

Meeting Minutes

**Central Iowa Housing Trust Fund (CIHTF)
2:00 p.m., Wednesday, August 14, 2019
Des Moines Area MPO Burnham Conference Room**

The CIHTF held a meeting at 2:00 p.m. on August 14, 2019, in the Des Moines Area MPO Burnham Conference Room. Before the meeting, the MPO staff emailed agenda packets to the CIHTF's representatives and posted the agenda at the MPO office on August 11, 2019. **In addition to these published tentative minutes, there also may be additional Meeting Notes on file with the MPO staff that are public records and available upon request as provided by law. These tentative minutes reflect all action taken at the meeting.**

CIHTF Representatives Present:

Greg Piklap | Boone County
Robin Good | Boone County
Brandon Talsma | Jasper County
Caitlin Otto | Jasper County
Sarah Buchheit | Marion County
Deven Markley | Warren County
Rachel Gocken | Warren County

CIHTF Representatives Absent:

Brian Hatch | Marion County

MPO Staff Present:

Andrew Collings | Principal Planner

1. Call to Order

MPO Staff recognized a quorum and called the August 14, 2019, meeting to order at 2:07 p.m.

2. Approval of Agenda

MOTION: A motion was made by Deven Markley and seconded by Greg Piklap to approve the Des Moines Area Metropolitan Planning Organization August 14, 2019 meeting agenda.

MOTION CARRIED UNANIMOUSLY

3. Housing Trust Fund Overview

Staff presented an overview of general housing trust fund requirements and regulations.

4. Des Moines Area Metropolitan Planning Organization Overview

Staff presented an overview of the Des Moines Area MPO.

5. Housing Trust Fund Name

Principal Planner presented. Recommend approval to name the new Housing Trust Fund the Central Iowa Housing Trust Fund.

MOTION: A motion was made by Deven Markley and seconded by Rachel Gocken to name the HTF the Central Iowa Housing Trust Fund.

MOTION CARRIED UNANIMOUSLY

6. Articles of Incorporation

Principal Planner presented. Recommend approval of the Articles of Incorporation.

MOTION: A motion was made by Rachel Gocken and seconded by Greg Piklap to approve the proposed Articles of Incorporation.

MOTION CARRIED UNANIMOUSLY

7. By-Laws

Principal Planner presented. Discussion ensued. Recommend approval of the proposed By-Laws.

MOTION: A motion was made by Deven Markley and seconded by Brandon Talsma to approve the By-Laws as amended.

MOTION CARRIED UNANIMOUSLY

8. Board Member Terms

Principal Planner presented. A request was made for Board Members to indicate their preference for terms. Discussion ensued. One-year terms for Robin Good, Sarah Buchheit. Two-year terms for Rachel Gocken, Greg Piklap, and Caitlin Otto. Three-year terms for Deven Markley, Brandon Talsma, and Brian Hatch.

MOTION: A motion was made by Rachel Gocken and seconded by Deven Markley to approve the Board Member terms.

MOTION CARRIED UNANIMOUSLY

9. Board Member Officers

Principal Planner presented. A request was made for Board Members to select officers. Deven Markley for Chair, Brandon Talsma for Vice-Chair, and Caitlin Otto for Secretary-Treasurer.

MOTION: A motion was made by Rachel Gocken and seconded by Sarah Buchheit to approve the Board Member Officer appointments.

MOTION CARRIED UNANIMOUSLY

[Robin Good joins meeting]

10. Housing Assistance Plan

Principal Planner presented. Recommend approval of the Housing Assistance Plan and allow staff to make simple modifications as necessary.

MOTION: A motion was made by Robin Good and seconded by Rachel Gocken to approve the Housing Assistance Plan.

MOTION CARRIED UNANIMOUSLY

11. 501(c)3 Application

Principal Planner presented. Recommend approval of the 501(c)3 application Form 1023 and allow staff to make simple modifications as necessary.

MOTION: A motion was made by Deven Markley and seconded by Rachel Gocken to approve the 501(c)3 application.

MOTION CARRIED UNANIMOUSLY

12. Conflict of Interest Policy

Principal Planner presented. Recommend approval of the Conflict of Interest Policy.

MOTION: A motion was made by Deven Markley and seconded by Greg Piklap to approve the Conflict of Interest Policy.

MOTION CARRIED UNANIMOUSLY

13. Administration Contract

Principal Planner presented. Recommend approval of the Administration Contract.

MOTION: A motion was made by Brandon Talsma and seconded by Deven Markley to approve the Administration Contract.

MOTION CARRIED UNANIMOUSLY

14. Other Miscellaneous IFA Requirements for HTF Certification

Principal Planner presented. Recommend approval of the Miscellaneous IFA Requirements for HTF Certification.

MOTION: A motion was made by Deven Markley and seconded by Greg Piklap to approve the Miscellaneous IFA Requirements for HTF Certification.

MOTION CARRIED UNANIMOUSLY

15. Authorize Staff to Submit Certification Request

Principal Planner presented. Recommend approval to authorize staff to submit the certification request to IFA.

MOTION: A motion was made by Deven Markley and seconded by Brandon Talsma to approve the Miscellaneous IFA Requirements for HTF Certification.

MOTION CARRIED UNANIMOUSLY

16. Policy for Matching Funds for Local Project Applications

Principal Planner presented. Recommend approval for a policy to award local match to the applicants that provided it to spend on approved housing projects.

MOTION: A motion was made by Brandon Talsma and seconded by Sarah Buchheit to approve the Policy for Matching Funds for Local Project Applications.

MOTION CARRIED UNANIMOUSLY

17. Policy for Guaranteeing Matching Funds for IFA Funding Applications

Principal Planner presented. Recommend approval for a policy that communities that guarantee local match for the CIHTF for state funding will receive all of the state funding and their local match back to be spent on housing projects if that guarantee is every called upon.

MOTION: A motion was made by Deven Markley and seconded by Greg Piklap to approve the Policy for Guaranteeing Matching Funds for IFA Funding Applications.

MOTION CARRIED UNANIMOUSLY

18. Other Non-Action Items of interest to the Committee

None were reported.

19. Next Meeting Date- To Be Determined.

20. Adjournment

Hearing no objection to the contrary MPO staff adjourned the meeting at 3:55 p.m.