

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

Friday, August 4, 2017
Insurance Exchange Building Conference Room #448
10:00 a.m.

MINUTES

Board Members Present:

Connie Boesen, Teree Caldwell-Johnson, Angela Connolly, Beverly Evans, Kathy Gray, Christine Hensley, Chelsea, Lepley, Mike Lipsman, Mandi McReynolds (via phone), Rick Messerschmidt, Steve Niebuhr, Elizabeth Presutti, Troy Thompson

Board Members Absent:

Jeff Damman, Jane Fogg, Brad Liggett, Steve Patterson, Nate Stevenson, Steve Van Oort

Guests:

Diana Deibler, Deibler and Company

Staff:

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

Strategic Session

Eric Burmeister updated the Board on Healthy Homes Des Moines 2.0 and BUILD 2.0 Grant Award.

Business Meeting

In the absence of Board Chair, Steve Patterson, Eric Burmeister called the Business Meeting to Order at 10:36 a.m.

1.1 Approve Agenda

Christine Hensley moved to approve the Amended Agenda, seconded by Beverly Evans. Motion Carried Unanimously.

1.2 Approve June, 2016 Public Hearing Minutes

Beverly Evans moved to approve the Public Hearing Minutes as written, seconded by Angela Connolly. Motion Carried Unanimously.

1.3 Approve June, 2016 Minutes

Teree Caldwell Johnson moved to approve the Minutes as written; seconded by Angela Connolly.

Kathy Gray pointed out that on Page 2, Agenda Item 2, Report from Advancement Committee on Campaign that the difference to goal as stated in the minutes is wrong. The minutes read ... difference to goal is **\$335,992.61** ... the difference to goal should read **\$24,007.39**. The June minutes are hereby amended to reflect the change.

The Motion will stand and Carried Unanimously.

2. Report of Advancement Committee – final campaign results
 Tracy Levine reported on behalf of the Advancement Committee with a Recap of the 2016/2017 Combined Campaign for Housing.

The overall goal for the 2016/2017 Campaign was \$360,000. The amount raised including outstanding pledges is \$432,139.67; 53 from corporations and 14 from grants. (see chart below for actual dollar amounts)

COMBINED CAMPAIGN FOR HOUSING

Update

For the period, 7-1-2016 through 7-31-2017

	2017	2016
Grants	231,000.00	237,200.00
Corporate (direct solicitation)	124,200.00	116,525.00
Individuals	5,847.48	4,625.00
United Way Donor Program	2,315.54	4,147.34
Wells Fargo Donor Program	1,019.98	<u>1,035.20</u>
TRUIST	<u>1,256.00</u>	
Total:	365,639.00	363,532.54

Pledges Made *	<u>66,500.00</u>
Campaign Total	<u>432,139.00</u>
Campaign Goal	360,000.00
Yield exceeding Goal	<u>72,139.00</u>

* Pledged:

American Enterprise	\$ 6,000.00
Iowa Realty	5,000.00
Kemin	5,500.00
Principal	\$ <u>50,000.00</u>
	\$ 66,500.00

3. Report of the Program and Supportive Services Committee
Teree Caldwell-Johnson excused herself from the meeting for this session.

Kathy Gray reported on behalf of the Program and Supportive Services (PSS) Committee, reporting on the Capacity Building (3.2) portion first.

3.2 Recommend approval of 2017/18 Capacity Building Grants

Capacity Building Grants are for programs that directly increase or preserve inventory of affordable housing units. The PSS Committee received four applications for funds.

- Anawim Housing requested \$70,000 for Shelter + Care program.
- Iowa Legal Aid submitted a renewal application in the amount of \$40,000 to fund the program which assists borrowers facing foreclosure.
- Primary Health Care requested \$100,000 to fund its Housing Navigator Program.
- HOME, Inc.'s request was transferred to the PSS allocation for consideration.

Kathy stated that the committee is recommending fully funding the Capacity Building requests.

Anawim Housing (Shelter + Care)	\$70,000
Iowa Legal Aid (Foreclosure Assistance)	\$40,000
Primary Health Care (Housing Navigator)	\$100,000
TOTAL	\$210,000

Kathy Gray moved to accept the PSS Committee recommendations to fully fund the Capacity Building requests and to move \$10,000 from PSS to Capacity Building; seconded by Rick Messerschmidt. Motion Carried Unanimously. Connie Boesen abstained and Teree Caldwell-Johnson was excused.

