

POLK COUNTY HOUSING TRUST FUND  
BOARD OF DIRECTORS MEETING  
Friday, August 7, 2015  
10:00 a.m.

**MINUTES**

Board Members Present:

Beverly Evans, Debbie Fisher, Kathy Gray, Lance Henning, Christine Hensley (via phone), Steve Patterson (via phone), Elizabeth Presutti, Troy Thompson, Linda Westergaard

Board Members Absent:

Angela Connolly, Creighton Cox, Joe Gonzalez, Izaah Knox, Sean Pelletier, Rachel Geilenfeld, Steve Van Oort

Guests:

Pam Carmichael, HOME, Inc.; Diana Deibler, Deibler & Company; Russ Frazier, Anawim Housing

Staff:

Eric Burmeister, Lori Kauzlarich, Josh Hellyer, Carol Duncan, Claire Richmond, Lauren Johnson

**Strategic Session**

The Strategic Session began with an update on recent changes to federal law and policy impacting affordable housing by Eric Burmeister; followed by Josh Hellyer talking about the Disparate Impact and the rule on Affirmatively Furthering Fair Housing. Josh explained these rulings and passed around a handout which clearly answers the questions what happened and what these rulings mean.

**Business Meeting**

Debbie Fisher called the business meeting to order at 10:30 a.m.

Approve Agenda and June 2015 Minutes

Beverly Evans moved to approve the agenda and the June 2015 Minutes; seconded by Lance Henning. Motion Carried Unanimously.

Report of the OSS Committee

Recommend approval of 2015/16 Capacity Building Grants

The OSS Committee received three applications for Capacity Building funds: Anawim Housing, Iowa Legal Aid and Primary Health Care and recommended the following Grant Awards, subject to standard PCHTF contract provisions:

Agency	Amount Requested	Units created or preserved	Cost per unit	Population served	Leverage	Refunding	Recommendation
Anawim Housing	\$65,000	Create or preserve 34	\$1,912	<30%	Yes	Yes, \$60,000.	\$65,000
Iowa Legal Aid	\$40,000	Preserve 24	\$1,676	>50%	No	Yes, \$40,000.	\$35,000
Primary Health Care	\$100,0000	Create 303	\$165	<30%	Yes	Yes	\$50,000

Kathy Gray moved to approve the 2015/16 Capacity Building Grants as recommended by the Operating and Supporting Services Committee; seconded by Beverly Evans. Motion Carried Unanimously.

Following the motion and vote Lance Henning asked if Primary Health Care is finding subsidy to create units for the folks that are hard to house? Eric Burmeister stated that yes they are finding subsidy's to give those folks a chance at housing.

Report of the Finance Committee  
Recommend approval of the May 2015 Financials

Troy Thompson reported for the Finance Committee stating that year end grants totaled approximately \$300,000.

Beverly Evans stated that she would like to see prior year expenditures on the financial report. Eric will talk with Tarbell and Co. and make sure the prior year appear on the financial reports.

With no further discussion, Troy Thompson moved to approve May 2015 Financials; seconded by Lance Henning. Motion Carried Unanimously.

Audit

The Auditors from Denman and Company were here the week of July 27. They will be at the October Board Meeting to present the Audit and the 990.

Report of the Development Committee  
Recommend amendment to HAP

The Development Committee recommends that in order to further encourage development in high or very high opportunity areas the Board amended the 2015/16 HAP to increase the project cap (the maximum award of PCHTF for a project) from \$100,000 to \$250,000 in areas of Very High Opportunity. Additionally, Josh will map the sites that are requesting funds. Lance mentioned

that the 15 years was not stipulated on the HAP and suggested an amendment to require 15 years affordability period language be added to the HAP.

Following discussion of the HAP and the recommended amendment by the Development Committee and Lance; Beverly moved to amend the amendment to read: For this recommendation with the 15 year minimum affordability plus the condition that at least 20% be at 50% or below. Seconded by Lance Henning. Motion Carried Unanimously to amend the amendment as passed.

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Recommend amendment to HOME, Inc. Clark Commons contract

HOME, Inc. has asked PCHTF to allow \$25,000 from their existing Rental Development Grant be used for a Reserve Fund for Capital Improvements at the Clark Commons housing complex.

The Development Committee recommends allowing HOME, Inc. to use \$25,000 of the existing Rental Development Grant, to hold in an escrow-type account, for purposes of providing capital repairs but only on the Clark Commons units.

