

POLK COUNTY HOUSING TRUST FUND  
BOARD OF DIRECTORS MEETING  
Friday, June 6, 2014  
10:00 a.m.

**MINUTES**

Board Members Present:

Debbie Fisher, Joe Gonzalez, Kathy Gray, Luke Gray, Lance Henning, Chris Hensley, Sean Pelletier, Troy Thompson, Steve Van Oort, Linda Westergaard

Board Members Absent:

Angela Connolly, Creighton Cox, Beverly Evans, Steve Patterson, Elizabeth Presutti

Guests:

Diana Deibler, Deibler & Company, Russ Fraizer, President, Anawin Housing

Staff:

Eric Burmeister, Lori Kauzlarich, Josh Hellyer, Carol Duncan, Paige Curtis, Tracy Levine

**Public Hearing**

Debbie Fisher, Board Chair, called the Public Hearing to order at 10:00 a.m. Notice of this hearing was published in the Business Record on May 16, 2014 and The Des Moines Register on May 19, 2014.

No speakers were present and having no comment from the Board, the Board Chair closed the Public Hearing and called the Business Meeting to order.

**Business Meeting**

Debbie Fisher, Board Chair, called the Business portion of the meeting to order.

Eric Burmeister introduced two new people. First person, Paige Curtis is the summer intern responsible for management of "Can I be Your Neighbor" campaign, particularly the visibility and work around Jazz in July.

The other new person is Tracy Levine, new administrative coordinator. Carol and Tracy have been working together for the past two weeks. Welcome to both Paige and Tracy. There will be a luncheon after the meeting to celebrate Carol's retirement. Everyone is invited.

Approve Agenda

A motion to approve the agenda was made by Christine Hensley; seconded by Luke Gray; Carried

Approve April, 2014 minutes

A motion to approve the April Minutes was made by Kathy Gray; seconded by Steve Van Oort; Carried

### Development Committee Report

Eric spoke on behalf of Joe Gonzalez, representative on the Development Committee. Several action items were taken in the order discussed.

#### Agenda Item 2.1 Recommend approval of amendment to 2013/2014 Housing Allocation Plan

As of May, 2014 there remains \$484,538.00 in the 2013-14 HAP that is unallocated. All funding application periods have closed. The Development Committee recommends this money be moved to the Owner Occupied Repair (OOR) account in this year's housing allocation plan. The provider community indicated a need for additional funds from the Trust.

Christine Hensley made a motion to approve amending the 2013-14 housing allocation plan, transferring all unallocated funds into the OOR category; seconded by Kathy Gray; Carried.

#### Agenda Item 2.2 Recommend approval of second round of Owner Occupied Repair allocations for 2013-14

With a fair amount remaining in the OOR account, the board approved going back to the community to ask if additional funds were needed. There were requests from previously funded providers as well as from organizations that had not applied. The committee reviewed and recommends that the full \$484,538.00 (just moved into the OOR account) be allocated to Greater Des Moines Habitat for Humanity (\$91,420.00), City of West Des Moines Metro (\$91,420.00), Polk County Public Works (\$265,130.00), and Rebuilding Together Des Moines (\$36,568.00). This represents 91% of the dollars that each application requested on this allocation round.

Christine Hensley made a motion to recommend the second round of applications for 2013/14, seconded by Kathy Gray; Carried. Lance Henning abstained.

#### Agenda Item 2.3 Recommend approval of de-obligation of funds

The previously approved funding for two projects, Christ the King Senior Housing and 6<sup>th</sup> Avenue Flats, in the amount of \$100,000 each, was contingent upon the grantees receiving receipt of low income housing tax credits from Iowa Finance Authority (IFA) in its 2014 funding round. The grantees informed PCHTF that neither of their projects was approved.

The Development Committee recommends that the two contracts totaling \$200,000.00 be cancelled and the funds de-obligated.

The Committee also recommends that these funds be reallocated to the 2014-15 Housing Allocation Plan.

