

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

Friday, June 2, 2017

10:00 a.m.

Insurance Exchange Building Conference Room 448

MINUTES

Board Members Present:

Steve Patterson, Elizabeth Presutti, Kathy Gray, Beverly Evans, Connie Boesen, Tere Caldwell-Johnson, Angela Connolly, Jeff Damman, Jane Fogg, Christine Hensley, Chelsea Lepley, Brad Liggett, Mike Lipsman, Mandi McReynolds, Rick Messerschmidt (via phone), Steve Niebuhr, Troy Thompson

Board Members Absent:

Nate Stevenson, Steve Van Oort

Staff:

Eric Burmeister, Josh Hellyer, Tracy Levine, Carol Duncan

Public Hearing

At 10:05 a.m. Steve Patterson, Chair, called the Public Hearing to order, stating this is the time and the place set for the Public Hearing on the Polk County Housing Trust Fund's proposed Housing Allocation Plan for Fiscal Year 2017/2018. Notice of the Hearing was published in the Business Record on May 26, 2017 and in the Des Moines Register on May 24, 2017. Is there anyone present who wishes to address the Board concerning the proposed plan?

Seeing no requests to speak the Public Hearing closed and the Business Meeting called to order.

Business Meeting

Steve Patterson, Chair, called the business meeting to order.

1.1 Approve Agenda

Christine Hensley moved to approve the agenda; seconded by Connie Boesen. Motion Carried Unanimously.

1.2 Approve April 2017 Minutes

Connie Boesen moved to approve the April 2017 Minutes as written; seconded by Troy Thompson. Motion Carried Unanimously.

2. Report from Advancement Committee on Campaign

Tracy Levine reported on behalf of the Advancement Committee for the period July 1, 2016 through May 31, 2017. The goal for this year's campaign is \$360,000, thus far \$330,492.61 has been received, \$5,500 has been pledged, leaving the difference to goal at \$335,992.61. **(Amended 8/4/17 to read . . . leaving the difference to goal at \$24,007.39)** Highlights of this year's campaign:

- 7 new commitments
- 40 repeat
- New gifts from Christ the King, Simmonson, Kum & Go, Fred Hubbell, Opus and Hatch Development.

Christine Hensley is setting up a meeting with Farm Bureau this month with the goal of a commitment of more than \$5,000.

Chelsea Lepley, thanked Tracy for all her good work. Mandi McReynolds said that Principal will give \$50,000 to PCHTF this year. She indicated that the outcomes were clearer on the grant this year and that contributed significantly to the contribution amount.

3. Report of the Development Committee

Eric Burmeister reported for the Development Committee.

3.1 Recommend approval of deobligation of funds for Lincoln Street Park, East Town Park Sr. Apts, Hilltop II Rental Development projects.

East Town Park Senior Apts, Hilltop II and Lincoln Street Park were awarded Rental Development funding contingent upon receiving approval for Low Income Housing Tax Credits (LIHTC) from IFA. Lincoln Street Park did not submit a LIHTC application and East Town Park and Hilltop II did not receive LIHTC funding.

The Development Committee recommends those allocations, totaling \$520,000, be returned into the current FY 2017 HAP for distribution.

Connie Boesen moved to approve the Development Committee recommendation; seconded by Steve Niebuhr. Motion Carried Unanimously

3.2 Recommend approval sweeping FY 17 HAP funds together.

The total amount of \$557,959 has not been allocated in FY 2016/2017. Therefore, the Development Committee recommends that the Board of Directors place this remaining money into one category for distribution to various projects that have previously applied for PCHTF dollars but have not been funded.

Angela Connolly moved to approve the HAP sweep; seconded by Christine Hensley. Motion Carried Unanimously.

3.3 Recommend approval of funding of deferred Owner Occupied Repair & Single Family allocations.

Due to the lack of funds available at the time of application the Development Committee deferred consideration of the allocation in the amount of \$360,439.00 to the following OOR and Single Family projects:

Owner Occupied Repairs			
	Original	<i>Additional</i>	Fully Funded Total
GDM Habitat for Humanity	\$ 56,561.00	\$ 43,439.00	\$100,000.00
Polk County Public Works - Emergency Repairs	\$200,000.00	\$ 25,000.00	\$225,000.00
Polk County Public Works – Weatherization	0	\$100,000.00	\$100,000.00
City of Des Moines – OOR	0	\$100,000.00	\$100,000.00
TOTAL	\$256,561.00	\$268,439.00	\$525,000.00

Single Family Development			
	Original	<i>Additional</i>	Fully Funded Total
GDM Habitat for Humanity	\$195,000.00	\$ 45,000.00	\$240,000.00
HOME, Inc.	\$170,450.00	\$ 39,550.00	\$210,000.00
NFC Properties	\$ 34,550.00	\$ 7,450.00	\$ 42,000.00
TOTAL	\$400,000.00	\$ 92,000.00	\$492,000.00

The Development Committee recommends that the Board of Directors amend the above referenced OOR and Single Family Development grant recipient’s contracts to fully fund each project as requested in the original applications.

