

Report of the Advancement Committee

Recommendations for 2014 Campaign

The Advancement Committee recommends the following changes to the Annual Campaign:

1. PCHTF OSS contracts for 2014/15 will not require grantees to sign a Non-Solicitation Agreement.
2. The Board of Directors will provide guidance on community/stakeholder input, identify Board time in 2014 to discuss the input and future strategy, and guide the creation of a list of questions or issues to be reviewed by PCHTF committees and the larger community regarding the advisability of adapting the Campaign to a Community Impact model.

3. Results of those reviews will be collected by the Advancement Committee in the fall of 2014 with a goal of making any recommendations for changes in the 2014/15 Campaign to the Board of Directors at its February 2015 meeting.

Christine Hensley moved to approve the recommendations of the Advancement Committee; seconded by Steve Patterson. Motion Carried Unanimously.

Report of the OSS Committee
Recommendation of 2014 Application

The format to the application is generally the same as last year's; the Committee is recommending some adjustment on the allocation of points.

It is the recommendation of the OSS Committee that the form of the Application be released to the community for a comment period that ends on March 4, 2014. Thereafter the Committee will take final action on its recommendation for the 2014/15 Application and submit it to the Board for its action at its meeting on April 4, 2014.

Rob Sherwood moved to approve the OSS Committee recommendation; seconded by Sean Pelletier. Motion Carried Unanimously.

Recommendation of Anawim Housing Capacity Building Grant Renewal

At the August 2013 the Board allocated \$25, 816.00 to Anawim Housing for its Shelter Plus Care Self Sufficiency Program through December 13, 2013. The Grant Agreement stated that the Committee would review funding for the second half of 13/14 upon Anawim's demonstration of progress toward its Performance Targets.

The ~~Development~~ OSS Committee recommends allocating Capacity Building funds in the amount of \$25,816.00 for the six month period beginning January 1, 2014 and ending June 30, 2014.

Rob Sherwood moved to approve the recommendation; seconded by Sean Pelletier. Motion Carried Unanimously.

With no further business, Beverly Evans moved to adjourn; seconded by Steve Patterson. Meeting adjourned.

The next meeting of the Polk County Housing Trust Fund is Friday, April 4, 2014 at 10:00 a.m.

Respectfully submitted,

Carol Duncan
Administrative Coordinator
Polk County Housing Trust Fund