

Western Iowa Community Improvement Regional Housing Trust Fund
Board of Directors
Minutes
September 24, 2020
11:15 a.m.
Held via Zoom

MEMBERS PRESENT:

Keith Radig, Woodbury County - Chair
Gary Horton, Plymouth County – Vice Chair
Rhett Leonard (*Substitute for Creston Schubert*), Ida County
Wane Miller, Cherokee County
Robert Meyer, Bank First
Tammy Bramley, Monona County
Scott Brekke, Great Southern Bank
Terry Mulder, Wells Fargo

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 24, 2020, at 11:15 a.m., via Zoom. A quorum was present. The meeting was called to order at 11:15 a.m. by Chair Keith Radig.

The members of the WICIRHTF Board held this meeting by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Sections 21.8 & 21.4 Code of Iowa. The meeting was held by conference call (Zoom) originating from the SIMPCO office at 1122 Pierce Street, Sioux City, Iowa. It was open to the public via conference call only (Zoom). Those on the call could hear the proceedings. An in-person meeting was not possible due to the Covid-19 declared pandemic and subsequent order to maintain social distancing when and where possible.

1. **Public Hearing Notice** – Public hearing opened at 11:15 a.m. by Chair Radig.
 - a. **The following topics were read aloud and discussion was offered**
 - i. Comments on the annual plan and budget at 239,810 total
 - ii. Comments on how funds should be allocated
 - iii. Comments on the proposed HAP
 - iv. Comments on the type of projects that will be financed
 - v. Comments on the application to be submitted to IFA
 - b. No Public was present – No comments received.

Tammy Bramley moved to close the public hearing, seconded by Rhett Leonard. Public hearing closed at 11:45 a.m.

2. **Approval of the Agenda** – Chair Radig asked if there were any additions or corrections to be made to the September 24, 2020, agenda as presented.

Keith Radig moved to approve the agenda as presented, seconded by Rhett Leonard. Motion carried all ayes.

3. **Approval of the Minutes** – Chair Radig asked if there were any additions or corrections to be made to the May 21, 2020 minutes as presented.

Keith Radig moved to approve the minutes as presented, seconded by Scott Brekke. Motion carried all ayes.

4. **Annual Code of Conduct & Ethics** – Amanda Harper stated the Code of Conduct & Ethics has not changed from previous year when presented to the board. Amanda informed the board will need to review the document, sign individually, and return to her. Amanda asked the board to pass and adopt this annual policy.

Tammy Bramley moved to approve the annual code of conduct & ethics as presented, seconded by Robert Meyer. Motion carried all ayes.

5. **Housing Assistance Plan (HAP) Updates** – Amanda presented the HAP updates for board approval noting census demographics updated, down-payment assistance added to priorities with \$8,000 cap as discussed with board, and new construction added to long term goals.

Scott Brekke moved to approve the HAP updates presented, seconded by Keith Radig. Motion carried all ayes.

6. **Policies & Procedures** – Amanda noted the only update to the Policies and Procedures for the HTF was adding the Behavior Policy including a two-step escalation process in the event there was a participant denial needed due to verbal abuse towards staff.

Rhett Leonard moved to approve the Policy & Procedures update, seconded by Tammy Bramley. Motion carried all ayes.

7. **2021 HTF Application Approval** – Amanda reported to the board that she will be applying for \$233,810 through the HTF 2021 application noting a match of \$60,000 from the counties required.

*Scott Brekke moved to approve the 2021 HTF Application, seconded by Keith Radig.
Motion carried all ayes.*

8. **Grant Updates** – Amanda noted grant 18-19 almost completed with projects starting in grant 19-25. Amanda noted she has completed two projects in the 2019 HOME program with down-payment assistance.
9. **Next Meeting** – Thursday, November 19, 2020 at 11:15 a.m. via Zoom
10. **Adjournment** – Chair Radig closed the meeting at 12:00 p.m.