

**POLK COUNTY HOUSING TRUST FUND
PUBLIC HEARING
VIA ZOOM**

Friday, June 4, 2021
10:00 a.m.

MINUTES

Board Members Present:

Jeff Damman, Teree Caldwell-Johnson, Creighton Cox, Renee Hardman, Chelsea Lepley, Cole McClelland, Mandi McReynolds, Suzanne Mineck, Luis Montoya, Kris Schechinger-Camper, Darcy Valline, Steve Van Oort

Board Members Absent:

Angela Connolly, Jane Fogg, Peter Diliberti, Connie Boesen, Frank Cownie, Tina Mowry Hadden, Joelyn Jensen-Marren

Guests:

Katie Akin, Iowa Capital Dispatch; Diana Deibler, Deibler and Company

Staff:

Eric Burmeister, Lori Kauzlarich, Mollie Giller, Kendyl Larson, Christopher Martin (summer intern), Carol Duncan

Public Hearing

Jeff Damman, Chair, called the Public Hearing to order at 10:03 a.m., declaring that this is the time and the place set for the Public Hearing of the Polk County Housing Trust Fund's proposed Housing Allocation Plan for Fiscal Year 2021/2022. Notice of the Hearing was published in the Des Moines Register and the Business Record on May 24 and May 28 respectively. Is there anyone present who wishes to address the Board concerning the proposed plan?

Seeing no requests to speak, I now declare this Public Hearing closed. The June business meeting will be called to order at 10:15 a.m.

Business Meeting

Call to Order

Jeff Damman, Chair, called the Business Meeting to order at 10:15 a.m.

Approve Agenda and April 2021 Minutes

Renee Hardman moved to approve the Agenda and the April 2021 Minutes; seconded by Creighton Cox. Motion Carried Unanimously.

Report from Advancement Committee on Campaign

Mandi McReynolds reported on behalf of the Advancement Committee. The numbers to date are: \$383,679 (including pledges) has been collected; about \$15,000-\$20,000 in grants has been submitted; outstanding pledges amount to \$5,000. The initial campaign goal was set at \$650,000; this included the Principal pledge of \$250,000, however, Principal is redoing their giving strategy and therefore the \$250,000 we were counting on did not come through.

Mandi thanked the board members and reiterated the importance of 100% participation and that we have not heard from seven board members to make that happen before June 30.

Development Committee Report Recommend approval of Contract Extensions

The standard contract for development allocations require that allocations be spent 24 months from the date of board approval. COVID-19 slowed or even suspended many contractors from completing the work. Healthy Homes Des Moines has asked for an extension through November 2021. They have \$46,339.72 remaining in their contract, which expires June 30. HHDSM will apply for new funding under the FY2022 HAP.

It is the recommendation of the Development Committee to extend the HHDSM current contract until November 30, 2021. Any remaining funds will naturally expire.

Terre Caldwell-Johnson moved to approve the recommendation; seconded by Suzanne Mineck. Motion Carried Unanimously.

Recommend amendment to Contract for Flats at Highland Park

On February 5, 2021, the board approved an allocation of \$75,000 to the Flats on 6th in return for an affordability covenant of 30% AMI for two units. The Developer applied for \$150,000. The Development Committee recommended and the Board approved 50% of the request or \$75,000. Because of the reduction, the Developer asked to reduce the number of 30% units from two to one or maintain the rent on two units at \$600.00 a month.

It is the recommendation of the Development Committee to accept the developer's offer to maintain two units at a maximum rent of \$600.00/month and to amend the contract accordingly.

Creighton Cox moved to approve the Development Committee recommendation; seconded by Cole McClelland. Motion Carried Unanimously.

Recommend approval of FY21/22 Housing Allocation Plan

The Development Committee recommends raising the OOR funding restriction maximum amount for repair from \$6,250 to \$10,000, additionally, the committee recommends raising the lead abatement amount to \$15,000.

The majority of PCHTF money and revenue comes from Polk County in the form of a 28E Agreement. Currently we are in the second year of a three-year agreement. The 28E Agreement is specific on how we can use the money, but it is not specific on using the money to create new units of affordable housing rental, so the figure you see on the spreadsheet for new rental development is capped at the allocation received from the State Housing Trust Fund. This year the legislature voted to increase the allocation to the State Housing Trust Fund. This allocation comes back to the local housing trust funds on a formula basis, while we don't know what the amount will be we may be able to see an additional \$400,000 to Polk County Housing Trust Fund, if so we will then be able to significantly increase the total under the HAP which will increase the rental development amount.