Lance Henning moved to approve the Development Committee recommendation; seconded by Elizabeth Presutti. Motion Carried Unanimously

Recommend approval of Technical Assistance Grant to HOME, Inc. for Capital Campaign

HOME, Inc. will use the \$10,000 to contract with a fund-raising consultant to conduct a feasibility study and pre-planning activities and materials for a Capital Fundraising Drive.

The Development Committee recommends the Technical Assistance Grant award not exceed \$10,000 and be used specifically for costs associated with hiring a consultant to develop and implement a capital fundraising drive including conducting a feasibility study, material development and other pre-planning activities; and request a final analysis and summary of the project be provided to the PCHTF.

Troy Thompson moved to approve the Development Committee recommendation; seconded by Elizabeth Presutti.

Beverly Evans opposed the recommendation stating her concern that as a board member raising money to give to someone to raise money; is troubling and is not sure she could lend her support.

Hearing the motion and the second and the opposition the Technical Assistance Grant for HOME, Inc. was approved with the opposing vote from Bev Evans.

### Update on Healthy Homes East Bank initiative

A \$250,000 grant was awarded to central Iowa to improve children's health by improving the places they live.

Claire Richmond, HHEB project manager, reported that beginning September 1 a Five Home Pilot program will commence. Five families will be followed to show how the health of children will improve by improving the places they live.

### Approval of HHEB MOU

The Governance Committee of the HHEB requests that the PCHTF Board of Directors instruct Eric Burmeister, Executive Director of PCHTF, to execute the Memorandum of Understanding in the form that is **attached**.

Beverly Evans moved to approve the HHEB MOU and directed the Executive Director to sign the Memorandum of Understanding; seconded by Lance Henning. Motion Carried Unanimously.

Lance Henning mentioned that the one year celebration is one week from today (August 14) at 8:00 p.m. at East High School.

### Approval of VIVA East Bank MOU

The PCHTF has been a participant in the planning and execution of housing work in three east Des Moines Neighborhoods known as the "East Bank". The City of Des Moines has formed a coalition known as VIVA East Bank as a way to focus all of the participants and programs occurring in the neighborhoods. The coalition has prepared a Memorandum of Understanding that it is requesting all participants sign.

VIVA East Bank requests that the PCHTF Board of Director instruct its Executive Director to execute the Memorandum of Understanding in the form **attached**.

Kathy Gray moved to approve the VIVA East Bank MOU requesting the Executive Director to sign the Memorandum of Understanding; seconded by Beverly Evans. Motion Carried Unanimously.

Lauren Johnson, Jazz in July intern, indicated that the Jazz in July concerts were very successful. She had a good experience and enjoyed meeting everyone and is grateful to have had the opportunity. She thanked the Board for this experience.

The Strategic Planning Session for the Polk County Housing Trust Fund will be October 1 and October 2. Eric Burmeister is in the process of engaging a facilitator. An event with our partners and providers will take place late afternoon or early evening of October 1. The Board was asked to set aside the bulk of the day on Friday, October 2, from 9:00 a.m. to 3:00 p.m. the place to be determined.

With no other business the meeting adjourned at 11:29 a.m.

The next meeting of the Polk County Housing Trust Fund will be the Strategic Planning Session on Friday, October 2, 2015 from 9:00 a.m. to 3:00 p.m. at a place to be determined.

Respectfully submitted  
Carol Duncan  
Administrative Coordinator

## **HEALTHY HOMES EAST BANK MEMORANDUM OF UNDERSTANDING**

Beginning July 1, 2015 and lasting until June 30, 2017 the undersigned organizations ("Partners"), along with other organizations that may later sign this Memorandum of Understanding ("MOU"), will work together under the name of Healthy Homes East Bank ("HHEB") in a collaborative effort to improve the lives and health of persons living in the Des Moines Iowa neighborhoods of Martin Luther King Jr. Park, Capitol East and Capitol View (collectively known as the "East Bank" or "EB"). The purpose of this MOU is to signify the commitment of the Partners to HHEB.

### **The Goal**

The primary goal of HHEB is to improve the health of children living in the East Bank through the physical improvement of the homes in which they live and through modification of behaviors and choices that negatively impact their health. A secondary goal of HHEB is to measure and express the financial benefit to the community realized by improvement in the children's health.

