

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

April 15, 2020
1:30 p.m.

VIA ZOOM

Board Members Present:

Angela Connolly, Jane Fogg, Jeff Damman, Connie Boesen,
Teree Caldwell-Johnson, Creighton Cox, Frank Cownie, Renee Hardman,
Joelyn Jensen-Marren, Cole McClelland, Luis Montoya, Darcy Valline,
Steve Van Oort

Board Members Absent:

Peter Diliberti, Tina Mowry Hadden, Chelsea Lepley, Mandi McReynolds,
Kris Schechinger-Camper

Guests:

Angie Arthur, Executive Director, Continuum of Care

Staff:

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

Call to Order

Jeff Damman, Chair, called the Special Meeting to order at 1:35 p.m.

Approve Agenda

Frank Cownie moved to approve the Agenda; seconded by Creighton Cox.
Motion Carried Unanimously.

Approve Application to Bankers Trust Company for Paycheck Protection
Program Loan

In response to the current health crisis, the Federal Government created a
program for small businesses, including non-profits, to borrow approximately
two months of its employee expense to be used for specific purposes
including current payroll and benefits costs. If properly utilized the loan is
then forgiven.

It is the recommendation of the staff to submit this application to Bankers
Trust Company. The forms were attached to Board Packet, along with the
following Resolution, which if approved will be signed by Mandi McReynolds,
Board Secretary.

Resolution:

BE IT RESOLVED: The Board of Directors of the Polk County Housing Trust Fund directs staff to submit the application to Bankers Trust Company in the form attached hereto, along with the supporting documentation required by the bank.

The Board also Authorizes Eric Burmeister to execute all documents necessary for funding the loan, including but not limited to the Promissory Note.

If received, the Board directs staff to use the proceeds of said loan in accordance with the federal directives so the loan becomes forgivable. No portion of the loan can be used for purposes not subject to forgiveness without further action of the Board of Directors.

Secretary’s Certificate:

The undersigned, Secretary of the Polk County Housing Trust Fund do certify that the foregoing resolution was adopted by the Board of Directors at a properly called Special Meeting on April 15, 2020.

Mandi McReynolds

DATED: April ____, 2020

Found upon review of the Calculation and Attestation Form, a miscalculation on the PPP Average Monthly Payroll and the PPP Loan Amount, once that correction was made Teree Caldwell-Johnson moved to approve submittal of the PPP Loan application to borrow \$88,696.00; seconded by Renee Hardman. Motion Carried Unanimously. Cole McClelland abstained.

Adjournment

With no further business, Teree Caldwell-Johnson moved to adjourn; seconded by Angela Connolly. Motion Carried Unanimously.

The next regular scheduled meeting of the Polk County Housing Trust Fund is the Annual Meeting on June 5, 2020 at 10:00 a.m. Location is to be determined.

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