

**MEETING MINUTES**  
**Central Iowa Housing Trust Fund**  
**POLICY BOARD MEETING**  
**Monday, January 23, 2023 | 2:00 p.m.**  
**Hybrid Meeting**

**Board Members Present:**

Rachel Gocken  
Deven Markley  
Brian Hatch  
Caitlin Otto

**Board Members Absent:**

Margaret Liston  
Barbara Van Wyk  
Robin Good  
Brandon Talsma

**Others Present:**

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

**1. Call to Order:**

Markley called the January 23, 2023 meeting to order at 2:03 p.m.

**2. Approval of Quorum:**

**MOTION:** A motion was made by Markley to declare a quorum based on Article II, Section 11 of the adopted bylaws. Seconded by Gocken.

**MOTION CARRIED**

**3. Approval of Agenda:**

**MOTION:** A motion was made by Gocken to approve the January 23, 2023 CIHTF meeting agenda. Seconded by Hatch.

**MOTION CARRIED**

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

**MOTION:** A motion was made by Gocken to approve the September 26, 2022 CIHTF meeting minutes. Seconded by Hatch.

**MOTION CARRIED**

**5. Report – MVAH Partners Funding Status:**

Collings reported MVAH Partners Funding Status. CIHTF had previously awarded a low interest loan in the amount of \$125,000 to MVAH partners. The funds were part of a larger funding package for a tax credit project in Newton. Other parts of funding package did not come to fruition and MVAH Partners has rescinded their funding request. It is anticipated they will apply again in the future.

**6. Report and Vote – 2023 IFA Grant Award Contract:**

Collings reported on the 2023 IFA Grant Contract. Total grant award is for \$513,597 for a total of \$462,238 in project funding.

**MOTION:** A motion was made by Gocken to approve the IFA Grant Contract. Seconded by Hatch.

**MOTION CARRIED**

**7. Report and Vote – 2023 Funding Applications:**

Collings reported the applications received for funding. There were 10 applications with requests for funding totaling \$571,329. Collings recommended that all receive funding but a proportional trim to the owner-occupied repair programs in order to get to the \$462,238 target. Collings explained why some are grants and some are forgivable loans and the reasoning behind that determination. There was discussion by the board on proportional projects in each county.

**MOTION:** A motion was made by Markley to approve the staff recommendations with a change to add \$2,000 from Shelter Housing Corporation to Ogden Legacy. Seconded by Hatch.

**MOTION CARRIED**

**8. Report and Vote – City of Melcher-Dallas Funding Change Request:**

Collings reported that the City of Melcher-Dallas has drawn down all but \$28,739.07 of their last award. Due to staffing changes and in the spirit of submitting a county-wide Habitat for Humanity application in 2023, the city is requesting grant funds be moved to Habitat for Humanity of Marion County who can better finish the area projects. If approved, the funds would become grants instead of a forgivable loan because of the Habitat program.

**MOTION:** A motion was made by Hatch to move the funds to Habitat for Humanity of Marion County and to change the funding type to grant rather than forgivable loan. Seconded by Gocken.

**MOTION CARRIED**

**9. Report and Vote – 2022 Grantee Extension Requests:**

Collings reported on the status of the 2022 grantees. Staff has communicated with each of the grantees and recommends extensions that will allow for project completion.

**MOTION:** A motion was made by Markley to approve the outlined extensions. Seconded by Gocken.

**MOTION CARRIED**

**10. Other Non-Action Items of Interest:**

None.

**11. Next Meeting Date:**

TBD.

**12. Adjournment:**

**MOTION:** A motion was made by Markley to adjourn the CIHTF Board meeting at 2:37 p.m.

**MOTION CARRIED**