3.1 Recommend approval of supplemental 2017/18 Program and Supportive Service Grants.

Kathy Gray stated that \$327,500 was previously awarded for the Program and Supportive Service programs with the understanding that supplemental allocations could be made when the final results of the 2017 Combined Campaign was announced; that announcement was made and additional funding is available in the amount of \$30,000. Therefore, the recommendation by the committee is to increase the previous award to Habitat by \$20,000; and to increase Oakridge

Neighborhood by \$25,000, and to award HOME, Inc. \$17,500 beginning in January of 2018.

	Awarded	Additional	Total
GDM Habitat	\$50,000	\$20,000	\$70,000
Oakridge	\$50,000	\$25,000	\$75,000
HOME, Inc.	\$0.00	\$17,500	\$17,500 (beginning 1/2018)

Kathy Gray moved to approve the recommended final FY2018 allocations; seconded by Rick Messerschmidt. Motion Carried Unanimously. Teree Caldwell-Johnson was excused for this part of the meeting.

4. Report of the Governance Committee

4.1 Recommend approval of 2017/18 Organizational Activity Plan.

Eric Burmeister reported on behalf of the Governance Committee and presented to the Board the 2017/18 Staff Activity Plan. The Governance Committee is responsible for reviewing and recommending the staff’s annual Activity Plan for the new fiscal year. It is the recommendation of the Governance Committee that the Board approve the annual Activity Plan as written.

Connie Boesen moved to approve the Activity Plan; seconded by Christine Hensley.

Steve Niebuhr mentioned that it might be helpful to have some measurables; put some numbers to some of the goals; something as simple as a scorecard.

Chelsea Lepley asked about a policy agenda for the Trust Fund.

Christine Hensley mentioned that with the tax reform discussion it is really important that we be supportive and work with our Congressional Delegation to ensure that the tax credits remain and are increased. She suggested a letter of support on the positive impact and how important it is our community.

There is a Policy Committee meeting next week and these topics will be discussed at that meeting.

Following the discussion, the above Motion Carried Unanimously.

4.2 Recommend approval of Story County Housing Trust Fund Management Agreement

Story County submitted an application to IFA for certification as a Local Housing Trust Fund. IFA responded saying that professional management is needed and reached out to PCHTF. As a result, PCHTF and the Story County Housing Trust Fund would enter into an agreement for two years. PCHTF would provide

Administrative Services to Story County Housing Trust commencing upon signature of the agreement and ending December 31, 2019.

2017/18 PCHTF would be paid \$45,000 for Organizational Management

2018/19 PCHTF would be paid \$30,000 for Organizational Management

7/1/19-12/31/19 PCHTF would receive \$15,000

It is anticipated that it would take three to five hours a week of staff time to make this work.

Christine Hensley moved to approve the Management Agreement; Seconded by Elizabeth Presutti. With a Friendly Amendment to the Motion by Rick Messerschmidt: On condition that a progress report is incorporated into Board Agenda which would include the level of PCHTF involvement.

Above Motion Carried Unanimously.

5. Other Business

5.1 Analysis of Fair Housing Report

A Chapter 28E Agreement for Assessment of Fair Housing will be entered into by the City of West Des Moines, the City of Ames, the City of Des Moines Iowa Municipal Housing Agency (DMMHA) as program participants along with collaborating entities consisting of the Des Moines Area Metropolitan Planning Organization (MPO); Des Moines Area Regional Transit Authority (DART); Polk County Continuum of Care Board; the Polk County Housing Trust Fund and the City of Des Moines.

Board approval is needed in order for PCHTF to be a part of the discussion. The report is due 2019.

Rick Messerschmidt moved to approve requesting a report be brought back to the Board; seconded by Elizabeth Presutti. Motion Carried Unanimously.

At this time Josh Hellyer reported on the successful Bus Tour and Lunch Learn that took place July 28.

With no other business, Kathy Gray moved to adjourn; seconded by Angela Connolly. The meeting adjourned at 11:34 a.m.

The next meeting of the Polk County Housing Trust Fund is Friday, October 6, 2017 at 10:00 a.m., Room 448 of the Insurance Exchange Building.

Respectfully submitted
Carol Duncan
Administrative Coordinator