Steven Van Oort moved to approve the Christ the King Senior Housing II, LLLP and the 6<sup>th</sup> Avenue Flats, LP contracts be cancelled and the funds de-obligated; seconded by Troy Thompson; Carried

#### Agenda Item 2.4 Recommend approval of 2013/14 Housing Allocation Plan

This refers to the recommended 2014-15 (corrected date typo on reference line) Housing Allocation Plan to include a total of \$2,150,000.00. Between the \$300,000.00 additional funds received from the State Housing Trust Fund from IFA (resulting in a one time release of money) plus the \$200,000.00 recently de-obligated, this housing allocation plan is about \$500,000.00 higher than it has been in the past. Of note, this recommendation acts on the goals and priorities that PCHTF has been discussing for the last year and a half (and the progress made) in tailoring allocations to known inventory gaps.

Organizations were encouraged to look at this opportunity. Board discussion followed on how much money may be granted for a single project. The understanding that it not exceed an amount determined by the Development Committee and approved by the board.

There was discussion about projects that apply through the City of Des Moines for CDBG-DR funds to align with the PCHTF Development grant dates in order to be more timely. A revision for a change of date was tabled for further discussion

Christine Hensley moved to approve plan as stated with a request that the Development Committee come back with the definition of a process as to how awards will be made and to change the date; seconded by Sean Pelletier; Carried.

#### Report of the Operating and Supportive Service Committee

Kathy Gray tag teamed with Eric for the report.

#### Agenda Item 3.1 Recommend approval of 2014/15 OSS Allocations Budget

The OSS Committee met several times to review ten applications.

Eric walked through the spread sheet of the named Providers including requests, Committee recommendations, comments and historical information (see attached).

There was a total of \$350,000.00 of contributions to allocate this year, less than in the past and another indication of what PCHTF needs to be thinking about going forward in its campaign to the community. This will be a focus for future assessment and planning.

The OSS budget is under the most pressure in terms of its needs vs its capacity. Applicants are being encouraged, when they apply for Owner Occupied Repair money, to include the operating money (to administer programs) from Development so that the larger operating budget is included in the request.

Debbie and Eric met with all OSS Providers to share thoughts, knowing that resources are less this year, on how to structure proformas to cover overhead from Development dollars.

There were questions with discussion about the applications, score requirements, and funding for the new application programs. The board asked to see the scores in future documentation

Steve Van Oort moved to approve the recommendations of the 2014/15 Operating

and Supportive Service allocations, seconded by Troy Thompson; Carried.  
Lance Henning abstained.

#### Report of the Finance Committee

##### Agenda Item 4.1 Recommend approval of March and April 2014 financials

The March/April, 2014 Financials were included in the board packet. There were no significant changes.

Joe Gonzalez moved to approve the March and April 2014 financials, seconded by Lance Henning; Carried.

##### Agenda Item 4.2 Recommend approval of 2014-15 Budget

Troy Thompson reviewed the budget for 2015. The allocation recommendations from the Development and Operating & Supportive Service Committees, as well as the PCHTF administration, are reflected in this budget. Regarding health care, Eric told everyone that the plan being considered is through the Affordable Care Act, the figure of which will match the \$19,200 figure in the budget. Eric said that he wants to make sure of two things – that we are compliant and that we find the best coverage that is fair and equitable for all.

A handout addresses what is in the budget for staff salaries. An additional item includes replacing the phone system for an increase. A total of \$9,314 net is projected

Questions about the “Can I Be Your Neighbor” campaign. The \$25,000 amount was raised last year but we are behind on using it due to the CIBYN campaign being moved to July. There was also a question about carryover which Eric explained is in line with future cash reserves for next year due to an increase in funding in state housing trust fund

Christine Hensley moved to approve the 2014-15; seconded by Sean Pelletier; Carried.

#### Report from Diana Deibler and Staff

Eric spoke of his appreciation to staff for their recent push to get a lot of work done well. This includes affordable housing week, the work on getting allocations set up and reviewed, things that are now going on with the “Housing Tomorrow Plan” and now rolling out JIJ & “Can I Be Your Neighbor” kick-off.

