



**STORY COUNTY HOUSING TRUST  
BOARD OF DIRECTORS**

**September 21, 2021  
2:00 p.m.**

**Hybrid Meeting  
In Person Location: Ames Chamber of Commerce  
304 Main Street  
Ames, Iowa 50010**

ANNUAL MEETING

1. Call to Order
  - 1.1 Approve Agenda\*..... Page 1
  - 1.2 Approve August 2021 Board Meeting minutes\* ..... Page 2
2. Board Membership
  - 2.1 Election of Board Members\* ..... Page 3
  - 2.2 Election of Officers\* ..... Page 4
  - 2.3 Conflict of Interest Certification..... Page 5
3. 2022 State Application and Housing Assistance Plan
  - 3.1 Public Hearing\* ..... Page 6
  - 3.2 2022 HAP Adoption\* ..... Page 7
  - 3.3 2022 Funding Application Submittal\* ..... Page 8
4. Financial Report
  - 4.1 Bank Statement ..... Page 9
  - 4.2 IRS Audit Letter ..... Page 10
5. Questions for Staff
6. Other Business
7. Adjournment

Action Item \*

**Please join my meeting from your computer, tablet or smartphone.**  
<https://global.gotomeeting.com/join/503736957>

**You can also dial in using your phone.**  
United States (Toll Free): [1 866 899 4679](tel:18668994679)

**Access Code:** 503-736-957  
Next meeting: October 19, 2021 at 2:00 p.m.



September 2021  
Item No. 1.2

**ISSUE: Approval of Meeting Minutes**

VOTE: Approve the minutes of the August 17, 2021 SCHT Board Meeting.

**BACKGROUND:**

[Click here for a copy of the August 17, 2021 Meeting Minutes.](#)

**RECOMMENDATION:**

Approve the minutes of the August 17, 2021, SCHT Board Meeting.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



September 2021  
Item No. 2.1

**ISSUE: Election of Board Members**

REPORT: Vote on Board Members for the upcoming year.

**BACKGROUND:**

Every year the SCHT Board votes on board memberships for expiring terms for existing board members and vacant seats.

The following is a list of expiring board memberships:

**Steve Ringlee** – Term expiring 9/2021

[Click here for a copy of the proposed list of Board Members.](#)

**RECOMMENDATION:**

Approve the recommended list of Board Members.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



September 2021  
Item No. 2.2

**ISSUE: Election of Officers**

REPORT: Vote on Officers for the upcoming year.

**BACKGROUND:**

Every year the SCHT Board votes on a slate of officers.

The following is a list of the current officers:

**Amber Corrieri** – Chair  
**Brenda Dyer** – Vice Chair  
**Steve Ringlee** – Secretary  
**Erik Bunker** - Treasurer

The recommendation is to keep the same slate of officers.

**RECOMMENDATION:**

Approve the recommended list of officers.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



September 2021  
Item No. 2.3

**ISSUE: Conflict of Interest Certification**

REPORT: Review of the annual conflict of interest certification statements.

**BACKGROUND:**

Staff has determined that conflict of interest certification statements should be signed by both board members and staff. Previous year's certifications were recently reviewed from the organization's files and certifications were signed by members in years past.

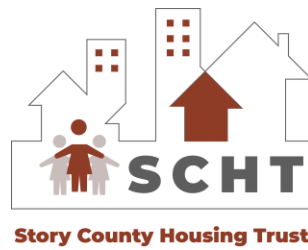
[Click here for a copy of the conflict of interest certification.](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



September 2021  
Item No. 3.1

**ISSUE: Public Hearing**

REPORT: Public Hearing for comments on the draft 2022 Housing Assistance Plan.

**BACKGROUND:**

Public Hearing for comments on the draft 2022 Housing Assistance Plan.

[Click here for a copy of the draft 2022 Housing Assistance Plan.](#)

**RECOMMENDATION:**

Open public hearing for discussion on the draft 2022 Housing Assistance Plan.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



September 2021  
Item No. 3.2

**ISSUE: 2022 HAP Adoption**

REPORT: Review and approval of the 2022 Housing Assistance Plan.

**BACKGROUND:**

The draft 2022 Housing Assistance Plan was developed by staff for the upcoming 2022 IFA application for funding. Changes include a new Story County map, updated figures based on new HUD and Census information, and slight language tweaks. Nothing substantial has been changed from the 2021 HAP.

[Click here for a copy of the draft 2022 Housing Assistance Plan.](#)

**RECOMMENDATION:**

Approve the draft 2022 Housing Assistance Plan.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



September 2021  
Item No. 3.3

**ISSUE: 2022 Funding Application Submittal**

REPORT: Review and approval of the 2022 IFA Funding Application submittal.

**BACKGROUND:**

Every year the Story County Housing Trust applies for funding from the Iowa Finance Authority through their Local Housing Trust Fund application program. This year, the available funding for the SCHT is \$270,813 with a 15% local match requirement.

[Click here for a copy of the 2022 IFA grant application.](#)

**RECOMMENDATION:**

Approve the submittal of the 2022 IFA grant application.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.





September 2021  
Item No. 4.1

**ISSUE: August Bank Statement**

REPORT: Review the August Bank Statement.

**BACKGROUND:**

[Click here for a copy of the August Bank Statement.](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.



September 2021  
Item No. 4.2

**ISSUE: IRS Audit Letter**

REPORT: Review Audit Letter received by the IRS.

**BACKGROUND:**

Earlier this week, Erik Bunker received a letter from the IRS indicating that they were removing the penalty imposed on the SCHT for the 2019 990.

[Click here for a copy of the letter received from the IRS.](#)

**RECOMMENDATION:**

None. Report and discussion only.

**STAFF CONTACTS:**

Andrew Collings, [acollings@dmampo.org](mailto:acollings@dmampo.org);  
(515) 334-0075.