

**Dakota County Nebraska Housing Trust Fund (DCNHTF)**

**Board of Directors**

**Minutes**

**Thursday, September 18, 2025**

**1:00 PM**

**Northeast Community College, 1001 College Way, South Sioux City & via Zoom**

**VOTING MEMBERS PRESENT:**

CHAIR: Lisa Harral – Village of Emerson (Public)

VICE CHAIR: Brian Van Berkum – Dakota County (Public)

Jerry Yacevich – City of Dakota City (Public)

Dustin Wenger – Village of Jackson (Public)

Amber Barclay – Village of Homer (Public)

Lori Warner – South Sioux City Chamber of Commerce & Tourism (Private)

Pam Adam – Long Lines (At-large Member)

**NON-VOTING MEMBERS PRESENT / GUESTS:**

Lisa Bousquet – Village of Hubbard (Non-voting Advisory Member)

**SIMPCO STAFF:**

Michelle Bostinelos, Executive Director, SIMPCO

Joshua Bush, Finance Director, SIMPCO

Jenny Anderson, Housing Manager, SIMPCO

Emily Guthrie, Executive Assistant, SIMPCO

The DCNHTF Board of Directors met on Thursday, September 18, 2025, via Zoom and in person located at Northeast Community College, 1001 College Way, South Sioux City, Nebraska. A quorum was present. The meeting was called to order at 1:00 PM by DCNHTF Chairman, Lisa Harral.

**1. Call to Order / Introductions**

- 2. Approval of the Agenda** – Lisa Harral asked the board if there were any additions or corrections to the September 18, 2025, meeting agenda.

*Brian Van Berkum moved to approve the agenda as presented, seconded by Pam Adams. Motion carried all ayes.*

- 3. Approval of the Minutes** – Lisa Harral asked the board if there were any additions or corrections to the August 21, 2025, meeting minutes as presented.

*Brian Van Berkum moved to approve the minutes as presented, seconded by Pam Adams. Motion carried all ayes.*

4. **State Registration & Compliance Update** – Emily Guthrie provided a compliance and registration update to the board. She reported that the Articles of Incorporation have been submitted to the State of Iowa, and the organization has successfully applied for an Employer Identification Number (EIN) through the IRS. The next step will be to register as a foreign nonprofit in the State of Nebraska.

The group discussed the need to designate a registered agent with a physical address in Nebraska. This step must be completed before proceeding further. Lori Warner, representing the South Sioux City Chamber of Commerce and Tourism, volunteered to serve as the registered agent. She offered to use the Chamber's address for this purpose.

5. **501(c)(3) Application Status Update** - Emily Guthrie informed the board of the current status of the IRS Form 1023 application for 501(c)(3) tax-exempt status. She noted that she is prepared to begin the submission process but has paused to allow the board to first agree on the selection of a registered agent for Nebraska.
6. **DCNHTF Housing Assistance Plan (HAP)** – Emily Guthrie and Jenny Anderson presented the draft Housing Assistance Plan (HAP) to the board. Jenny explained that board approval of the plan is required in order to apply for Nebraska Affordable Housing Trust Fund (NAHTF) funding through the Nebraska Department of Economic Development (NEDED). She asked board members to review the draft and share any feedback, suggested edits, or concerns with either herself or Emily prior to the October 16th meeting. Final approval of the HAP will be requested at that meeting.
7. **Additional Comments & Next Steps** – Emily Guthrie provided the board with an overview of the upcoming steps in the nonprofit formation process. The next actions include registering as a foreign nonprofit with the State of Nebraska, followed by submitting the necessary documentation to the IRS and awaiting approval. Upon receiving IRS approval, the board will move forward with adopting program policies and procedures, publishing the notice of incorporation, gathering letters of support, preparing documentation for matching funds, and initiating the drafting of the NAHTF funding application.

Emily distributed copies of the Code of Conduct/Code of Ethics to board members who were absent from the previous meeting and requested their signatures.

**Next Meeting:** October 16, 2025, at 1:00PM | Hybrid via in person at Northeast Community College and via Zoom.

8. **Adjournment** – *Brian Van Berkum moved to adjourn, seconded by Pam Adams.* Chair Harral closed the meeting at 1:30 PM.