

POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTORS MEETING

Friday, April 1, 2016
10:00 a.m.

MINUTES

Board Members Present:

Connie Boesen, Debbie Fisher, Jane Fogg, Kathy Gray, Lance Henning, Christine Hensley (via phone), Izaah Knox, Rick Messerschmidt, Steve Patterson, Sean Pelletier, Elizabeth Presutti, Nate Stevenson, Troy Thompson, Steve Van Oort

Board Members Absent:

Angela Connolly, Beverly Evans, Joe Gonzalez, Rocio Hermosillo

Guests:

Diana Deibler, Deibler & Company; Amanda Wanke, DART

Staff

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

STRATEGIC SESSION

Elizabeth Presutti introduced Amanda Wanke, Chief Engagement and Communications Officer at DART, Des Moines Area Regional Transit Authority. Amanda presented to the Board DART Forward 2035 which is DART's long term plan. Some interesting facts are:

- DART's ridership in 2015 was 4.8 million: 4,429,136 on Fixed Route, 231,109 on RideShare, and 135,025 on Paratransit. DART's 2016 budget is \$30.1 million.
- DART Central Station has been in existence for 10 years and in that 10 years changes have occurred for instance: bike racks on buses, Sunday service, D-Line service, expanded service hours and much more. One of the barriers between people and jobs is transportation. There is a unique connection between DART and the Polk County Housing Trust Fund.
- DART offers three different types of service:
 1. Fixed route: which services 16,000 rides daily and during the school year 3,500 Des Moines school students daily.
 2. RideShare: which services 600 every day
 3. Paratransit: which is a door-to-door type service

Amanda talked about the market challenges facing DART. Some of these challenges are:

- new developments focus around the automobile
- low levels of traffic congestion
- cheap, available parking in downtown, and
- low gas prices

She also touched on the following as opportunities that a successful transit system could enhance:

- livable communities
- work commute
- young professionals, 17% who live in downtown Des Moines don't own a car
- low-income neighborhoods
- senior mobility, senior population is growing faster; only 5% of DART riders
- after-school travel

Eric and Josh were thanked for their input. Amanda did a great job of explaining DART Forward 2035 – a draft plan will be ready by June and the final will be announced in the Fall.

BUSINESS MEETING

Call to Order

The Business Meeting was called to order at 10:45 a.m. by Steve Patterson, Chair. Steve mentioned the sign-up sheets for Affordable Housing Week activities. All Board members are asked to volunteer for at least one activity during Affordable Housing Week. Each Board Member was also asked to sign a Conflict of Interest Certification.

Approve Agenda

Steve Van Oort moved to approve the agenda; seconded by Sean Pelletier. Motion Carried Unanimously.

Approve February, 2016 minutes

Troy mentioned that the February Minutes listed him as absent, yet he gave a report. The Minutes are hereby amended to read that Troy was present. Lance Henning moved to approve the minutes as amended; seconded by Troy Thompson. Motion Carried Unanimously.

Report of the Finance Committee

Recommend approval, December 2015, January and February 2015 financials

Troy Thompson reported on behalf of the Finance Committee stating that YTD expenses were up because of program commitments, lobbyist expenses, employee benefits, updating the web site and the strategic planning process.

The bid process for Accounting and Audit services occurs every three years. A Request for Proposal (RFP) is ready and will be placed in the mail next week. The RFP is for the next three years beginning July 1, 2016 through June 30, 2019. Debbie Fisher moved to approve the December 2015 and January and February 2016 Financial Reports; seconded by Sean Pelletier. Motion Carried Unanimously.

Report of OSS Committee

Kathy Gray reported on behalf of the Committee. At the March 30 OSS Committee meeting the committee discussed changing the name from **Operative** and Supportive Services (OSS) to **Program** and Supportive Services (PSS) the reason being there has been a shift in funding and more dollars are being spent on development and nothing in operative costs.