### **The Program**

HHEB will specifically look to identify EB households with children experiencing respiratory distress associated with pediatric asthma; test those households for conditions that may be improved through family education and through home repair and follow up with appropriate supportive services and mitigation of household conditions ("the Intervention") that aggravate the patient's condition. After the Intervention, HHEB will follow up with the household and through other Partners having contact with the household to quantify any and all improvements in the patient's condition with the goal of determining and documenting the impact of the Intervention.

### **Management of the Program**

HHEB will be managed by two committees composed of representatives from the Partners. The first is the Strategic Committee. Any signatory to this MOU may send a representative to the Strategic Committee. The Strategic Committee is tasked with directing and evaluating the overall work of the Intervention. The Committee is responsible for facilitating communication among Partners, discussing ways to improve the delivery of the Intervention and troubleshooting problems or concerns as they arise during the term of this MOU.

The second committee is the Management Committee. The Management Committee is composed of one representative from each of the following organizations:

Broadlawns Medical Center  
Mercy Medical Center  
Unity Point Health- Des Moines  
Visiting Nurses Services  
Mid-Iowa Health Foundation  
Polk County Health Department  
Polk County Housing Trust Fund

This Committee is responsible for the financial management of HHEB. It is responsible for approving and monitoring the HHEB budget, approving the reports submitted to HHEB funders and directing the HHEB fiscal agent. It is also

responsible for insuring the Partners are notified of and are in compliance with their responsibilities under the Intervention.

**Fiscal Agent**

The Polk County Housing Trust Fund shall be the fiscal agent for HHEB. The fiscal agent shall be the depository for all funds for HHEB. The fiscal agent may commingle the funds of HHEB but shall maintain separate books of account, reconciled monthly, of all funds, payments and liabilities of HHEB. It will also act as the employer for the Project Manager of HHEB.

**Project Manager**

The fiscal agent has hired a Project Manager ("PM") to be responsible for the daily affairs of HHEB and to manage communication among Partners, in the wider community and assist with the execution of The Intervention. The salary and benefits for the PM shall be paid exclusively from the assets of HHEB.

**Obligation of the Partners**

HHEB Partners agree to:

- Identify themselves as a HHEB Partner when participating in any part of the Intervention
- Promote HHEB in Partner's communication vehicles such as Newsletters and social media
- Participate, whenever possible in HHEB sponsored events and HHEB sponsored education initiatives
- Send a representative to Strategic Committee meetings
- Work cooperatively with other Partners, the Management Committee, PM and fiscal agent to maximize the impact of the Intervention
- Continually assess and communicate ways in which the Intervention and HHEB can be improved
- Track outcomes of specific work performed by the Partner as requested by the PM
- Identify and introduce potential partners to participate in HHEB

This MOU is effective on the date executed by the Partner and remains effective through the duration of the Intervention or 6/30/17, whichever is later. Partners may withdraw its participation from HHEB upon written notice to the Management Committee with a copy of said notice sent to the Project Manager. This MOU can be signed in counterparts, and the collection of all counterparts shall constitute the complete document.

DATED \_\_\_\_\_

Polk County Housing Trust Fund, Partner Organization

\_\_\_\_\_  
by, Eric Burmeister, its Executive Director

## **VIVA EAST BANK! PARTNERS COALITION IMPLEMENTATION PHASE MEMORANDUM OF UNDERSTANDING**

**EFFECTIVE DATE:** July 1, 2015

Polk County Housing Trust Fund (hereinafter “Partner”) has reviewed the Viva East Bank! Prospectus below that outlines a mission, vision and goals for work to be completed in Des Moines’ East Bank neighborhoods and determined that it desires to be a partner of the Viva East Bank! Partners Coalition.

The governing body of the Partner has authorized the Partner to enter into this Memorandum of Understanding.

### **PURPOSE**

The purpose of this Memorandum of Understanding (“MOU”) is to signify the commitment of the members of the Viva East Bank! Partners Coalition to work together to create transformational change in the Des Moines neighborhoods of Martin Luther King Jr. Park, Capitol East, and Capitol Park (the East Bank) as outlined in the Neighborhood Revitalization Plans.

