

**Western Iowa Community Improvement Regional Housing Trust Fund
Board of Directors
Minutes
September 26, 2019
11:15 a.m.
1122 Pierce Street, Sioux City, Iowa**

MEMBERS PRESENT:

Matthew Ung, Woodbury County - Chair
Gary Horton, Plymouth County – Vice Chair
Rhett Leonard (*Substitute for Creston Schubert*), Ida County
Tammy Bramley, Monona County
Wane Miller, Cherokee County
Terry Mulder (*Conference call*), Wells Fargo Bank

SIMPCO STAFF:

Michelle Bostinelos, Executive Director, SIMPCO
Amanda Harper, Housing Manager, SIMPCO
Emily Coppock, Administrative Assistant, SIMPCO

The WICIRHTF Board of Directors met on Thursday, September 26, 2019, at 11:15 a.m., SIMPCO, 1122 Pierce Street, Sioux City, Iowa. A quorum was present. The meeting was called to order at 11:15 a.m. by Chair Matthew Ung.

1. **Public Hearing Notice** - Tammy Bramley moved to open the public hearing, seconded by Scott Brekke. Chair Ung opened the public hearing at 11:20 a.m. for public comment. No comments received. Tammy Bramley moved to close the public hearing, seconded by Scott Brekke. Chair Ung closed the public hearing at 11: 25 a.m.
2. **Approval of the Agenda** – Chair Ung asked if there were any additions or corrections to be made to the September 26, 2019, agenda as presented.

*Matthew Ung moved to approve the agenda as presented, seconded by Rhett Leonard.
Motion carried all ayes.*

3. **Approval of the Minutes** – Chair Ung asked if there were any additions or corrections to be made to the September 27, 2019, minutes as presented.

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

4. **Annual Code of Conduct & Ethics** – Amanda Harper presented the board with the annual Code of Conduct and Code of Ethics for approval. Amanda noted the purpose of the Code of Conduct & Ethics is to ensure the efficient, fair, and professional administration of local, state and federal grant funds are in compliance with 24 CFR; Part 85 (85.36(b).(3)) and other applicable federal, state and local standards, regulations, and laws. She also noted the purpose of the Code of Ethics embodies standards of conduct for all employees, interns, contractors, and the Board members explaining this represents expected standards of ethical behaviors in professional relationships with employees, colleagues, consumers, and the community. Chair Ung asked each of the board members to sign and return the Code of Conduct and Ethics agreeing to the requirements and expectations.

Scott Brekke moved to approve the Annual Code of Conduct and Ethics, seconded by Tammy Bramley. Motion carried all ayes.

5. **Housing Assistance Plan (HAP) Updates** – Amanda Harper presented the board with the HAP updates for approval noting updated Census demographic data and adding a provision on recaptured funds that was missing per IFA Allocation Plan.

Tammy Bramley moved to approve the updates made to the HAP, seconded by Rhett Leonard. Motion carried all ayes.

6. **Policies & Procedures** – Amanda Harper presented the board with some changes made to the Policies and Procedures for the HTF. Amanda noted of the following changes:

- **Remove: 2.3C Tenure** – Eliminating the six (6) month required residency
- **Property Location Requirements 2.4 A** – Clarify Sioux City is not part of the service area for Woodbury County.
- **Condition of Property/Nuisance 2.4 E** – Remove provision that states: Additionally, the property must not be in violation of any local nuisance ordinances
- **Rehab Suitability 2.4 E – Replacement value to be raised up to \$100 from \$65**
- **3.2 Repair/Rehab Standards** – Remove verbiage of two rehab programs; emergency and whole house, addressed elsewhere
- **3.4 C Infeasible Structure** – Remove provision, addressed elsewhere

Scott Brekke moved to approve the changes made to the HAP, seconded by Julie Colling. Motion carried all ayes.

7. **2020 HTF Application** – Amanda Harper reported to the board that she will be applying for \$219,234 through the HTF 2020 grant application. She noted a match of \$55,000 is required.

Rhett Leonard moved to approve the application, seconded by Scott Brekke. Motion carried all ayes.

8. **19-LHTP-25 SIMPCO & WICIRHTF Contract** – Amanda Harper presented the board with the 19-LHTP-25 SIMPCO & WICIRHTF contract for approval. Amanda noted no changes were made from previous year contract.

Tammy Bramley moved to approve the contract, seconded by Scott Brekke. Motion carried all ayes.

9. **Grant Updates** – Amanda Harper updated the board on awarded grants including the HOME Grant awarded from IFA on September 23, 2019 in the amount of \$412,500 with a HTF match of \$62,000 and the FHLB Grant in the amount of \$550,000 with a HTF match of \$125,000. Amanda noted the FHLB grant is underway with 7 of 11 projects in progress.

10. **Other Comments** – More information regarding the Funding Campaign to come

11. **Next Meeting** - Thursday, November 21, 2019 11:15 a.m.

Scott Brekke moved to approve the next meeting date, seconded by Gary Horton. Motion carried all ayes.

12. **Adjournment** Chair Ung closed the meeting at 12:20 p.m.