

**POLK COUNTY HOUSING TRUST FUND  
BOARD MEETING**

Friday, April 3, 2020  
10:00 a.m.

**VIA ZOOM**

Board Members Present:

Jeff Damman, Jane Fogg, Mandi McReynolds, Peter Diliberti, Angela Connolly, Connie Boesen, Teree Caldwell-Johnson, Frank Cownie, Tina Mowry Hadden, Renee Hardman, Chelsea Lepley, Cole McClelland, Suzanne Mineck, Luis Montoya, Kris Schechinger-Camper, Darcy Valline, Steve Van Oort

Board Members Absent:

Creighton Cox, Joelyn Jensen-Marren

Guests:

Diana Deibler, Deibler and Co.; Angie Arthur, Polk County Continuum of Care

Staff:

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

**Business Meeting**

Vice Chair, Jane Fogg, called First Zoom Board meeting to order at 10:00 a.m. and will preside until Chair, Jeff Damman signs on.

Approve Agenda

Frank Cownie moved to approve the Agenda; seconded by Angela Connolly. Motion Carried Unanimously.

Two new board members were introduced and welcomed to the PCHTF Board of Directors – Kris Schechinger-Camper and Creighton Cox. Creighton had a conflict and was absent from the meeting.

Approve February 2020 minutes

Frank Cownie moved to approve the February 2020 Minutes as written; seconded by Teree Caldwell-Johnson. Motion Carried Unanimously.

Jeff Damman signed in to the meeting and Jane Fogg turned the meeting over to him at 10:10 a.m.

Temporary Office Operations

Eric reported on behalf of staff, stating that during this pandemic office operations appear different. Carol has been opening the office at 8:30 a.m. and is there until 12:30 p.m. Monday – Friday, it has been an interesting two and one-half weeks but everyone has adapted. The staff will also hold periodic staff meetings via Zoom.

### Temporary Changes in Certain Activities

Eric indicated that Affordable Housing Week has been postponed until mid-October, October 12-17.

The Undesign the Redline exhibit has reached well over 1,000 visitors before the exhibit was suspended. In an effort to keep the exhibit alive, Kendyl and Lauren created a virtual tour via Zoom. The first virtual was attended by Des Moines public school students.

The website [www.undesigndsm.com](http://www.undesigndsm.com) has been updated and a section has been created for people to submit their own stories and videos. There is a possibility that teachers both high school and college can integrate this into their curriculum.

The focus of Affordable Housing Week in October will continue to be the Undesign the Redline.

Send an email to Kendyl at [klarson@pchtf.org](mailto:klarson@pchtf.org) if you are interested in a virtual tour.

### Welcome to Mollie Giller, Director of Programs and Supportive Services

Eric welcomed Mollie to the Polk County Housing Trust Fund. Mollie is now the Director of Program and Supportive Services. Mollie will be responsible for the overall strategy for improving outcomes for households receiving or eligible for housing assistance through PCHTF's strategic program funding. Additionally, she will be responsible for developing and implementing the private sector fund raising strategy that provides the revenue for the supportive service programs.

Mollie stood out among the five candidates interested in the position, her official first day was Thursday, April 2, 2020. Welcome Mollie.

### Approval of Changes to 2020/21 Allocation process to address current housing issues caused by COVID-19

Two weeks ago, with the agreement of Jane Fogg, chair of our PSS Committee, PCHTF staff committed the remaining \$30,000.00 of 2019/20 Capacity Building dollars to Primary Health Care's Tenant Assistance Fund to be used to help reduce the population at CISS in an effort to avoid coronavirus exposure of that vulnerable population.

Other partners have reached out wondering if any monies are available to help sustain programs that have seen unexpected expenses such as increased personnel costs caused by illness or by elimination of volunteer programs that assisted with client services. We are sure there are other needs if we were to reach out and ask.

In this unsettled time, we are on-boarding Mollie Giller as our new Director of Program and Supportive Services. Part of Mollie's duties are as a liaison (Grants Manager) for our program providers. As a baptism by fire, we would introduce Mollie to our partners as chief PCHTF "trouble shooter" for COVID-19 issues. Along with Eric, she could offer strategic assistance to the program we already fund.

Along with strategic assistance, we would offer financial assistance. In that spirit the PCHTF, through its PSS Resources, could offer “mini-grants” for our partners to address unanticipated needs caused by COVID-19. To limit the time it takes to disburse funds, discretion to award grants would be vested in a committee made up of Eric, Mollie, and the Executive Committee.

The funding for these mini-grants would come from dollars ALREADY IN THE BANK from our 2020 Stable Steady Strong Campaign.

