

MEETING MINUTES
Story County Housing Trust
BOARD MEETING
Tuesday, March 16, 2021 | 2:00 p.m.
Virtual Meeting

Board Members Present:

Amber Corrieri | Chair
Brenda Dryer | Vice Chair
Steve Ringlee | Secretary
Erik Bunker | Treasurer
Latifah Faisal | Board Member
Craig Henry | Board Member
Lauris Olson | Board Member
Sheryl Phipps | Board Member
Hope Metheny | Board Member

Others Present:

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

Board Members Absent:

Greg Schlueter | Board Member
Marc Olson | Board Member

1. Call to Order:

Chair Corrieri called the March 16,2021 meeting to order at 2:01 p.m. A quorum was present.

2. Approval of Agenda:

MOTION: A motion was made by Metheny to approve the March 16, 2021 Story County Housing Trust Board meeting agenda and seconded by Henry.

MOTION CARRIED

3. Approval of Meeting Minutes:

MOTION: A motion was made by Olson to approve the January 2020 SCHAT meeting minutes subject to the amendment to update and include accurate housing references in the minutes and seconded by Henry.

MOTION CARRIED

4. Financial Report-January and February Bank Statements:

Bunker reported on the January and February bank statements. Olson requested documentation on checks written to grantees/vendors.

5. Financial Report – Fund Raising Update:

Collings reported on the fund raising efforts to date and the upcoming funding needs for the IFA CY 2022 grant.

6. Financial Report – IRS Letter:

Collings reported on the IRS letter that was received in March that included a fine for non-filing of the Form 990 from the past few years. A letter in response has been sent by the CPA on behalf of the SCHAT. Collings will follow-up with the CPA for a response.

7. Financial Report – FY 2020 Audit:

Collings provided an update on the FY 2020 Audit progress.

8. Administrative Items – Story County Housing Study – Standing Item:

Collings provided an update on the Story County Housing Study. Henry wanted to make known that the housing study survey was available. Faisal mentioned that the supervisors are looking to determine what the communities would like to do next about the housing study.

Ringlee discussed the potential for the SCHAT to do more within the county with the additional information/ideas presented within the study.

Discussion ensued regarding previous housing study efforts.

9. Administrative Items – Des Moines Metro Housing Study:

Collings provided a brief update on the housing study completed for the Des Moines area.

10. Administrative Items – 2021 IFA Award Contract:

Collings reviewed the 2021 IFA Award Contract that was provided by IFA staff. Collings recommended approval of the contract.

MOTION: A motion was made by Metheny to approve the 2021 IFA Award Contract and seconded by Ringlee.

MOTION CARRIED

11. Administrative Items – 2021 Housing Trust Fund Advocacy Network Dues:

Collings presented bill for the statewide HTF Advocacy Network that many housing trust funds from around the state provide funding for. Collings recommended payment of the invoice.

MOTION: A motion was made by Ringlee to approve the 2021 HTF Advocacy Network Dues and seconded by Henry.

MOTION CARRIED

12. Administrative Items – YSS Shelter Project Amendment:

Collings discussed an error in payment to YSS for their shelter project. The total award was \$17,325 but staff paid \$17,363.13 in error which was the amount submitted by YSS with associated billings. Collings recommended YSS be able to keep the difference in the amount of \$38.13.

MOTION: A motion was made by Henry to approve letting YSS keep the extra funding subject to an explanation in the minutes by staff and seconded by Olson.

MOTION CARRIED

13. Administrative Items – Additional Funding for ACCESS and City of Collins:

Collings presented an opportunity to provide additional funding for ACCESS and the City of Collins with unspent funding. Olson voiced concern about moving funding around based on verbal discussion. Discussion ensued about what would happen if the item were tabled.

MOTION: A motion was made by Olson to table discussion to a future date for a staff report to be prepared and seconded by Phipps.

MOTION CARRIED

14. Administrative Items – 2021 Rental Projects NOFA:

Collings presented the proposed 2021 Rental Projects NOFA that staff developed from the previous NOFA from several years ago. New programs were added that include the Shelter Assistance Grant funding and Rental Construction and Renovation Forgivable Loan funding. Olson asked about projects being open to for profit companies, which it was as written, and about funding availability through the IFA grant.

Metheny questioned why student housing was highlighted and Collings responded that it was to discuss what was meant by student housing (i.e. just dorms, all forms of student housing, etc.). Discussion ensued on how different programs deal with the college student population.

Collings mentioned that USDA living facilities could also be eligible for funding through the NOFA. Olson discussed the need for rental funding for those at or below 30% AMI who can't move into a traditional apartment. Especially those that don't fit into an existing traditional program.

MOTION: A motion was made by Ringlee to approve the 2021 Rental Projects NOFA and seconded by Olson.

MOTION CARRIED

15. Administrative Items – SCHAT Promotion and Marketing Within the County:

Olson presented the idea of creating a marketing committee to promote the SCHAT within the county. The possibility of an intern was also discussed. The potential budget for the marketing committee was discussed, for example several thousand dollars. Olson brought up the idea of printing business cards for the SCHAT as a marketing tool.

MOTION: A motion was made by Dryer to form the committee with Corrieri, Olson, Faisal, and Henry and seconded by Faisal.

MOTION CARRIED

16. Questions for staff:

Collings reported on the provided organizational reports.

17. Next Meeting Date

April 20, 2021 at 2:00 p.m. Virtual meeting.

18. Adjournment

MOTION: A motion was made by Ringlee to adjourn the SCHAT Board meeting at 3:16 p.m. and seconded by Faisal.

MOTION CARRIED