

**Western Iowa Community Improvement Regional Housing Trust Fund
Board of Directors
Minutes
Thursday, September 22, 2022
11:15 a.m.
1122 Pierce Street, Sioux City, Iowa**

MEMBERS PRESENT:

Keith Radig, Woodbury County – Chair
Gary Horton, Plymouth County – Vice Chair
Bryan Petersen, Cherokee County
Rhett Leonard, Ida County
Robert Meyer, Monona County
Julie Colling, Plymouth County
Vince Phillips, Monona County
Jason Rasmus, Woodbury County
Scott Brekke, Woodbury County
Clint Weaver, Monona County

SIMPCO STAFF:

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

The WICIRHTF Board of Directors met on Thursday, September 22, 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 September 22, 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 corrections to the June 23, 2022, meeting minutes as presented.

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

3. **Board Appointment** – Scott Brekke up for re-appointment

Keith Radig moved to reappoint Scott Brekke to the WICIRHTF Board. Motion seconded by Gary Horton. Motion carried all ayes.

4. **Updates –**

- a. **Housing Manager Report:** Jenny Anderson, Housing Manager, presented the board with project and grant updates since the June 23, 2022, meeting.
- b. **Financial Updates:** Jasmine Lammers, Finance Director, presented the board with the financials through June 30, 2022, and from July 1, 2022, through August 31, 2022. Jasmine noted total revenue YTD for FY 22 was \$312,556 and total expenditures as \$327,633 for a net of -\$15,076. Jasmine noted the total revenue for FY 23 July 1, 2022, through August 31, 2022, was \$136,856 and total expenditures as \$111,809 for a net of \$25,047.

Rhett Leonard moved to approve the updates presented, seconded by Julie Colling. Motion carried all ayes.

5. **Housing Assistance Plan (HAP)** – Jenny Anderson presented the board with the final 2023 Housing Assistance Plan (HAP) for discussion and approval.

Bryan Petersen moved to approve the HAP as presented, seconded by Vince Phillips. Motion carried all ayes.

6. **2023 Policies and Procedures** – Jenny Anderson presented the board with the final 2023 Policies and Procedures for review and approval. Jenny noted the addition to the denial/complaint/appeals procedure to include applicant denial due to behavior (IE: verbal, physical, abuse or violence or sexual harassment to personnel staff). Jenny noted the addition to include elevated blood lead levels in children under emergency priority status.

Rhett Leonard moved to approve the 2023 Policies and Procedures as presented, seconded by Gary Horton. Motion carried all ayes.

7. **Public Hearing** – Chair Radig opened the public meeting at 11:35 a.m. No public comments. *Keith Radig moved to close the public hearing and comment period, seconded by Gary Horton. Motion carried all ayes.* The public hearing closed at 11:40 a.m. by Chair Radig.

8. **Submittal Housing Trust Fund Application** – Jenny Anderson requested approval from the board to apply for the Housing Trust Fund Program through the Iowa Finance Authority. Funds will be used to rehabilitate existing homes in the service area of Cherokee, Ida, Monona, Plymouth, and Woodbury counties for low-income households at or below 80% of the area median income and at least 30% of the funds used to serve extremely low-income households at or below 30% of the area median income.

Scott Brekke moved to approve the submittal of the HTF application, seconded by Julie Colling. Motion carried all ayes.

9. **Other Comments** – Next Meeting: November 17, 2022

10. **Adjournment** – *Bryan Petersen moved to adjourn, seconded by Gary Horton. Chair Radig adjourned at 11:50 a.m.*