

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

Friday, April 6, 2018
IEB Conference Room #448
10:00 a.m.

Board Members Present:

Elizabeth Presutti, Jeff Damman, Connie Boesen, Frank Cownie, Jane Fogg, Rachel Geilenfeld, Tina Mowry Hadden, Renee Hardman, Joelyn Jensen-Marren, Troy Thompson, Steve Van Oort

Board Members Absent:

Angela Connolly, Beverly Evans, Teree Caldwell-Johnson, Kathy Gray, Chelsea Lepley, Mandi McReynolds, Steve Niebuhr

Guests:

Diana Deibler, Deibler and Company

Staff: Eric Burmeister, Lori Kauzlarich, Josh Hellyer, Tracy Levine, Carol Duncan

Eric Burmeister suggested moving the introductions of the new board members to precede the discussion of Affordable Housing Week activities. The new PCHTF Board Members are:

Mayor Frank Cownie	Representing the City of Des Moines
Renee Hardman	Representing the Western Suburbs
Joelyn Jensen-Marren	Filling a vacant pool seat
Tina Mowry Hadden	Appointed by Board of Supervisors District 2,

Troy Thompson and Elizabeth Presutti are completing their last term on the Polk County Housing Trust Fund Board of Directors, which expires February 2019.

Eric Burmeister thanked the new board members and Troy and Elizabeth for their service. He furthered explained the board meeting agenda; the first half hour of the meeting is the Strategic Session using this time for information and strategy discussions.

**Strategic Session
Review of Affordable Housing Week activities**

The week of April 16 is Affordable Housing Week. Affordable Housing Week is in its sixth year. A sign-up sheet was passed around listing the activities for the week.

Affordable Housing Week events are:

Monday, April 16

Landlord Forum – Property Managers will learn about organizations and programs that can help with renting to refugees and immigrants.

Wednesday, April 18

Bus Tour and Lunch – Bus riders will see projects and hear from supportive service providers about how they are helping homeowners and renters become more self-sufficient with lunch following at Botanical Garden.

Friday, April 20

Housing Matters Symposium – the focus this year is on the role of affordable housing in attracting and retaining workers in Iowa. Lisa Sturtevant, Senior Visiting Fellow, Terwilliger Center for Housing, Urban Land Institute is the keynote speaker.

Saturday, April 21

Can I Be Your Neighbor Design Challenge – this is the fifth year for the Design Challenge in which area high school students present their designs for affordable homes to a panel of judges while vying for scholarships.

Business Meeting

Elizabeth Presutti, Vice Chair, called the Business Meeting to order at 10:29 a.m.

Approve Agenda

Steve Van Oort moved to approve the Agenda, with the move of the new board member introductions; seconded by Connie Boesen. Motion Carried Unanimously.

Approve February 2018 Minutes

Jane Fogg moved to approve the February 2018 Minutes as written; seconded by Troy Thompson. Motion Carried Unanimously.

Recommend approval of December 2017, January and February 2018 financials

Jeff Damman reported on behalf of the Finance Committee, stating the financials are on track. Program commitments are \$1.8 million and Year to Date is \$2.52 million. Adjustments will be made by the accountants. Net development assets are \$445,000. The June Board Meeting will consist of a Sweep of the Housing Allocation Plan (HAP). The budget has not been over allocated.

Troy Thompson moved to approve the December 2017, January and February 2018 financials; seconded by Connie Boesen. Motion Carried Unanimously.

Recommend approval of changes to PSS application criteria

Jane Fogg reported that changes are needed to the PSS application. It should be clearer and more concise and the committee asked to eliminate pre-approval. The application should determine relevancy and needs to align better with the PCHTF mission - to provide strategic leadership, expertise and resources to strengthen communities by expanding affordable housing choices in Polk County. Some of the criteria did not align with what the grantees are asking.

Tina Mowry Hadden moved to approve the changes to the PSS application criteria; seconded by Connie Boesen. Motion Carried Unanimously.

Recommend approval of remaining 2017/18 PSS funds

Central Iowa Shelter Services

Central Iowa Shelter Services (CISS) made a request for funds in the amount of \$18,500 to support a case worker for the women residing at Unity Place. The requested dollars will help retain the 32 permanent apartments for single women making less than 30% AMI.

The PSS Committee recommends \$18,500 be set aside from the 2017/18 PSS Funds. CISS will apply for the above amount to be rendered prior to July 1, 2018.

Steve Van Oort expressed concerns about funding a program. What happens next year, he feels there should be a strategy in place.

It was explained this is an expansion of an existing program at CISS. They have caseworkers on staff and this funding will expand the program already in place to the 32 beds at Unity Place and PCHTF already funds programs which pay for this type of work.

This topic will be discussed at the next Policy Committee meeting. It is important not to lose these units as well as the people occupying them.

Tina Mowry Hadden moved to approve the PSS Committee recommendation for funding CISS in the amount of \$18,500; seconded by Connie Boesen. Motion Carried Unanimously.

Legal Aid/HOME, Inc.

Legal Aid and HOME, Inc. have requested funding a program to assist low income tenants in retaining their rental housing. This would involve counseling services provided by HOME, Inc.'s staff and the legal services provided by Legal Aid.

The PSS Committee recommends providing \$36,500 of 2017/18 PSS funds for the program and to encourage the applicants to make application for any additional funding needed in the 2018/19 round for either PSS or Capacity Building.

Jeff Damman moved to approve the PSS Committee recommendation; seconded by Tina Mowry Hadden. Motion Carried Unanimously.

Report of the Advancement Committee

Tracy Levine reported on behalf of the Advancement Committee. The goal for the 2018 Campaign is \$400,000.

To date, campaign calls have resulted in \$51,000 and grants have amounted to \$179,000. There is \$170,000 left to raise.

There are 80 companies on the campaign prospect list this year. 53 are donors from last year who gave a total of \$140,000. So far, we have heard back from 18 of those 53 donors; 5 said no to giving this year; 13 have given gifts totaling \$56,000. Leaving 35 who gave last year but have not this year.

Tracy stressed that this goal is doable but the calls must be made and to let her know how she can help get the calls completed.

Jane Fogg challenged each Board member to donate.

Executive Director's Report

Executive Director's report was verbally delivered. Eric used this opportunity to introduce Angie Arthur. Angie is the new Executive Director of the Polk County Continuum of Care Board her office is with the PCHTF. PCHTF is fiscal agent for the CoCB as approved by the board at the February Board meeting.

Eric also announced that after five years with the PCHTF as its Policy & Communications Coordinator Josh will be leaving to pursue graduate school opportunities in Germany. It is bittersweet as we say farewell to Josh, but thank him for a job well done.

Josh thanked the Board and the PCHTF for taking a chance on him as a new college graduate.

With no other business Renee Hardman moved to adjourn the meeting; seconded by Connie Boesen. The meeting adjourned at 11:17 a.m.

The next meeting of the Polk County Housing Trust Fund is Friday, June 1, 2018 and is the Public Meeting. The meeting will be held in the Insurance Exchange Building Conference Room, Room 448.

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