

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

Friday, August 5, 2016
10:00 a.m.

MINUTES

Board Members Present:

Angela Connolly, Beverly Evans, Debbie Fisher, Kathy Gray, Lance Henning, Christine Hensley (via phone), Izaah Knox (via phone), Chelsea Lepley, Rick Messerschmidt, Steve Patterson, Sean Pelletier, Elizabeth Presutti, Nate Stevenson, Troy Thompson, Steve Van Oort

Board Members Absent:

Connie Boesen, Jane Fogg, Joe Gonzalez, Rocio Hermosillo

Guests:

Rick Kozin, Director, Polk County Health Department; Suzanne Minnick, President, Mid-Iowa Health; Diana Deibler, Deibler & Company

Staff:

Eric Burmeister, Lori Kauzlarich, Josh Hellyer, Tracy Levine, Claire Richmond, Carol Duncan, Marcus Amman, Lauren Johnson

Strategic Session

Strategic Session began at 10:00 a.m. with an update on the first year of Healthy Homes Des Moines and ideas on its sustainability plan.

Suzanne Minnick, President, Mid-Iowa Health and also a member of the HHDSM Management Committee talked about the first year successes of this initiative, how the project got started and how it has evolved into the current endeavor.

Claire Richmond, Healthy Homes Des Moines Project Manager, statistically reviewed the first year of HHDSM, which began July 1, 2015 starting in the East Bank and growing to encompass the rest of the City. The referral rate has increased significantly. Most importantly the awareness this project has created for the importance of safe, stable and affordable housing.

Business Meeting

Call to Order

At 10:40 a.m. Steve Patterson, Chair, called the Business Meeting to Order.

Approve Agenda

Angela Connolly moved to approve the Agenda; seconded by Kathy Gray. Motion Carried Unanimously.

Approve June, 2016 minutes

Debbie Fisher moved to approve the June Minutes as written; seconded by Beverly Evans. Motion Carried Unanimously.

Report of Advancement Committee – final campaign results

Sean Pelletier reported on behalf of the Advancement Committee. The Goal for FY2015/16 was \$325,000; the actual dollars raised was \$369,000. Of the \$369,000 raised, 63% was from grants and 32% was from corporate gifts; 3% from individuals and 1% from donor option programs. Christine Hensley thanked Tracy Levine for her hard work in exceeding the goal. Angela Connolly seconded the thank you.

Report of the Program and Supportive Services Committee
Recommend approval of 2016/17 Capacity Building Grants

Capacity Building Grants are for programs that increase or preserve inventory of affordable housing units. \$200,000 has been allocated for Capacity Building. Three applications were received for funding: Anawim Housing, Iowa Legal Aid and Primary Health Care.

The PSS Committee recommends the following Capacity Building Grant Awards:

Agency	Committee Recommendation
Anawim Housing	\$ 70,000
Iowa Legal Aid	\$ 30,000
Primary Health Care	\$100,000
Total	\$200,000

Kathy Gray moved to approve the PSS Committee recommendations; seconded by Steve Van Oort. Motion Carried Unanimously.

Report of the Development Committee
Recommend amendment to HAP

The terms and conditions of Rental Development were left pending release of the current QAP (Qualified Allocation Plan) by the Iowa Finance Authority. The Development Committee recommends amending terms/conditions of Rental Development in the 2016/17 HAP as follows:

- \$50,000 maximum project award for projects that include 31%-80% AMI units and maintain 15-year affordability

- \$100,000 maximum project award for projects developed in areas of Very High Opportunity as defined by 2016 QAP – must have at least 20% of the units \leq 50% AMI and maintain 15-year affordability.
- Any projects may apply for up to an additional \$75,000 per unit for units \leq 30% AMI and maintain 15-year affordability.
- No maximum award limit for projects serving only \leq 30% AMI
 - 1:4 leverage match is required.
 - Housing costs \leq 30% of tenant's gross income.

Regarding the last bullet point: Housing costs \leq 30% of **tenant's gross income**; Debbie Fisher explained that tenant's gross income referred to subsidized housing and that this should be changed to read: Housing costs \leq 30% of **AMI**.

Debbie Fisher moved to approve the Development Committee recommendation with the change; seconded by Rick Messerschmidt. Motion Carried Unanimously.

Recommend amendment and extension to PCPW Weatherization contract

Polk County Public Works Department is seeking permission to transfer \$98,491.12 from contract PC110212OOR to contract PC060614W. Eligible project efforts have been exhausted and they wish to utilize the remaining funds into the repairs that are part of the Weatherization Program and extend the contract (PC060614W) until June 30, 2017.

The Development Committee recommends that the contracts be modified to accommodate the requests from the Polk County Public Works Department.

Angela Connolly moved to approve the committee recommendation; seconded by Debbie Fisher. Motion Carried Unanimously.

Update on Heritage Court (2117 Indianola Ave)

Eric Burmeister and Lori Kauzlarich met with Marcus Pitts and his consultants on Monday, August 1. 98 Investments will resubmit a new application to the Development Committee and will start again with a different project.

Report of the Governance Committee

Recommend revised Staff Job Descriptions

Revised job descriptions were presented to the Governance Committee. The Committee reviewed the job descriptions and accepted the revisions.

Staff salary survey proposals

The Committee asked Eric to get three bids to do a salary survey, when the surveys are returned they will be reviewed by the Committee.

Report of the Marketing Committee (Jazz in July)

Lauren Johnson (intern) reported on the success of this year's Jazz in July concerts. Lauren thanked the board for coming and volunteering at the events. She indicated there was a lot of interest in the CIBYN campaign, families returning to the concerts looked forward to coming to the Can I Be Your Neighbor Campaign Table.

Marcus Amman and Lauren Johnson also did research projects. Marcus researched the need and relationship of affordable housing to service level jobs particularly the Altoona Outlet Mall. Lauren researched Affordable Housing and education and the housing challenges families face in the Des Moines Public School system.

The research papers will be available to the community via the PCHTF website.

Questions for Staff

Debbie Fisher had a question regarding the comment in Eric's report about several housing organizations meeting in Des Moines. Eric said staff members of several organizations from inside the state will meet in Des Moines. Sally Smith, presented in Iowa City at a program. Sally has been a part of a large statewide advocacy organization for affordable housing. This organization consists of funders, providers and folks that have a common interest in how affordable housing is resourced she has an interest in seeing if Iowa can build that kind of a network. IFA is making an opportunity for Local Housing Trust Funds to get together at the Conference in September. This is something that is missing in Iowa and as we look farther down the road toward state housing policy, this would serve us well to have a common voice on some of those issues.

Other Business

Beverly Evans mentioned that Marijetka Orr a member of the Finance Committee put together a dashboard that would be a one-page snapshot of current trends. Bev or Eric will send to the Board for input. Bev also mentioned that the June 30 Financials will be presented with the Audit at the October Board meeting

Adjournment

With no other business Kathy Gray moved to adjourn the meeting. Motion Carried Unanimously.

The next meeting of the Polk County Housing Trust Fund Board of Directors is Friday, October 7, 2016 at 10:00 a.m.

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