Eric asked Diana Deibler to give a rundown of some of the things that happened during “Affordable Housing Week” and with rolling out the second part of the “Can I Be Your Neighbor” campaign.

Diana’s work was concentrated on the strategic initiatives approved by the board as part of the marketing communications plan.

The goal is to expand the Polk County Housing Trust Fund network by developing relationships, alliances and partnerships, with people who want to invite us to their table and with people who want to come to our table and be a part of what we are

doing. In the case of the "Can I Be Your Neighbor" campaign, it is continuing to take it to the neighborhood in a larger grassroots effort.

### **Affordable Housing Week**, April 12 – 26

The second annual event included expanded activities:

City Proclamations grew to ten this year. Diana asked those board members who participated, to share ideas of what may be improved for the public forum. Suggestions included a short, informative handout; an explanation of how the funds come in and are leveraged; a script with a common message; and discussion with mayor or contact person prior to the Council meeting on the protocol for photographs and comments.

Community Bus Tour focused on Housing Tomorrow and projects in east Des Moines and Altoona with a stop at Habitat's ReStore. The turnout was good. Diana recommended moving from three tours to two tours annually

There was discussion about providing context along with a possible tie in to the three day IFA Housing training in the fall for participants.

Design Challenge, was the initiative for high school kids to design affordable homes with a scholarship and cash prizes, spearheaded by ASK Studios. Five schools competed. Diana made notes on how to recruit additional schools next year. Thanks to Creighton Cox and Home Owners for underwriting the \$2,000 scholarship.

CRE Trends & Issues Forum was a co-sponsorship with the MPO to kick-off "Housing Tomorrow," a regional plan for affordable housing. The Business Record event sold out with strong participation.

Economic Impact, Research & Community Visioning, with speakers Debi Durham and Dr. Jane Rongerude followed the CRE Forum. Some disappointment was expressed by attendees. However, Eric said having an educational forum, on affordable housing and open to the community is important to offer. The input will be used for next year's planning. A question was asked about follow-up with the people who attended as well. This is being pursued.

Landlords & Property Managers Education Session was a first for this landlord education breakfast with support and additional information from DART, thanks to Elizabeth.

Diana said that the next step is to evaluate the Affordable Housing Week's activities. It has already been determined not to hold it during the Drake Relays week. Those involved in making it successful have expressed interest in becoming a larger participant next year. Others want to be included.

Eric recapped the status of the "Can I Be Your Neighbor" campaign (CIBYN), where it stands and what is coming next. Last year there was a communitywide launch. Recently, Eric and Josh took the (CIBYN) marketing material to the

National Low Income Housing Conference (NLIHC) in Washington DC. People were enthusiastic about the idea of changing the affordable housing discussion for the people who need it.

Also recently, Eric and Christine were on the Des Moines DC trip. There were discussions about workforce housing for our service workers specifically trying to get people to understand that affordable housing is an economic development and community planning issue.

### **"Can I Be Your Neighbor"**

This campaign is being taken to the neighborhoods through the Jazz in July series. PCHTF is a sponsor and has created a Passport to include information about each of the concert host neighborhoods along with a chance for concert goers to win prizes. There will also be a "hands on" activity at eight of the concerts in conjunction with the Metropolitan Planning Organization, to build awareness for "Housing Tomorrow." Copies of the Passport were handed out to the board.

Eric made a plea for sponsors, asking board members to lend influence with their companies who may be interested and a good fit. The goal is \$25,000.00. Eric also encouraged board members to sign up to be a volunteer at a concert.

A suggestion was made to try and gather e-mail addresses when people come to the table during the performance. The banner will have sponsor and PCHTF logos. Attendees may also take a photo by sticking their head through a cut out of the CIBYN design

There being no further business, the meeting was adjourned at 11:40 am.

Respectfully submitted  
Tracy Levine  
Administrative Coordinator