

Meeting Minutes

**Central Iowa Housing Trust Fund (CIHTF)
1:00 p.m., Monday, September 30, 2019
Des Moines Area MPO Burnham Conference Room**

The CIHTF held a meeting at 1:00 p.m. on September 30, 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 September 26, 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:

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

CIHTF Representatives Absent:

Greg Piklap | Boone County

MPO Staff Present:

Andrew Collings | Principal Planner

1. **Call to Order**
MPO Staff recognized a quorum and called the September 30, 2019, meeting to order at 1:02 p.m.
2. **Approval of Agenda**
MOTION: A motion was made by Caitlin Otto and seconded by Brandon Talsma to approve the Des Moines Area Metropolitan Planning Organization September 30, 2019 meeting agenda.
MOTION CARRIED UNANIMOUSLY
3. **Approval of Meeting Minutes**
MOTION: A motion was made by Rachel Gocken and seconded by Brian Hatch to approve the Des Moines Area Metropolitan Planning Organization August 14, 2019 meeting agenda.
MOTION CARRIED UNANIMOUSLY
4. **Status of Activities Completed for the Central Iowa Housing Trust Fund**
Staff presented. Discussion ensued.
5. **Public Hearing**
A public hearing was held, and Staff presented on; the annual plan, the Housing Assistance Plan, the application to be submitted to IFA, the types of projects to be funded, and how the funds will be allocated. Hearing no public comments, the public hearing was closed.
6. **State FY 2020 Funding Application**
Staff presented. Recommend approval of the State FY 2020 Funding Application and submittal to IFA.
MOTION: A motion was made by Deven Markley and seconded by Rachel Gocken to approve the State FY 2020 Funding Application and submit it to IFA.
MOTION CARRIED UNANIMOUSLY
7. **Housing Trust Fund Logo and Website**
Staff presented. Discussion ensued. Recommend approval the housing trust fund logo and website.
MOTION: A motion was made by Rachel Gocken and seconded by Brandon Talsma to approve the housing trust fund logo and website.
MOTION CARRIED UNANIMOUSLY
8. **Administration Contract**
Staff presented. Discussion ensued. Board members agreed with the proposed changes to the administration contract.
9. **Project Application Process**
Staff presented. Discussion ensued.
10. **Other Non-Action Items of interest to the Committee**
None were reported.
11. **Next Meeting Date- To Be Determined.**
12. **Adjournment**
Hearing no objection to the contrary MPO staff adjourned the meeting at 2:15 p.m.