

MEETING MINUTES
Central Iowa Housing Trust Fund
BOARD MEETING
Monday, March 27, 2023 | 11:00 a.m.
Hybrid Meeting

Board Members Present:

Deven Markley | Chair
Brandon Talsma | Vice-Chair
Caitlin Otto | Secretary- Treasurer
Rachel Fusco
Margaret Liston
Barbara Van Wyk

Board Members Absent:

Robin Good
Brian Hatch

Others Present:

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

1. Call to Order:

Markley called the March 27, 2023 meeting to order at 11:10 a.m. Quorum was present.

2. Vote - Approval of Agenda:

MOTION: A motion was made by Liston to approve the March 27, 2023 CIHTF meeting agenda.
Seconded by Talsma.

MOTION CARRIED

3. Report and Vote - Approval of Meeting Minutes:

MOTION: A motion was made by Markley to approve the January 23, 2023 CIHTF meeting minutes.
Seconded by Liston.

MOTION CARRIED

4. Report – CIHTF Bank Statements:

Young and Collings reported on the bank statements form September 2022 through February 2023. Report and discussion only.

5. Report – Grantee Funding Status:

Young and Collings reported on the status of 2022 awarded projects. 29.4% of the funding remains to be drawn down. Report and discussion only.

6. Report and Vote – Administration Invoice from the MPO for CY22:

Collings reported on the CY 2022 Invoice from the MPO. \$24,313.98 is for administrative services rendered in CY 2022 and are paid out of the IFA grant.

MOTION: A motion was made by Liston to approve payment of the MPO invoice in the amount of \$24,313.98. Seconded by Talsma.

MOTION CARRIED

7. Report – Administration of the CIHTF via MIPA versus MPO:

Collings and Young reported on the status of the MPO contracts and provided an explanation of MIPA. Discussion ensued.

8. Report and Vote – Termination of the Agreement for Administrative Services with the MPO:

Collings and Young reported the current administrative agreement with the MPO requires a 90-day termination notice.

MOTION: A motion was made by Fusco to terminate the agreement with the MPO effective June 30, 2023. Seconded by Markely.

MOTION CARRIED

9. Report and Vote – Agreement with MIPA to Provide Administrative Services to the CIHTF:

Collings and Young reported on the proposed agreement with MIPA to provide administrative services.

MOTION: A motion was made by Markley to approve the agreement with MIPA. Seconded by Talsma.

MOTION CARRIED

10. Report – Iowa Homeowner Assistance Fund Home Repair Pilot Program:

Collings reported on a new program available from IFA for owner-occupied repair. It is unknown if there are other interested parties in the CIHTF region. The work to implement the program may be labor intensive and some sort of partnership might be appropriate. Staff will report back as more conversations with partners in the region progress. Report and discussion only.

11. Other Non-Action Items of Interest:

None.

12. Next Meeting Date:

TBD.

13. Adjournment:

MOTION: A motion was made by Markley to adjourn the CIHTF Board meeting at 11:33 a.m.

MOTION CARRIED