

MEETING MINUTES
Central Iowa Housing Trust Fund
BOARD MEETING
Wednesday, September 25, 2024 | 10:00 a.m.
Hybrid Meeting

Board Members Present:

Deven Markley | Chair
Rachel Gocken
Brian Hatch
Margaret Liston *arrived at 10:21*
Kirsten Meyers

Board Members Absent:

Brandon Talsma | Vice-Chair
Caitlin Otto | Secretary- Treasurer
Robin Good

Others Present:

Lucas Young, MIPA

1. Call to Order:

Markley called the September 25, 2024 meeting to order at 10:05 a.m. Markley, Gocken, Hatch and Meyers voted unanimously to declare a quorum according to Article II Section 11 of the CIHTF Bylaws.

2. Vote - Approval of Agenda:

MOTION: A motion was made by Hatch to approve the September 25, 2024 CIHTF meeting agenda.
Seconded by Gocken.

MOTION CARRIED

3. Report and Vote - Approval of Meeting Minutes:

MOTION: A motion was made by Gocken to approve the June 5, 2024 CIHTF meeting minutes.
Seconded by Hatch.

MOTION CARRIED

4. Report and Vote – Election of CIHTF Board Members:

Young reported that three 3-year positions are expiring in September: Gocken, Liston & Otto. Gocken and Liston indicated willingness to continue while Otto and asked to step away. Discussion ensued.

MOTION: A motion was made by Markley to appoint Gocken and Liston for a 3-year term. Seconded by Meyers.

MOTION CARRIED

5. Report and Vote – Election of CIHTF Board Officers:

Young reported that a slate of officers needs to be appointed for the upcoming year. Discussion ensued.

MOTION: A motion was made by Markley for a slate of Markley, Chair; Talsma, Vice-Chair; and Hatch, Secretary/Treasurer. Seconded by Meyers.

MOTION CARRIED

6. Report and Vote – FY 2023 Audit and Form 990:

Young reported that the Fiscal Year 2023 Audit and Form 990 had been completed. Discussion ensued.

MOTION: A motion was made by Meyers to accept and approve the Fiscal Year 2022 Audit and approve submission of the Form 990. Seconded by Hatch.

MOTION CARRIED

7. Public Hearing:

Markley opened the public hearing for the 2024 Housing Assistance Plan. Young provided an update on the HAP and IFA application. Discussion ensued. No members from the public provided comments ahead of time or were in attendance to provide comment. Markley closed the public hearing.

8. Report and Vote – 2025 Housing Assistance Plan:

Young reported that as part of the annual application process the HAP is updated. Discussion ensued.

MOTION: A motion was made by Hatch to approve the 2025 Housing Assistance Plan. Seconded by Gocken.

MOTION CARRIED

9. Report and Vote – 2025 IFA Application:

Young reported annual application to IFA for funding. The request is for \$565,690 with a local match requirement of 25% or \$141,423. Discussion ensued.

MOTION: A motion was made by Markley to approve the 2025 Housing Assistance Plan. Seconded by Meyers.

MOTION CARRIED

10. Report and Vote – CIHTF 2025 Application Schedule:

Young reported on the 2025 application schedule. The proposed timeline would mimic the schedule from last year: October 2024 open application, applications due mid-January, and board meeting near the end of January to make awards. Discussion ensued.

MOTION: A motion was made by Gocken to approve the timeline as presented. Seconded by Hatch.

MOTION CARRIED

11. Report – Status of Awarded Funding:

Young provided an update on the status of drawdowns and reporting. Discussion ensued. No action taken.

12. Other Non-Action Items of Interest:

Markey indicated that he would follow-up with board members who have been regularly absent.

13. Next Meeting Date:

TBD.

14. Adjournment:

Markley adjourned the CIHTF Board meeting at 10:33 a.m.