

**MEETING MINUTES**  
**Central Iowa Housing Trust Fund**  
**POLICY BOARD MEETING**  
**Monday, June 22, 2020 | 1:00 p.m.**  
**Des Moines Area MPO Burnham Conference Room**  
**CALL-IN MEETING**

**Board Members Present:**

Brandon Talsma  
Rachel Gocken  
Caitlin Otto  
Greg Piklap

**Others Present:**

Andrew Collings, Des Moines Area MPO  
Aspen Pflanz, Des Moines Area MPO

**Board Members Absent:**

Deven Markley  
Sarah Buchheit  
Brian Hatch  
Robin Good

**1. Call to Order**

Vice Chair Talsma called the June 22, 2020 meeting to order at 1:04 p.m. A quorum was present.

**2. Approval of Agenda**

**MOTION:** A motion was made by Gocken to approve the June 22, 2020 Central Iowa Housing Trust Fund Policy Board meeting agenda and seconded by Piklap.

**MOTION CARRIED**

**3. Approval of Meeting Minutes**

**MOTION:** A motion was made by Gocken to approve the April 27, 2020 CIHTF meeting minutes with the amendment to record Rachel as present at the meeting and seconded by Hatch.

**MOTION CARRIED**

**4. Jasper and Marion County Habitat for Humanity Grant Funding**

Collings reported on a Staff request that funding for Habitat for Humanity organizations be switched from forgivable loans to grant funding. This change is still requiring local match and draw-down requests, but it cuts out a lot of paperwork and gets our process more in-line with Habitat's.

Staff recommended approval of switching funding from forgivable loan to grant.

**MOTION:** A motion was made by Gocken to approve this change and seconded by Piklap.

**MOTION CARRIED**

5. **SCHT Administrative Contract Review**

Collings reported that the SCHT Administrative Contract has been drafted. The structure is like the administrative contract with CIHTF. The contract will come back for approval at the next Board meeting. Discussion only.

6. **Income Verification Training**

Collings reported to the Board that the income verification training webinar with other housing trust funds and applicants in Central Iowa went well. Discussion only.

7. **Report on Fundraising**

Collings updated the Board on the status of the CIHTF fundraising efforts, which has been slow due to COVID-19. Discussion only.

8. **Other Non-Action Items**

Collings reminded the Board that real estate transfer taxes and gambling monies are what fund housing trust funds (HTFs) for the State of Iowa. The gambling revenues are down this year due to coronavirus, so next year's HTF allocations will be lower, but it is unclear how much of a decrease will result. Collings also reminded the Board that next meeting is our MOST IMPORTANT MEETING. The contract with Heal House of Iowa is signed and other paperwork is underway. Marion County is starting in the next few weeks. Jasper County wanted to change the grant agreements somewhat, and income verification is also underway. We received a check from Heal House of Iowa for \$48,000 and deposited it into our new bank account with First National Bank. No draw-down requests have been made yet. Discussion only.

Talsma asked Staff if the State Legislature was going to backfill any loss in funding from COVID-19? Collings responded that COVID-19 impacts will be considered for assistance from Federal COVID-19 Assistance programs, which should be distributed down to the state and local level. Discussion only.

Gocken asked about the SCHT website and applications. Discussion only.

9. **Next Meeting Date**

August 24, 2020 at 1:00 p.m. at the Des Moines Area MPO's Burnham Conference Room or call-in option.

10. **Adjournment**

**MOTION:** A motion was made by Talsma to adjourn the CIHTF Policy Board meeting at 1:25 p.m. and seconded by Gocken.

**MOTION CARRIED**