Therefore, the Development Committee recommends that the Board adopt the proposed Housing Allocation Plan for Fiscal Year 2021/22 and forward the HAP to IFA as required by law and publish on the PCHTF website.

Luis Montoya moved to approve the 2021/22 HAP; seconded by Renee Hardman. Motion Carried Unanimously.

**Report of the Program and Supportive Services Committee
Recommend approval of FY21/22 Allocations**

Kris Schechinger-Camper reported on behalf of the Program and Supportive Services Committee. There is \$460,000 to allocate to PSS provider programs. The Committee tried to come up with categories that are appropriate, categories that fund programs and not organizations. The decision was made to not support transitional housing, the cost per individual is higher as well as the recidivism rate.

Of the 17 applications submitted, the committee is recommending awards to 12. The total ask was \$744,305. The PSS Committee recommended awarding \$441,000 to the following:

| | |
|------------------------------------|----------|
| Anawim PSH | \$60,000 |
| Anawim Echo | \$60,000 |
| Central Iowa Shelter and Services | \$50,000 |
| Oakridge | \$50,000 |
| Iowa Homeless Youth Center | \$60,000 |
| HOME, Inc Hope for Stable Families | \$20,000 |
| The Home Connection | \$25,000 |
| House of Mercy | \$13,000 |
| YMCA Graduate Program | \$22,000 |
| Habitat Blueprint to Homeownership | \$20,000 |

| | |
|---|------------------|
| Primary Health Care Tenant Assistance | \$50,000 |
| Primary Health Care Landlord Mitigation | \$11,000 |
| TOTAL | \$441,000 |

The Program and Supportive Services Committee unanimously recommends entering into Contracts with the above 12 providers for the recommended listed amounts.

Suzanne Mineck moved to approve the recommendations; seconded by Cole McClelland. Motion Carried Unanimously. Teree Caldwell-Johnston abstained.

Report of the Finance Committee

Recommend approval of contract for Bookkeeping services

Financial policies require an RFP be sent out for three-year contracts for bookkeeping services. RFPs were sent to four firms that were known to do bookkeeping and payroll services for non-profits. Of the four requests, two responses were received as shown below.

| Company | FY22 | FY23 | FY24 | Top Partner hourly |
|--------------|-------------|----------|----------|--------------------|
| Tarbell | \$18,240 | \$18,690 | \$19,800 | \$170 |
| BerganKVD | \$44,700 | \$43,600 | \$45,400 | \$240 |
| Tunik Murray | No response | | | |
| Vroman Group | No response | | | |

It is the recommendation of the Finance Committee that the Board enter into a three-year contract with Tarbell and Co. for bookkeeping services.

Creighton Cox moved to accept the Finance Committee recommendation; seconded by Luis Montoya. Motion Carried Unanimously.

Recommend approval of April 2021 Financials

Cole McClelland moved to approve the April 2021 Financials as submitted; seconded by Luis Montoya. Motion Carried Unanimously.

Recommend approval of 2021/22 Budget

In summary, the 2021/22 Budget reflects the recommendations of the Development Committee, Program and Supportive Services Committee and the Administrative Budget for the fiscal year.

The Budget also reflects the recommendation of the Executive and Governance Committees to bring staff salaries into ranges recommended by the Salary Study including modest increases or decreases in operating costs or modest estimates of unknown increases.

It is the recommendation of the Finance Committee to adopt the FY2021/22 Budget.

Creighton Cox moved to approve the FY2021/22 Budget; seconded by Teree Caldwell-Johnson. Motion Carried Unanimously.

Governance Committee Report on Salary Study

The Governance Committee directed staff to contract with a professional to conduct a Salary Study to compare PCHTF staff salaries to other similar non-profits resulting in adjustments to salaries effective 7/1/2021.

There will be further discussion of salaries as a part of the Strategic Planning session on August 6.

Questions for Staff

Eric mentioned that an offer was extended and accepted by Matt Hauge for the Director of Communications and Community Outreach. Matt will begin his new duties in July. Renee Hardman said that Matt will be a great asset to the organization and they will miss him in West Des Moines.

Other Business

With no other business, Renee Hardman moved to adjourn; seconded by Teree Caldwell-Johnson. The meeting adjourned at 11:27 a.m.

The next meeting of the Polk County Housing Trust Fund Board of Directors is Friday, August 6, 2021, and is the Strategic Planning Session from 9:00 a.m. to 3:00 p.m. The location is to be determined.

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