

**POLK COUNTY HOUSING TRUST FUND  
Board of Directors Meeting**

Friday, August 2, 2013  
10:00 a.m.

**MINUTES**

**Board Members Present:**

Angela Connolly, Creighton Cox, Beverly Evans, Debbie Fisher, Larry Goodell, Lucas Gray, Christine Pardee, Steve Patterson, Sean Pelletier, Elizabeth Presutti, Robert Sherwood, Troy Thompson, Steve Van Oort, Linda Westergaard

**Board Members Absent:**

Lance Henning, Christine Hensley

**Guests:**

Dr. Jiangping Zhou, Iowa State University; Diana Deibler, Deibler & Company

**Staff:**

Eric Burmeister, Lori Kauzlarich, Carol Duncan, Josh Hellyer

**Strategic Session**

Eric Burmeister introduced Dr. Jiangping Zhou, ISU Housing Inventory study research team member, to present Phase II of the ISU Housing Inventory, along with Josh Hellyer, PCHTF Research Intern. Phase II is the Development of a Special Methodology for Assessing Affordable Housing Inventory in Polk County, IA and the overview question is: To what extent does the existing supply of affordable housing in Polk county match with the existing need for affordable housing? The timeframe for this phase was January – June 2013. Researchers focused on the challenge of identifying existing rental units in Polk County. Phase III of the study will span July 2013 – June 2014 and will focus on finalization and testing of housing affordability and availability models, interview of housing challenged households; finalization of analysis of affordable housing barriers; a historical investigation of regional planning in Des Moines and an empirical verification of factors impacting rental housing affordability.

**Business Meeting**

Larry Goodell, Chair, called the Business Meeting to order.

Approve Agenda

Debbie Fisher moved to approve the agenda; seconded by Steve Patterson. Motion Carried Unanimously.

Approve June 7, 2013 Public Hearing Meeting minutes

Rob Sherwood moved to approve the Public Hearing Meeting minutes as written; seconded by Steve Patterson. Motion Carried Unanimously.

Approve June, 2013 minutes

Debbie Fisher moved to approve June minutes as written; seconded by Angela Connolly. Motion Carried Unanimously.

Approval of United Way of Central Iowa contract

With no discussion Christine Pardee moved to approve the United Way of Central Iowa contract for \$45,000; seconded by Creighton Cox. Motion Carried Unanimously.

Report of the Finance Committee

Audit Update

It was reported the audit has been completed and will be presented to the Board at the October 4, 2013 meeting.

Report of Operating and Supportive Services Committee

Recommendation and approval of Capacity Building allocations for 2013/14

As reported by Debbie Fisher, the Development Committee has reviewed two applications for Capacity Building Grant funds.

**Iowa Legal Aid** submitted a renewal application for \$40,000. This funds a program that assists borrowers facing foreclosure modifying their mortgage loans to reduce the monthly payment to no more than 33% of their monthly income. The program assisted 24 such modifications last year.

The Committee recommends funding Iowa Legal Aid **\$40,000** to continue the program.

**Anawim Housing** submitted a renewal application for \$51,633. The request is for funds to hire a person to help clients in Shelter plus Care increase their income thus increasing the amount they could contribute to their rent.

The Committee recommends funding Anawim Housing **\$25,816** payable over six months beginning 7/1/13; renewal is subject to substantial progress toward 13/14 performance measures.

Rob Sherwood moved to approve the Committee recommendations to renew the Iowa Legal Aid application in the amount of \$40,000; and the Anawim Housing application in the amount of \$25,816 with the possibility of renewal of the contract for the remainder of fiscal year 2013/14; seconded by Bev Evans. Motion Carried Unanimously.

Report of the Development Committee

Debbie Fisher reported the Development Committee has recommended funding for the following:

**Newbury Management Company (Elsie Mason Manor) Capital**

**Improvements** Application has been made in the amount of \$150,000 for major window repairs. The 2013/14 HAP limits funding to \$5,000 per unit there are 22 units that have been dedicated to tenants making less than 50% of AMI. Debbie introduced Jeff Thomas, Project Manager, to answer any questions the board may have regarding this project.

The committee recommends funding up to **\$110,000** (\$5,000 x 22 units).

Rob Sherwood moved to approve the Development Committee recommendation; seconded by Steve Patterson. Debbie Fisher abstained. Motion Carried.

**Anawim Housing (Maine Apts) Rental R&M** Anawim Housing applied for \$150,000 for window replacements and roof for its property at 1635 6<sup>th</sup> Avenue (The Maine). The 2013/14 HAP limits funding to \$5,000 per unit that is occupied by persons making less than 50% of AMI. Anawim has certified that 14 of the 18 units meet that requirement.

The Committee recommends funding **\$70,000** (\$5,000 x 14 units).

Steve Patterson moved to approve the Development Committee recommendation; seconded by Debbie Fisher. Motion Carried Unanimously.

**Anawim Housing Pre-Development** Anawim Housing is asking for a \$9,000 grant for pre-development costs associated with a proposed 71 unit affordable housing project in SE Des Moines.

The Committee recommends fully funding the pre-development request.

However, following discussion, Rob Sherwood moved to table the recommendation until the next Board Meeting at which time Russ Frazier will be invited to answer questions; seconded by Creighton Cox. Motion Carried Unanimously

With no further business Rob Sherwood moved to adjourn; seconded by Steve Patterson.

The next meeting of the Polk County Housing Trust Fund Board of Directors is Friday, October 4, 2013 at 10:00 a.m.

Respectfully submitted,  
Carol Duncan  
Administrative Coordinator