

**MEETING MINUTES**  
**Central Iowa Housing Trust Fund**  
**POLICY BOARD MEETING**  
**Monday, February 22, 2021 | 1:00 p.m.**  
**Virtual Meeting**

**Board Members Present:**

Rachel Gocken  
Brandon Talsma  
Deven Markley  
Brian Hatch

**Others Present:**

Andrew Collings, Des Moines Area MPO  
Tanvi Halde, Des Moines Area MPO

**Board Members Absent:**

Sarah Buchheit  
Caitlin Otto  
Greg Piklap  
Robin Good

**1. Call to Order**

Board Member Markley called the February 22, 2021 meeting to order at 1:02 p.m. A quorum was not present. Per section 11 of the by-laws Board Member Talsma made a motion to declare a quorum for the purpose of conducting official business and seconded by Gocken. Motion carried unanimously.

**2. Vote - Approval of Agenda:**

**MOTION:** A motion was made by Talsma to approve the February 22,2021 Central Iowa Housing Trust Fund Policy Board meeting agenda and seconded by Hatch.

**MOTION CARRIED**

**3. Report and Vote - Approval of Meeting Minutes:**

**MOTION:** A motion was made by Gocken to approve the October 26, 2020 CIHTF meeting minutes and seconded by Talsma.

**MOTION CARRIED**

**4. Report and Vote – State FY 2021 IFA Grant Award Contract:**

Collings reported on the proposed grant award contract.

**MOTION:** A motion was made by Talsma to approve the grant contract and seconded by Hatch.

**MOTION CARRIED**

5. **Report and Vote – State FY 2021 Funding Applications Presentations:**

Collings reported on submitted 2021 grant requests. Board Member Talsma requested a separate vote on the Jasper County application.

**MOTION:** A motion was made by Talsma to approve all grant requests except for Jasper County and seconded by Gocken.

**MOTION CARRIED**

**MOTION:** A motion was made by Gocken to approve Jasper County’s application request and seconded by Hatch.

**MOTION CARRIED** Board Member Talsma abstained

6. **Report and Vote – SCHAT 2020 Administration Invoice:**

Collings reported the SCHAT 2020 administration invoice.

**MOTION:** A motion was made by Hatch to approve the invoice and seconded by Talsma.

**MOTION CARRIED**

7. **Report and Optional Vote: Additional Signatories for IFA Drawdowns**

Collings reported on adding MPO staff to the list of signatories for IFA drawdowns.

**MOTION:** A motion was made by Gocken to approve the additional signatories and seconded by Talsma.

**MOTION CARRIED**

8. **Report: Local Resolutions**

Collings reported on local resolutions collected to date.

9. **Other Non-Action Items of Interest to the Committee**

None reported.

10. **Next Meeting Date**

April 26,2021 at 1:00 p.m. Virtual meeting.

11. **Adjournment**

**MOTION:** A motion was made by Talsma to adjourn the CIHTF Policy Board meeting at 1:59 p.m. and seconded by Gocken.

**MOTION CARRIED**