### **COALITION STRUCTURE AND VISION**

The Viva East Bank! Partners Coalition will operate as a neighborhood-focused, voluntary collaboration of public and private stakeholders in partnership with neighborhood residents to achieve the mutually agreed upon vision:

*The East Bank Neighborhoods have a high quality of life, including a healthy real estate market with diverse housing options, viable businesses, quality educational opportunities and recreational amenities, and are viewed by neighborhood residents and by the community-at-large as attractive places that people choose to live and work.*

A smaller steering committee serves as the decision-making body when critical or time-sensitive issues need to be addressed, and will help assemble resources for project implementation. Priority area, procedural and special issue work groups address specific topics or projects and monitor progress toward priority area-specific outcomes. A project management team will assist with coordination, communication, grant writing and administration, data tracking, resident engagement activities, and neighborhood capacity building.

### **MISSION**

To enhance the quality of life, reposition the real estate markets and reshape the images of the East Bank by building on the neighborhoods’ unique assets and cultural diversity and through implementation of cross-sectoral work plans carried out by partner organizations that are designed to achieve the overarching, shared goals of Viva.

## SHARED STRATEGIC GOALS

- a. Improve the perception of and experience in the East Bank.
- b. Increase demand for living in the East Bank.
- c. Strengthen and support the engagement of existing residents to support behaviors, events and projects that result in proud and cohesive neighborhoods.
- d. Effectively connect the East Bank neighborhoods and individual residents to resources in order to achieve the goals outlined in the Neighborhood Revitalization Plans (see Appendix A for each neighborhood's priority areas and corresponding goals).

## BENEFITS TO PARTNER ORGANIZATION

The Partner is entering into this MOU because it believes that a true collective impact approach is necessary to achieve comprehensive and sustainable change in the East Bank. Additional benefits include:

- ❖ Opportunity to collaborate and network with similar organizations as well as across sectors to advance Partner's own mission in support of Viva's shared strategic goals
- ❖ Access to shared data and progress measurements; acknowledgement of contribution to attaining outcomes
- ❖ Joint fundraising to expand Partner capacity with relation to work plan(s)
- ❖ Recognition as a Viva East Bank Partner in publicity and marketing material

## OBLIGATIONS OF PARTNER ORGANIZATION

By executing this MOU, the Partner agrees to the following:

- ❖ Identify themselves as a member of the Viva East Bank! Partners Coalition,
- ❖ Have representation on the Coalition (as identified in Appendix B) and actively participate in the following Work Group(s),
  - 1. Housing
  - 2. Healthy Homes East Bank Project
- ❖ Work cooperatively toward achieving the shared outcomes of Viva East Bank! and work plans developed by the Partner's Work Group(s),
- ❖ Contribute staffing and other necessary resources toward neighborhood transformation as outlined in the work plans developed by the Partner's Work Group(s),
- ❖ Track agency/organization related outcomes as identified in the Neighborhood Revitalization Plans and Priority Area Work Plans,
- ❖ Continually assess ways to link residents of the target area with existing services provided by the Coalition Member Organization, and
- ❖ Incorporate opportunities to increase residents' knowledge and skills in order to strengthen the neighborhoods' capacity.
- ❖ To support collaborative fundraising activities undertaken by Viva East Bank! on behalf of all members of the Coalition and to avoid competing for funding for activities in the three neighborhoods that could be construed as duplicative by funders.

**TERM OF THIS MEMORANDUM OF UNDERSTANDING**

This MOU shall become effective on the date above and shall remain in force for the duration of Viva East Bank! or October 31, 2016, whichever is later. Partner organizations may withdraw from the Coalition upon written notice to the Steering Committee.

IN WITNESS WHEREOF, the parties have executed this Agreement on the \_\_\_\_ day of \_\_\_\_\_, 2014.

EXECUTIVE DIRECTOR

BOARD APPROVAL (Meeting Minutes  
Included)

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Eric Burmeister  
Executive Director

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Debbie Fisher  
Board Chair

## **APPENDIX A: Priority Areas and Corresponding Goals, by Neighborhood**

### **Capitol East**

#### Priority Area: Housing

- Improve the quality of the housing stock for homeowners and renters.
- Provide neighborhood opportunities for home repair.
- Promote redevelopment and creation of new housing in the neighborhood.

#### Priority Area: Infrastructure

- Create neighborhood 'gateway' corridor along E. 14th St. / E. 15th St. from I-235 to Stewart Square and the south edge of Dean Ave.
- Improve overall pedestrian safety in the neighborhood and decrease pedestrian accidents.
- Enhance overall neighborhood appearance and maintain and improve existing parks.
- Address infrastructure repairs identified by residents.