The timeline for next application:

April 8	Applications will be available
May 11	Committee will meet via conference call
May 19	Committee will interview applicants
May 20	Committee will meet to score the applications

Report of the Governance Committee

Recommend approval of 2016/17 Activity Plan

The Board of Directors approved the new five year Strategic Plan at the January 8, 2016 Board Meeting. At that time the Governance Committee indicated it would return to the Board at its April meeting with the Annual Work Plan through June 30, 2017.

Eric indicated that staff reviews are in May and that staff will use the plan to list personal goals and objectives.

To highlight there are four goals:

Goal 1: *Research and Planning Work:* Be a trusted resource for information to help communities and organizations plan for their current future housing needs, reduce barriers to equitable development, and implement innovative housing solutions.

Goal 2: *Education and Advocacy*: Educate regional stakeholders on the need for and advantages of safe, stable and affordable housing and advocate for action necessary to increase and preserve inventory in the communities we serve.

Goal 3: *Funding*: Support the development and preservation of safe, stable and affordable housing in Polk County and help improve the lives of households living in that housing.

Goal 4: *Sustainability*: Increase our financial and organizational capacity to meet the PCHTF mission.

Jane Fogg suggested that Goal 3 be placed on the application for Program and Supportive Services.

It is the recommendation of the Governance Committee that the Board approve the Annual Work Plan. Debbie Fisher moved to approve the Annual Work Plan; seconded by Connie Boesen. Motion Carried Unanimously.

Report of the Development Committee

Recommend approval of Technical Assistance Grant for Catholic Charities

Catholic Charities is requesting assistance to pay for skilled interpreters and translators for low income and very low income immigrant and refugee populations throughout Polk County. The funds will go towards the creation and translation of a video that covers topics such as pest control, home repairs food storage and sanitation.

These guides and videos will prepare tenants to take care of their homes and help develop positive relationships with their landlords and neighbors.

The total cost of the video project is \$17,792.00. Catholic Charities is requesting \$4,085.00 from the Polk County Housing Trust Fund.

These materials will be free of charge to any landlord or immigrant/refugee in Polk County.

The Development Committee recommends allocating \$4,085.00 to Catholic Charities for assistance in creation of videos and translated materials for the immigrant and refugee population in Polk County. Lance Henning moved to approve the Development Committee's recommendation; seconded by Rick Messerschmidt. Motion Carried Unanimously.

Report of the Advancement Committee

Sean Pelletier updated the Board on the 2016 Combined Campaign for Housing. The 2016 Campaign goal is \$325,000. Following Sean's update, Tracy recognized three directors for their work on the Combined Campaign for Housing. In order to

get the competitive juices going some campaign incentives were sent at the beginning of March for involvement success this year. The winners of these will be announced at the June meeting. But today three individuals are being recognized for stepping up to the plate:

1. Chris Hensley was recognized for her "can do" spirit, signing up for 13 calls to both past donor companies and new prospects many of whom she has relationships.
2. Bev Evans initiated contact to a past donor (last gift in 2013) and a check in the amount of \$6,000 was received as a result (which was an increase).
3. Debbie Fisher brought in a new donor. Additionally, one of her new 2015 prospects increased their gift this year.

Other Business

Josh Hellyer again encouraged Board Members to sign-up for any or all of the four Affordable Housing Week events. They are:

- April 12 – United Way Luncheon
- April 13 – Landlord Forum
- April 14 – Housing Matters Symposium
- April 16 – Design Challenge

Eric introduced Marcus Amman. Marcus, a Senior at Iowa State University, has joined the PCHTF staff as an intern and will be here through the summer. Marcus is doing research on affordable housing issues.

Izaah Knox was congratulated on his 40 Under 40 recognition.

On April 22 the Community Foundation of Greater Des Moines is hosting an affordable housing bus tour.

With no other business Sean Pelletier moved to adjourn the meeting; seconded by Kathy Gray. Motion Carried Unanimously. The meeting adjourned at 11:40 a.m.

The next meeting of the Polk County Housing Trust Fund Board of Directors is the Public Hearing on Friday, June 3, 2016 at 10:00 a.m.

Respectfully submitted,
Carol Duncan
Administrative Coordinator