

Northeast Iowa Regional Housing Trust Fund
Meeting Minutes /26 February 2015 / 1:30pm
Upper Explorerland / Postville

Gus Johnson called the meeting to order at 1:35pm.

Members Present: Adam Weigand, Cindy Simpson, Dan Ollendick, Dean Thompson, Gus Johnson (Chair), Jeremy Jostand, Jill Halverson (Vice Chair), Larry Schellhammer, Laura Olson, Mark Kubik, Spiff Slifka (Secretary) and Stacie Cooper.

Members Absent: Barb Prochaska, Darla Kelchen, Gary Bowden, Mike Schuster.

Staff Present: Sarah Snitker, Mary Huinker.

Guests: Kathy Pfiffner (USDA), Jeremy Lockard, and Rachelle Howe

- I. Mark Kubik made a motion to accept the February 26, 2015 agenda with a second from Stacie Cooper. The motion passed unanimously.
- II. Cindy Simpson made a motion to accept the November 2014 minutes with a second from Laura Olson. The motion passed unanimously.
- III. Financial Status Report
 - a. Current Financial Status
 - i. Through February 15, 2015 Mary Huinker reported NEIRHTF liabilities of \$688,475.37 and equity of \$165,213.00 totaling \$853,688.37.
 - b. Loan Payment Updates
 - i. Huinker reviewed the loan payment activity through February 15, 2015. With 56 loans (FY'10 – FY'15), four are in arrears (past due letters were sent), four loans written off, and four have been paid off. There is a \$193,505.69 loan balance with \$172,229.97 revolved funds available for relending.
 - c. 2016 match
 - i. Sarah Snitker reviewed the 2016 match dollars \$54,000.00 committed/received out of the \$66,616.75 needed which will allow us to apply for full funding.
 - d. Stacie Cooper made a motion to accept the financials with a second from Cindy Simpson. The motion passed unanimously.
- IV. Project Status Report
 - a. Funding Spreadsheet
 - i. 2014-2015 funding cycle through February 06, 2015 shows a total of \$190,021.44 available.
 - ii. 2015-2016 funding cycle through February 11, 2015 shows a total of \$289,650.77 available.

- b. Progress Report
 - i. 2013-2015 status through February 12, 2015; 25 projects complete and 4 approved/pending projects, 12 projects needing more information, and 11 on the waiting list.
- V. Approval of Audit
 - a. Jeremy Lockard from Ridihalgh, Fueling, Snitker, Weber & Co reviewed the housing audit with the Board and RFSW's recommendations.
 - i. Dan Ollendick made a motion to approve the audit with a second from Mark Kubik. The motion passed unanimously.
- VI. Review of UERPC Management agreement and alternate signatories form was reviewed.
 - a. Cindy Simpson made a motion to accept forms and revisions with a second from Stacie Cooper. The motion passed unanimously.
- VII. Snitker brought forth forms/policies for Board members to sign; conflict of interest policy and conflict of interest disclosure statements, gift policy and disclosure forms, and whistleblower policy forms.
- VIII. Resolution 15-1 was brought to the Board for review and approval. This is the complaint handling policy form that addresses steps to file a complaint and depending who the complaint is against, e.g. contractor or UERPC employee, who resolves these issues.
 - a. Dean Thompson made a motion to approve the complaint policy form with a second from Dan Ollendick. The motion passed unanimously.
- IX. Board reviewed the NEIRHTF contract that owner and contractor sign prior to start of project. This form will help communicate expectations to both sides and avoid misinformation or misrepresentation as a project goes forth.
- X. Snitker shared the invoice from Howard County seeking payment for county-wide housing study. Discussion on what needs to be submitted for approval was held by Board.
 - a. Laura Olson made a motion to approve the Howard County invoice with a second from Dean Thompson. The motion passed unanimously.
- XI. Proposals and uses of Revolving Loan Fund account
 - a. With \$172,229.97 available in the RLF (cycled loans from 2010-2015), the Board reviewed the policy for utilization form. Snitker will bring a revised form that included sewer projects to #4, include a monetary limit when paying for a licensed inspector to #5, and add a #8 labeled 'Other' for areas the Board has not encountered to date.
- XII. Discussion took place about septic tank, sump pump & radon mitigation projects homeowners have inquired about through the NEIRHTF program. Also under discussion was the possibility of applicants with green cards applying through the program. The Board's stance was if any people or projects fit the criteria then these were worthy applications to process and bring to the Board.

XIII. Next Meeting

- a. Next meeting is scheduled for **Thursday, May 14, 2015 at 1:30pm** in Postville.

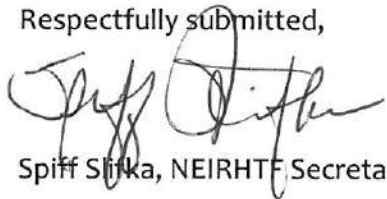
XIV. Floor Items

- a. Kathy Pfiffner, representing USDA spoke about programs she's involved in that would complement our mission and programs. She will be attending meetings from now on. Welcome Kathy!
- b. Laura Olson announced her resignation as Executive Director for Allamakee County. She has taken a job with Gundersen Lutheran and the City of La Crosse concentrating on economic development. We wish Laura all the best and thank her for her years of service on this Board and in our region. She too will be missed, but we wish her well!

XV. Adjournment

- a. Laura Olson made a motion to adjourn the meeting with a second from Dean Thompson. Motion passed unanimously and Gus Johnson adjourned the meeting at 3:20pm.

Respectfully submitted,



Spiff Sifka, NEIRHTE Secretary