

**Western Iowa Community Improvement Regional Housing Trust Fund  
Board of Directors  
Minutes  
September 27, 2018  
11:30 a.m.  
1122 Pierce Street, Sioux City, Iowa**

**MEMBERS PRESENT:**

Keith Radig, Woodbury County - Chair  
Gary Horton, Plymouth County – Vice Chair  
Jeff Simonsen, Cherokee County  
Scott Brekke, Great Southern Bank  
Tammy Bramley, Monona County  
Rhett Leonard (Substitute for Creston Schubert), Ida County Supervisor  
Julie Colling, Mid-Sioux Opportunity  
Terry Mulder, Wells Fargo Bank

**SIMPCO STAFF:**

Amanda Harper, Housing Specialist, SIMPCO  
Bill Cole, Finance Director, SIMPCO  
Emily Coppock, Administrative Assistant, SIMPCO

The WICIRHTF Board of Directors met on Thursday, September 27, 2018, at 11:30 a.m., SIMPCO, 1122 Pierce Street, Sioux City, Iowa. A quorum was present. The meeting was called to order at 11:30 a.m. by Chair Keith Radig.

1. **Public Hearing** – *Jeff Simonsen moved to open the public hearing, seconded by Gary Horton. Motion carried all ayes. Public hearing opened at 11:35 a.m. The Board sought comment of the following items:*

- *Comments on how funds should be allocated?*
- *Comments on the annual plan/budget?*
- *Comments on the application to be submitted to the HTF?*
- *Comments on the Housing Assistance Plan (HAP)?*
- *Comments on the type of project or projects that will be financed?*

*No public comment. Jeff Simonsen moved to close the public hearing, seconded by Keith Radig. Motion carried all ayes. Public hearing closed at 11:40 a.m.*

2. **Approval of the Agenda** – Chair Radig asked if there were any additions or corrections to be made to the September 28, 2018 agenda as presented.

*Keith Radig moved to approve the agenda as presented, seconded by Jeff Simonsen. Motion carried all ayes.*

3. **Approval of the Minutes** – Chair Radig asked if there were any additions or corrections to be made to the June 28, 2018 minutes as presented.

*Keith Radig moved to approve the minutes as presented, seconded by Gary Horton. Motion carried all ayes.*

4. **Re-Appointments** – Amanda Harper asked the group for approval to re-appoint Jeff Simonsen and Julie Colling. Group decided to wait until next meeting for re-appointment of Jeff Simonsen as he is going to find replacement.

*Scott Brekke moved to approve the re-appointment of Julie Colling, seconded by Tammy Bramley. Motion carried all ayes.*

5. **Grant Updates** – Amanda Harper went over updates for Grant 17-25. Amanda noted she is still waiting for applications for Ida County. Amanda also noted her main contractor was in car accident which has halted a few finishing projects. She reported her allocation projections for HTF 17-25 for each county based on HTF funds and local match based on per capita populations. Amanda also noted completed projects in Grant 17-25 were located in Larrabee, Cherokee, Cleghorn, Correctionville, Bronson, Merville, Ute, Mapleton, Le Mars, Hinton, and Kingsley.

6. **Conflict of Interest & Code of Conduct Policy** – Amanda presented the group with the WICIRHTF Code of Conduct Policy to review and sign individually. The purpose of this Code of Conduct is to ensure the efficient, fair and professional administration of federal grant funds in compliance with 24 CFR; Part 85 (85.36(b.)(3)) and other applicable federal and state standards, regulations, and laws. Amanda asked the board to pass and adopt this policy.

*Each member signed and returned their copy of the Code of Conduct to Amanda as passing and approval.*

7. **HTF Match by county FY 2019** – Amanda went over county match for FY 2019. She noted this was based on per capita. She also noted she is still working off of waitlist. Once waitlist is worked through there should not be a problem getting applicants for each county to apply and use their total funds.

8. **18-LHTF-19 SIMPCO & LHTF Contract** – Amanda presented the board with the 18-LHTF-19 SIMPCO & LHTF Contract for approval.

Ketih Radig moved to approve the contract, seconded by Scott Brekke. Motion carried all ayes.

9. **HAP updates approval** – Amanda presented the HAP updates for board approval noting that the only thing updated was census info.

*Keith moved to approve the HAP updates seconded by Jeff Simonsen. Motion carried all ayes.*

10. **Policies & Procedures approval** – Amanda presented the board with updates to the policies and procedures for the HTF. She noted income levels were updated to match Iowa Finance Authority's (IFA) State Housing Trust Fund (SHTF) levels, no other changes made.

*Jeff Simonsen moved to approve the policies and procedures, seconded by Keith Radig. Motion carried all ayes.*

11. **FY 2019 HTF Application** – Amanda asked the board for approval of the 2019 HTF Application. She noted the application was due Monday, October 1, 2018.

*Tammy Bramley moved to approve the application for FY 2019 HTF, seconded by Jeff Simonsen. Motion carried all ayes.*

12. **Comments**

13. **Next Meeting** – November 15<sup>th</sup> 11:30 a.m.

14. **Adjournment** – Chair Radig adjourned the meeting at 12:10 p.m.