

**POLK COUNTY HOUSING TRUST FUND
BOARD OF DIRECTORS MEETING
VIA ZOOM**

Friday, June 5, 2020
10:00 a.m.

MINUTES

Board Members Present:

Angela Connolly, Jane Fogg, Jeff Damman Connie Boesen, Teree Caldwell-Johnson, Creighton Cox, Chelsea Lepley, Cole McClelland, Mandi McReynolds, Suzanne Mineck, Luis Montoya, Kris Schechinger-Camper, Darcy Valline, Steve Van Oort

Board Members Absent:

Peter Diliberti, Frank Cownie, Tina Mowry Hadden, Renee Hardman, Joelyn Jensen-Marren

Guests:

Angie Arthur, Polk County Continuum of Care; Diana Deibler, Deibler & Company; Pam Carmichael, HOME, Inc.

Staff:

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

Public Hearing

Jeff Damman, Chair, called the Public Hearing to order at 10:00 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 2020/2021. Notice of the Hearing was published in the Business Record and the Des Moines Register on June 5th and 2nd 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 in five minutes.

Creighton Cox moved to adjourn the Public Hearing; seconded by Angela Connolly. Motion Carried Unanimously.

Business Meeting

At 10:05 a.m. Jeff Damman, Chair, called the meeting to order.

Approve Agenda

Teree Caldwell-Johnson moved to approve the Agenda; seconded by Angela Connolly. Motion Carried Unanimously.

Approve April 2020 Minutes

Jane Fogg moved to approve the April 2020 Minutes as written; seconded by Mandi McReynolds. Motion Carried Unanimously.

Approve April Special Meeting Minutes

Teree Caldwell-Johnson moved to approve the April Special Meeting Minutes as written; seconded by Connie Boesen. Motion Carried Unanimously.

Report from Advancement Committee on Campaign

Mandi McReynolds reported on behalf of the Advancement Committee. As of June 3, we are \$33,000 short of our campaign budget of \$450,000. When compared to last year, grant income and individual income are ahead of last year and corporate gifts are one-half of what they were in 2019. This is a direct result of not being able to make in-person contact with prospects due to the COVID-19 pandemic. \$27,000 in donations were not received due mainly to donors re-appropriating funds because of COVID-19. Tracy is following up with donors and could use your help making calls during the next couple of weeks. We are close, a few phone calls to your donors and we could make it. Additionally, a new donation page for the PCHTF has been created it is user friendly and secure: www.pchtf.org/donate/

As this is Tracy's last board meeting; Mandi first recognized her for all of her hard work and incredible work done on making this campaign and past campaigns successful. Thank you Tracy, we couldn't have done it with you.

Report of the Development Committee

Recommend approval of FY 20/21 Housing Allocation Plan

Eric reported on behalf of the Development Committee that the total for FY2021 Housing Allocation Plan is \$1,680,000.

The Development Committee recommends approval of the proposed Housing Allocation Plan (HAP) for Fiscal Year 2020/21 and that the HAP be forwarded to the Iowa Finance Authority as required by law and published on the PCHTF website.

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

Report of the Program and Supportive Service Committee

Report on mini-grant awards

The Board of Directors passed a Resolution at the June 5 Board Meeting approving an emergency fund of \$100,000 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 issues. The Board delegated allocation of the emergency fund to the Executive Committee and PCHTF Staff.

As a result of the Resolution the Polk County Housing Trust Fund made the following awards:

Anawim Housing	\$6,250.00
Beacon of Life	\$2,500.00
Central Iowa Shelter and Services	\$4,000.00
GDM Habitat for Humanity	\$5,000.00
HOME, Inc.	\$5,000.00
Iowa Homeless Youth Centers	\$6,000.00
Oakridge Neighborhood	\$7,000.00
YMCA Supportive Housing	\$10,000.00
TOTAL AWARDS	\$45,750.00

Recommend approval of 2020/21 Allocations

Jane Fogg reported on behalf of the Program and Supportive Service Committee.

The Committee recommends the Polk County Housing Trust Fund enter into Program and Supportive Service Contracts with the following providers for the amounts indicated:

Anawim Housing Permanent Supportive Housing	\$60,000
Anawim Housing -ECHO	\$50,000
Beacon of Life	\$10,000
Central Iowa Shelter and Services Critical Time Intervention	\$55,000
Dorothy's House Front Porch Program	\$22,000
GDM Habitat for Humanity Financial Foundation for Success or Blueprint to Homeownership	\$25,000
Hawthorn Hill The Home Connection	\$55,000
Hawthorn Hill New Directions Shelter	\$10,000
HOME, Inc. Hope for Stable Families	\$25,000
HOME, Inc. Community Housing Services Program	\$30,000 (6 months)
House of Mercy Recovery Housing	\$13,000
Iowa Homeless Youth Center Homeless Youth Rapid Rehousing	\$45,000
Oakridge Neighborhood	\$50,000
Primary Health Care Client Assistance	\$50,000
Primary Health Care Landlord Mitigation	\$5,000

YMCA Graduate Housing Program	\$50,000
TOTAL	\$555,000

Jane Fogg moved to approve the Program and Supportive Service Committee recommendation to approve the 2020/21 Allocations; seconded by Connie Boesen. Teree Caldwell-Johnson abstained. Motion Carried Unanimously.

Report of the Finance Committee

Recommend approval of March 2020 financials

Cole McClelland moved to approve the March 2020 financials; seconded by Teree Caldwell-Johnson. Motion Carried Unanimously.

Recommend approval of 2020/21 Budget

The FY2020/21 Budget reflects the recommendations of the Development and Program & Supportive Service Committees allocations as well as the Administrative Budget.

The amount of estimated cash reserves is \$400,000 in excess of the cash reserve policy of \$350,000, because of current circumstances the committee thought a one-time deviation was appropriate for the coming fiscal year.

Although there was not a quorum the members present unanimously recommends the Board of Directors adopt the FY2020/21 Budget.

Cole McClelland moved to approve the FY2020/21 Budget; seconded by Angela Connolly. Motion Carried Unanimously.

Report on Insurance Claim

The email system was compromised resulting in a \$15,000 wire transfer to a bogus account. Eric is working with the bank and insurance company to retrieve the funds additionally he is working with IT to get a secure email system.

Questions for Staff

Eric mentioned this is Tracy's last board meeting and thanked her for all she has done for the organization.

He also mentioned Kendyl and Lauren are working to get undesign redline as a facebook live event. They have had virtual tours and there is a lot of support and interest in the community. Eric indicated that he is incredibly proud of what staff has done to make this all happen, they took a chance and it has worked well.

Tracy commented that Polk County Housing Trust Fund is stronger and more equitable and that it has been a pleasure and she expects good things in the future.

Adjournment

Jane Fogg moved to adjourn; seconded by Creighton Cox.

The next meeting of the Polk County Housing Trust Fund is Friday, August 7, 2020 at 10:00 a.m. Zoom or in person meeting to be determined.

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