#### Priority Area: Youth

- Create a youth volunteer corps.
- Promote mentorship opportunities.
- Encourage parent and family involvement in youth activities.
- Expand opportunities for extracurricular activities and youth programming.

#### Priority Area: Community Building

- Increase capacity of the Neighborhood Association.
- Strengthen partnership with police liaison program in neighborhood.
- Promote multicultural appreciation.
- Expand community gathering spaces.

#### Priority Area: East Grand Commercial Corridor

- Create a distinct urban identity.
- Facilitate and expand commercial investment.
- Create a business association.
- Explore support for a community plaza on the East Grand corridor.

### **Capitol Park**

#### Priority Area: Housing

- Promote home repair and other housing related classes for homeowners, landlords, and renters
- Promote livability of Capitol Park.
- Improve the quality of housing in Capitol Park.

#### Priority Area: Community Building

- Build Capitol Park Neighborhood Association capacity.
- Strengthen relationship with Lutheran Hospital.

#### Priority Area: Crime and Safety

- Improve lighting throughout Capitol Park.
- Strengthen relationship with Des Moines Police Department.

#### Priority Area: Neighborhood Appearance

- Increase business occupancy rates.
- Boost the bikeability of Capitol Park.
- Raise the profile and improve the image of Capitol Park.
- Address vacancy, including Wallace School and other private properties.
- Improve conditions of infrastructure.
- Improve the appearance of Neal Smith Trail from Cleveland Trailhead to South of University Avenue overpass.
- Beautify and enhance existing public space.

#### Priority Area: Youth

- Collaborate with East Bank neighborhood associations to increase offerings of and participation in family-centered classes and activities.
- Build citywide alliances to enhance athletic programming for youth.
- Promote career development.
- Cooperate with citywide partners to increase offerings of youth arts programming.

### **Martin Luther King Jr. Park**

#### Priority Area: Safety

- Safety was identified not as a standalone priority area, but one that goes across all priority areas – meaning, that safety should be a consideration throughout the neighborhood plan.

#### Priority Area: Community Life

- Ensure residents of all ages and abilities have convenient access to healthy lifestyle choices.
- Bring neighbors and families together through community events.
- Expand the Community Education opportunities available in and around the neighborhood.
- Ensure that residents are aware of what is going on.

#### Priority Area: Infrastructure Improvements

- Improve conditions of existing infrastructure.
- Address traffic safety issues.
- Improve connectivity.

#### Priority Area: Housing

- Improve the overall condition of existing housing.
- Provide more housing choices in the neighborhood.
- Enhance overall neighborhood appearance.

#### Priority Area: Neighborhood Edges, Land Use, and Zoning

- Improve aesthetics around the edges of the neighborhood.
- Protect and support existing land uses in MLK Jr. Park that have been deemed desirable to retain.
- Promote a more appropriate mix of commercial and residential development along E. 14th Street and E. University Avenue.
- Reach consensus on the future land use designations for the area south of E. University Avenue between E. 16th Street and I-235.
- Improve the buffer between the neighborhood and the railroad tracks.
- Improve connectivity.

Priority Area: Youth

- Provide structures programs and activities for youth that: build character, are educational, and/or teach life skills.
- Build a culture of respect, pride, and responsibility among area youth.
- Ensure residents are aware of available programs.

Priority Area: Parks

- Create a safe, inclusive gathering space for all residents of the community to interact.
- Make ML King Jr. Park a center for neighborhood information, where people can come to find out what is going on.
- Improve the functionality of the park for area residents.

**APPENDIX B: Coalition Contact Information**

<b>Organization</b>	<b>Work Group(s)</b>	<b>Primary Contact Information</b> (Name, Title, Address, Phone, Email)
Polk County Housing Trust Fund	Housing	Claire Richmond Healthy Homes East Bank Project Manager 108 3 <sup>rd</sup> St, Suite 350, Des Moines, IA (515) 282-3233 crichmond@pcht.org
Polk County Housing Trust Fund	Healthy Homes East Bank Project	Claire Richmond Healthy Homes East Bank Project Manager 108 3 <sup>rd</sup> St, Suite 350, Des Moines, IA (515) 282-3233 crichmond@pcht.org