

**POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTOR'S MEETING**

Friday, April 5, 2019
4th Floor IEB Building Conference Room #448
10:00 a.m.

MINUTES

Board Members Present:

Angela Connolly, Jane Fogg, Jeff Damman, Connie Boesen, Teree Caldwell-Johnson, Frank Cownie, Rachel Geilenfeld, Tina Mowry Hadden, Renee Hardman (via phone), Joelyn Jensen-Marren, Chelsea Lepley, Cole McClelland, Mandi McReynolds, Suzanne Minick, Louis Montoya, Darcy Valline (via phone), Steve Van Oort (via phone)

Board Members Absent:

Peter Diliberti

Guests:

Diana Deibler, Deibler and Company; Angie Arthur, Executive Director, Continuum of Care

Staff:

Eric Burmeister, Lori Kauzlarich, Tracy Levine, Lauren Johnson, Carol Duncan

Angela Connolly, Chair, called the meeting to order at 10:03 a.m. with a review of the upcoming Affordable Housing Week events.

April 15 – 8:30-11 a.m. – Landlord Forum, Polk County River Place
April 18 – 9 am-4 pm – Symposium, Franklin Jr. High
April 19 – 9 am-12pm – Neighborhood Bus Tour, beginning Franklin Jr. High
April 20 – 10-11:30 a.m. – Design Challenge, Krumm Centrum, GUV

This is the most ambitious Affordable Housing Week since conception.

Lauren will send the board the promotional materials for Affordable Housing Week.

Approve Agenda

Teree Caldwell-Johnson moved to approve the agenda; seconded by Connie Boesen. Motion Carried Unanimously.

Introduction of New Board Members

The new board members were introduced:

Cole McClelland, Bankers Trust
Luis Montoya, DART
Suzanne Minick, Mid-Iowa Health Foundation
Darcy Valline, Hubbell Realty

Angela welcomed the new members to the Polk County Housing Trust Fund Board of Directors.

Approve February 2019 minutes

Frank Cownie moved to approve the February 2019 Minutes as written; seconded by Mandi McReynolds. Motion Carried Unanimously.

Report of the Finance Committee

Recommend approval January 2019 Financials

Jeff Damman reported the Finance Committee recommends approval of the January 2019 Financials. Tina Mowry Haddon moved approval; seconded by Mandi McReynolds. Motion Carried Unanimously.

Recommend approval of Tarbell Contract (Bookkeeper)

Policy requires that the organization put its financial work out for bid every three years. Historically, both the bookkeeping contract and the outside auditor contract have come up for bid on the same three-year cycle. Since it is impractical to change both the bookkeeper and auditor in the same year the Finance Committee decided to separate the two by extending the current contract with Tarbell & Co. for one year and put the audit service out for bid in 2020.

Recommend approve of Denman Contract (Auditor)

In accordance with the organization's policy to put its financial work out for bid every three years a RFP was sent to four firms: Brooks Lodden, Community CPA, Denman & Co., McGowan, Hurst, Clark & Smith. Only one response was received from Denman & Co., PCHTF's current auditor. The other firms either did not respond or indicated they were not interested in responding.

Therefore, the Finance Committee recommends the Board retain Tarbell & Co., for a period of one year and to accept the terms of the Denman proposal for the fiscal years ending in 2019 and 2020. PCHTF will put its work out for bid again in 2021.

Teree Caldwell-Johnson moved to approve the Finance Committee recommendations to retain Denman & Company for a period of two years and to retain Tarbell & Company for a period of one year; seconded by Rachel Geilenfeld. Motion Carried Unanimously

Recommend approval of Technical Assistance Grant for Affordable Housing Week

The Development Committee reviewed an application from the Polk County Housing Trust Fund for assistance in underwriting a museum quality installation called Undesign the Redline for use during Affordable Housing Week. The criteria for the grant was met and the committee recommends approving an allocation in the amount of \$10,000 to the PCHTF to underwrite the installation of Undesign the Redline display during Affordable Housing Week and Bus Tour.

