

MEETING MINUTES
Central Iowa Housing Trust Fund
POLICY BOARD MEETING
Monday, September 26, 2022 | 10:00 a.m.
Hybrid Meeting

Board Members Present:

Rachel Gocken
Deven Markley
Brian Hatch
Margaret Liston
Caitlin Otto
Brandon Talsma

Others Present:

Andrew Collings, Des Moines Area MPO
Lucas Young, Des Moines Area MPO
Andre LaFontant, Des Moines Area MPO

Board Members Absent:

Barbara Van Wyk
Robin Good

1. Call to Order

Markley called the September 26, 2022 meeting to order at 10:01 a.m.

2. Vote - Approval of Agenda:

MOTION: A motion was made by Talsma to approve the September 26, 2022 CIHTF meeting agenda and seconded by Hatch.

MOTION CARRIED

3. Report and Vote - Approval of Meeting Minutes:

MOTION: A motion was made by Hatch to approve the April 26, 2022 CIHTF meeting minutes and seconded by Talsma.

MOTION CARRIED

4. Report – CIHTF Bank Statements

Collings reported on April 2022 through August 2022 bank statements.

5. Hearing – 2023 Public Hearing on CIHTF Activities

10:04 Chair Markley open the public hearing on the 2023 CIHTF Activities. Collings provided a report on Housing Assistance Plan, annual plan and budget, and the application to be submitted to State Housing Trust Fund via the Iowa Finance Authority. As part of the HAP, Collings presented details on the types of projects to be funded and how the funds will be allocated. Chair Markley closed the public hearing at 10:09.

6. Report and Vote – Board Member Terms:

Collings reported on board terms that were set to expire. Hatch, Markley, and Talsma each had seats expiring 9/2022. Each agreed to serve another term.

MOTION: A motion was made by Gocken to approve three-year terms for Hatch, Markley, and Talsma and seconded by Liston.

MOTION CARRIED

7. Report and Vote – Board Member Officers:

Collings reported on board policy to appoint officers.

MOTION: A motion was made by Gocken to approve the slate of Markley – Chair, Talsma – Vice Chair, Otto – Secretary/Treasurer and seconded by Hatch.

MOTION CARRIED

8. Report and Vote – 2023 Housing Assistance Plan:

Collings reported on 2023 Housing Assistance Plan (HAP).

MOTION: A motion was made by Talsma to approve the 2023 HAP as presented and seconded by Markley.

MOTION CARRIED

9. Report and Vote – State FY 2023 Funding Application:

Collings reported on 2023 IFA Funding Application. The CIHTF can apply for \$513,597 and will have a 21% local match requirement.

MOTION: A motion was made by Talsma to approve the 2023 IFA Funding Application as presented and seconded by Gocken.

MOTION CARRIED

10. Report and Vote – FY 2021 Audit:

Collings reported on the FY 2021 Audit completed by Denman & Company, LLP.

MOTION: A motion was made by Hatch to approve the FY 2021 Audit as presented and seconded by Talsma.

MOTION CARRIED

11. Report and Vote – FY 2021 Form 990:

Collings reported on the FY 2021 Form 990 completed by Denman & Company, LLP.

MOTION: A motion was made by Liston to approve the FY 2021 Form 990 as presented and seconded by Gocken.

MOTION CARRIED

12. Report and Vote – 2021 IFA Funding Administration Invoice:

Collings reported that the 2021 grant award was closed out earlier in the year. The invoice is for the administrative services provided as part of the contract with the MPO.

MOTION: A motion was made by Hatch to approve payment of the administrative invoice as presented and seconded by Liston.

MOTION CARRIED

13. Report and Vote – Application Schedule:

Collings reported on the proposed 2023 application schedule. The proposed timeline would move things up by about a month: October 2022 open application, January 13, 2023 applications due, and end of January 2023 board review and make awards.

MOTION: A motion was made by Liston to approve proposed schedule as presented and seconded by Gocken.

MOTION CARRIED

14. Report – IFA Compliance Audit:

Collings reported on the IFA Compliance Audit for the 2020 award. Staff is working to ensure appropriate documentation is on file and that grantees are collecting the pertinent info. Discussion ensured on how best to ensure compliance going forward.

15. Other Non-Action Items of Interest

Collings reported that he expected several applications for 2023 funding. To date, he has heard from several communities and organizations that plan to apply for funds.

16. Next Meeting Date

TBD.

17. Adjournment

MOTION: A motion was made by Gocken to adjourn the CIHTF Board meeting at 10:30 a.m. and seconded by Liston.

MOTION CARRIED