It is recommended that the Board approve the following resolution:

**BE It RESOLVED** that the Board of Directors of the Polk County Housing Trust Fund approve an amendment to Primary Health Care Contract Number **PHC060719CA** (Client Assistance Fund) to increase the sum to \$80,000.00 (add \$30,000.00) effective March 13, 2020.

**BE IT RESOLVED** that the Polk County Housing Trust Fund establish an emergency fund of \$100,000.00 to quickly address financial issues faced by local housing program providers already under contract with PCHTF or Principal Financial Foundation due to the COVID-19 crisis.

The dollars in that fund will be subtracted from the funds available for allocation in the 2020/2021 Program and Supportive Service competition.

Allocation of the emergency fund will be governed as follows:

- In order to expedite the allocation of funds, funding decisions will be made by a majority vote of a Special Committee made up of the Executive Director, Director of Programs and Supportive Service and Executive Committee of the PCHTF.
- No grant will exceed the sum of \$10,000.00 without prior PCHTF Board approval.
- Funding decisions will be made based on an abbreviated, written application developed by staff and approved by the committee.
- Funding will be prioritized for programs that keep clients housed.
- Any appeals of the Special Committees’ funding decisions will be accordance with the established PSS funding appeal policy.

A grant board has been established for decision purposes regarding the allocation of the \$100,000 fund in \$10,000 increments, this grant board will be the delegating authority and consists of the PCHTF Executive Director, Director of Program and Supportive Services, the PCHTF Executive Committee.

Suzanne Mineck made a motion to adopt the resolution and the grant board; seconded by Tina Mowry Hadden. Teree Caldwell-Johnson abstained. Tina Mowry Hadden abstained. Motion Carried.

A motion was made to retroactively approve the additional \$30,000 to the Primary Health Care Client Assistance Fund (PHC060719CA) effective

March 13, 2020. Jane Fogg moved to approve retroactively the additional \$30,000 to the Primary Health Care Client Assistance Fund; seconded by Renee Hardman. Teree Caldwell-Johnson abstained. Tina Mowery Hadden abstained. Motion Carried.

Recommend approval of January 2020 financials.

Cole McClelland reported on behalf of the Finance Committee. The second half of \$750,000 was received and will be on the February financials, and our State Housing Trust Fund amount is \$460,000 with is \$120,000 less than budgeted, and the \$51,000 program management fees is \$13,000 less than budgeted, having said all that we anticipate revenue being up. From the expense perspective we are over budget in terms of salaries with the hiring of Mollie and Affordable Housing Week related expenses.

Cole McClelland moved to approve the January 2020 financials; seconded by Tina Mower Hadden. Motion Carried Unanimously.

Report of the Advancement Committee

Mandi McReynolds reported on behalf of the Advancement Committee. Mandi indicated the committee is reaching out to donors and targeting credit unions. Fundraising strategy was modified due to the coronavirus. Going forward we are contacting donors by phone to share programming updates as a result of this health crisis. We are following up with a letter asking for their support.

The 2020 Campaign Goal is \$450,000, total contributions year to date is \$304,614.00 leaving \$145,386 yet to be raised.

Jane Fogg encouraged all board members who have not contributed to please do so, it is very important that board members participate.

Request from The Flats on 6<sup>th</sup> to amend unit mix

At the February Meeting, the Board approved allocating the sum of \$10000 to The Flats on 6<sup>th</sup>. This is a joint project between Hatch Development and Iowa Homeless Youth Center and is principally funded by the Low Income Housing Tax Credit.

Since then the developer has made a change in the unit mix, as shown on the matrix that was provided in board packet.

The Staff recommends the Board revise its commitment to reflect the new proposed unit mix.

Teree Caldwell-Johnson moved to approve the staff recommendation; seconded by Jane Fogg. Motion Carried Unanimously.

Other Business

Jeff Damman complimented the staff on doing a fine job in this changing time it is extremely frustrating and is totally changing how we do business.

Eric mentioned there may be a quick call in regard to the PCHTF applying for the federal loan program that is open and available to nonprofits; the Paycheck Protection Program.

Angela Connolly mentioned she is also appreciates everyone doing their part as this is our new normal. Also hats off to Connie Boesen picking up trash in her neighborhood, she is doing her part for COVID 19 thank you for cleaning up your neighborhood.

Adjournment

Angela Connolly moved to adjourn the meeting; seconded by Renee Hardman. The meeting adjourned at 11:21 a.m.

The next meeting of the Polk County Housing Trust Fund is the Annual Meeting at 10:00 a.m. on Friday, June 5, 2020; the location is To Be Determined.

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