Teree Caldwell-Johnson moves approval; seconded by Jane Fogg. Motion Carried Unanimously.

Recommend approval of New Rental Grant to Central Iowa Shelter Services (NHTF)

The Development Committee reviewed an application from Central Iowa Shelter and Services (CISS) for a new 24-unit Permanent Supportive Housing facility adjacent to their current campus. CISS will submit a proposal for the 2019 National Housing Trust Fund (NHTF) competition. PCHTF has committed \$250,000 in the form of a long-term forgivable loan for that project.

It is the recommendation of the Development Committee that the Board approve allocating \$250,000 to the CISS permanent supportive housing facility in the form of a \$250,000 30 year forgivable loan contingent upon the project's receipt of the NHTF 2019 Iowa award.

Following an intense lengthy discussion, Mandi McReynolds made the motion that the \$250,000 be a match contingent on identifiable local support with a reserve based on operation contingency.

Chelsea Lepley moved to approve the Development Committee recommendation with a match requirement as suggested by Mandi McReynolds; seconded by Connie Boesen. Tina Mowry Hadden abstained. Motion Carried.

Report of the Advancement Committee

Mandi McReynolds reported on behalf of the Advancement Committee. The 2019 Campaign Goal is \$420,000. To date, donor calls have resulted in raising \$54,400; four new donors have been secured this year; pledges amounting to \$18,000 and \$166,380 in Grant money has been collected; leaving \$181,220 left to raise. Mandi emphasized that if calls have not been made please do so this week if possible. The plan is to wrap up the campaign by the end of the month.

Mandi also recognized, Connie Boesen, Angela Connolly, Mayor Frank Cownie, Jeff Damman, Peter Diliberti and Jane Fogg. These board members made great strides with their follow-up calls.

Executive Director's Report

Eric Burmeiser reported that three years ago, the Polk County Housing Trust Fund was introduced to the concept of Housing Equity by our Strategic Planning facilitator, Michelle Winters. She presented it most starkly in terms of choice. Where to live should be the CHOICE of a homeowner or tenant. There should be options available to them that they can afford wherever they would choose to live. The concept ended up deeply embedded in our Mission and Vision Statement and in our current Strategic Plan.

This year's Affordable Housing Week Symposium will focus on affordable housing policy that seeks to address a long history of our failure to provide that choice. Years of local land use and zoning policies have excluded our

poorer residents and communities of color from many locations that they would otherwise have chosen to live.

Prohibition against building housing affordable to them have left them with limited options. Prohibition of lending in certain communities (redlining) has caused certain neighborhoods to suffer from disinvestment and deterioration as starkly demonstrated in the czb Report commissioned by the City of Des Moines. Choices for location of amenities such as freeways that make adjacent neighborhoods undesirable have saddled homeowners with depreciating home values and trapped them in neighborhoods that negatively affect their health, employment and access to education – frankly in neighborhoods they would like to leave.

Understanding and accepting how past policies have created the current inequities and exploring how we move forward to address those inequities will be the focus of Affordable Housing Week this year. The planned activities focus not only on the historical roots of the issue but also begin to explore policies that can help mitigate those inequities. This is the most robust Affordable Housing Week schedule the PCHTF has ever attempted. National Experts on the cutting edge of this issue are scheduled to appear.

A museum quality exhibit called Undesign the Redline will be installed for two days at Franklin Jr. High. Only several months since its introduction this exhibit has only been displayed in much larger venues and in much larger cities. Its debut two weeks ago in Chicago met with substantial press attention.

Make sure you register for these events. It is our responsibility to raise these housing issues in our community.

<https://www.pchtf.org/affordablehousingweek/>

Other Business

Eric and Suzanne have written an editorial, which is to appear in the Des Moines Register soon on housing and health.

With no other business, Jeff Damman moved to adjourn; Jane Fogg seconded. The meeting adjourned at 11:11 a.m.

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