Christine Hensley moved to approve the recommendation with the amended amounts recorded; seconded by Kathy Gray

Jane Fogg asked where are we with AMI? Eric responded AMI is part of the application, most of the Owner Occupied Repair dollars are at 30% or less particularly the Polk County Public Works Grants. Single Family obviously does not meet that requirement as it would be irresponsible to put a 30% family in home ownership. Habitat’s lowest threshold to qualify is 40%.

The above Motion Carried Unanimously.

3.4 Recommend approval of Hawthorn Hill Rental Development Grant.

This is a complete renovation of an existing multifamily housing building at

201 E 16th Court. The property has not been maintained and is a blight in the Capital East Neighborhood. The renovation will consist of converting the existing six-plex into three two-bedroom apartments for families with one or two children. The Development Committee recommends funding in the amount of \$54,900.00 as a forgivable loan with the following conditions:

- Three units remain affordable at <30% of AMI for 15 years
- Building permit is renewed in August 2017
- Receipt of Certificate of Occupancy from the City of Des Moines upon completion of the renovations.

Jane Fogg moved to approve the recommendation; seconded by Beverly Evans. Motion Carried Unanimously.

3.5 Recommend approval of Healthy Homes DSM Owner Occupied Repairs grant.

Healthy Homes Des Moines continues to remediate homes of children with asthma. Over \$200,000 has been spent in remediation costs for more than 150 referrals. Funds for additional remediation will be needed as of July 1, 2017 to continue the program.

The Development Committee recommends that the Board of Directors award the remaining FY2017 HAP money, \$143,303 to Healthy Homes Des Moines OOR program.

Christine Hensley moved to award the remaining funds to HHDSM; seconded by Beverly Evans. Motion Carried Unanimously.

3.6 Recommend approval of FY 2018 Housing Allocation Plan

The Development committee recommends the Board of Directors adopt the proposed Housing Allocation Plan (HAP) for FY2017/2018 and that the HAP be forwarded to IFA as required by law and published on the PCHTF website.

Angela Connolly moved to adopt the FY2017/2018 HAP; seconded by Beverly Evans. Motion Carried Unanimously.

4. Report of the Program and Supportive Service Committee

4.1 Recommend approval of 2017/18 PSS preliminary Allocations

Kathy Gray reported for the PSS Committee. The PSS Committee has met several times over the last several months. At the final meeting, May 12, seven applications for funding were carefully reviewed.

The Committee unanimously recommends the PCHTF enter into Program and Supportive Service Contracts with the named Providers in the appropriate amounts for the 2017/18 fiscal year. The awards are as follows:

Anawim Housing	\$60,000
Central Iowa Shelter and Services	\$40,000*
CommonBond Communities, Inc.	\$37,500**
Greater Des Moines Habitat for Humanity	\$50,000
Hawthorn Hill – The Home Connection	\$70,000
Oakridge Neighborhood	\$50,000
Tenant Fund	\$20,000
<i>Available for allocation</i>	<i>\$47,500</i>
TOTAL	\$375,000

* In six months the Committee will do a performance check.

** As PCHTF is the only CommonBond Des Moines funder, it is suggested they find additional local funding for the Advantage Program.

The Committee also recommends that the Board instruct the Committee to bring its recommendation to the August Board meeting allocation of the remaining funds (\$47,500).

Troy Thompson moved to approve the recommendations of the PSS Committee; seconded by Elizabeth Presutti. Teree Caldwell-Johnson abstained. Motion Carried.

5. Report of the Finance Committee

5.1 Recommend approval of March 2017 financials

Beverly Evans reported for the Finance Committee. The Committee is working through the Cash Reserve Policy to decide if the policy should be changed.

It is the recommendation of the Finance Committee that the Board approve the March 2017 Financial report.

Chlesea Lepley moved to approve the March 2017 Financial report; seconded by Connie Boesen. Motion Carried Unanimously.

5.2 Recommend approval of 2017/18 Budget

The 2017/18 Budget reflects the recommendations of the Development and PSS Committees' allocation recommendations as well as the PCHTF Administrative Budget, salaries and benefits reviewed and recommended by the Executive Committee.

The Finance Committee also reviewed and discussed the organization's expected cash reserves as of June 30, 2016. The estimated \$375,000 is consistent with organization policy adopted in 2011.

The Finance Committee unanimously recommends the Board of Directors adopt the FY 2017/18 Budget.

Beverly Evans moved to approve the Finance Committee's recommendation; seconded by Angela Connolly.

7. Other Business

In the next few weeks, there will be talking points to be used when talking with elected officials.

With no other business, Kathy Gray moved to adjourn the meeting; seconded by Jeff Damman. The meeting adjourned at 11:47 a.m.

The next meeting of the Polk County Housing Trust Fund is Friday, August 4, 2017 at 10:00 a.m.

Respectfully submitted
Carol Duncan
Administrative Coordinator
Polk County Housing Trust Fund