

**Western Iowa Community Improvement Regional Housing Trust Fund
Board of Directors
Minutes**

Thursday, June 23, 2022

11:15 a.m.

1122 Pierce Street, Sioux City, Iowa

MEMBERS PRESENT:

Keith Radig, Woodbury County - Chair
Bryan Petersen, Cherokee County
Rhett Leonard, Ida County
Robert Meyer, Monona County
Julie Colling, Plymouth County
Jason Rasmus, Woodbury County
Scott Brekke, Woodbury County
Clint Weaver, Monona County

GUESTS PRESENT:

Wes Fopma, Congressman Feenstra Office
Kolby DeWitt, Congressman King Office

SIMPCO STAFF:

Michelle Bostinelos, Executive Director, SIMPCO
Jasmine Lammers, Finance Director, SIMPCO
Jenny Anderson, Housing Manager, SIMPCO
Joshua Bush, Accountant, SIMPCO
Emily Coppock, Administrative Assistant, SIMPCO

The WICIRHTF Board of Directors met on Thursday, June 23, 2022, at 11:15 a.m., via Zoom and in person in the Meisner Conference Room, 1122 Pierce Street, Sioux City, Iowa. A quorum was present. The meeting was called to order at 11:15 a.m. by Chair Keith Radig.

1. **Approval of the Agenda** – Chair Radig asked the board if there were any additions or corrections to the June 23, 2022, meeting agenda.

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

2. **Approval of the Minutes** – Chair Radig asked the board if there were any additions or correction to the November 18, 2021, meeting minutes as presented.

*Julie Colling moved to approve the minutes as presented, seconded by Bryan Petersen.
Motion carried all ayes.*

3. **Board Appointment & Officer Elections –**

a. Appointment

- i. Robert Meyer
- ii. Keith Radig

Rhett Leonard moved to appoint Robert Meyer and Keith Radig to the WICIRHTF Board. Motion seconded by Bryan Petersen. Motion carried all ayes.

b. Officer Elections

- i. Current Chair: Keith Radig
- ii. Current Vice Chair: Gary Horton

Rhett Leonard moved to approve reappointments of both the current and vice chair. Motion seconded by Julie Colling. Motion carried all ayes.

4. **Housing Manager Report –** Jenny Anderson presented the board with housing project and grant updates since the November 18, 2021, meeting.

5. **Financial Update –** Jasmine Lammers, Finance Director, presented the financials from December 31, 2021, through May 31, 2022, included in the meeting packet noting 92% through the fiscal year. Jasmine reported total revenue YTF ad \$265,913 and total expenditures as \$259,201 for a net of \$6,712.

Rhett Leonard moved to approve the financial update presented, seconded by Bryan Petersen. Motion carried all ayes.

6. **2023 Policy and Procedure Recommended Changes –** Jenny Anderson presented the board with her recommended changes to the 2023 Policy and Procedures document. Recommendations include adding 1.3.C. Confidentiality noting the WICIRHTF will maintain a client’s privacy and will not share a client’s personal information without consent or requirement by law. Recommendations to add to 1.7 denial procedures if an applicant or family member of an applicant is threatening, violent, or abusive. Recommendations to update 2.4.F Emergency Situations to include safety hazards including but not limited to asbestos, lead based paint with a child in the home on average of at least 10 hours per week who has an elevated blood lead level and units that fail to provide suitable shelter. Recommendation to add 2.4.b. Previous Recipient funds for Rehab ineligibility.

7. **Housing Assistance Plan (HAP) –** Jenny Anderson presented the board with the Housing Assistance Plan (HAP) for review and discussion.

8. **Other Comments –** Next Meeting: September 22, 2022

9. **Adjournment -** Chair Radig closed the meeting at 12:05 p.m.