

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

Minutes

Thursday, September 26, 2024

11:15 a.m.

6401 Gordon Drive, Sioux City, Iowa

MEMBERS PRESENT:

Keith Radig, Woodbury County - Chair
Gary Horton, Plymouth County – Vice Chair
Scott Brekke, Woodbury County
Devlun Whiteing, Ida County
Rita Frahm, Ida County
Robert Meyer, Monona County
Vince Phillips, Monona County
Bryan Petersen, Cherokee County
Jason Rasmus, Woodbury County

SIMPCO STAFF:

Michelle Bostinelos, Executive Director, SIMPCO
Josh Bush, Finance Director, SIMPCO
Jenny Anderson, Housing Manager, SIMPCO
Emily Guthrie, Executive Assistant, SIMPCO

The WICIRHTF Board of Directors met on Thursday, September 26, 2024, via Zoom and in person in the SIMPCO Board Room, 6401 Gordon Drive, 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 26, 2024, meeting agenda.

*Scott Brekke moved to approve the agenda as presented, seconded by Gary Horton.
Motion carried all ayes.*

2. **Approval of the Minutes** – Chair Radig asked the board if there were any additions or corrections to the June 27, 2024, meeting minutes as presented.

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

3. **Board Composition/Bylaws Updates** – Jenny Anderson presented the board with the current WICIRHTF bylaws and discussed recommended changes. Chair Radig postponed the item until the January meeting, pending Jenny Anderson’s discussions with Monona

County/MidSioux to identify a potential replacement for the former member, Julie Colling. At the January meeting, the board will also elect new officers to ensure compliance with the current bylaws and appoint a designee for contracts, checks, and deposits.

4. **Board Appointments –**

- a. Rita Frahm – term ended September 16, 2024
- b. Devlun Whiteing – term ended September 16, 2024

Keith Radig moved to approve the appointments presented, seconded by Vince Phillips. Motion carried all ayes.

5. **Updates –**

- a. Housing Manager Report – Jenny Anderson, Housing Manager, updated the board on current project and applicant status within the service area of Woodbury, Plymouth, Cherokee, Monona, and Ida counties. She reported 6 projects have been completed since the June 27, 2024 meeting in Woodbury, Cherokee, Ida, and Monona counties. Jenny reported the 22-LHTF-22 grant has been closed with 22 home assisted. Jenny reported on the 22-LHTF-11 grant noting the HTF grant balance is \$184,308 with \$63,670 allocated to households that are 30% AMI. There is \$53,470 remaining for local match. She noted that 15 homes have been assisted so far. Jenny also reported that the 24-LHTF-25 grant has been awarded in the amount of \$381,698 with nothing spent yet.
- b. Financial Updates –
 1. Josh Bush, Finance Director, presented the board with the housing trust financials through the end of the June 30, 2024. Josh reported total revenue YTD at \$273,054 with total expenditures at \$277,833 for a net of -\$4,779.
 2. Josh also presented the board with the financials through August 31, 2024, noting 17% through the current fiscal year. Josh reported total revenue YTF at \$153,005 with total expenditures at \$64,344 for a net of \$88,661.

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

6. **2025 Housing Assistance Plan (HAP) –** Jenny noted that there were no changes made to the HAP since the board last approved.

Scott Brekke moved to approve the HAP as presented, seconded by Gary Horton. Motion carried all ayes.

7. **2025 Policy and Procedures –** Jenny noted that there were no changes made to the Policy & Procedures since the board last approved.

Scott Brekke moved to approve the policy and procedures manual as presented, seconded by Gary Horton. Motion carried all ayes.

8. **Code of Conduct & Ethics** – Jenny presented the board with the annual code of conduct & ethics form to be signed by each voting member. The board postponed the item until the January annual meeting when board composition is established.

Vince Phillips moved to table the item, seconded by Ketih Radig. Motion carried all ayes.

9. **Public Hearing / Submittal of the Housing Trust Fund Application** –
 - a. Chair Radig opened the public hearing meeting at 12:02 p.m.
 - b. *Scott Brekke moved to close the public hearing meeting at 12:03 p.m. seconded by Keith Radig. Public hearing meeting closed. No public comment.*

10. **Approve Submittal of Housing Trust Fund Application** – Jenny asked the board to approve the submittal of the housing trust fund application for \$411,512 with a goal to rehab 18 homes. Jenny noted local match in the amount of \$102,878.

Keith Radig moved to approve the submittal of the application, seconded by Gary Horton. Motion carried all ayes.

11. **Other Comments** – Next meeting: November 21, 2024, at 11:15 a.m.

Tentative upcoming meeting dates:

- a. January 23, 2025
 - b. March 27, 2025
 - c. May 22, 2025
 - d. June 26, 2025
12. **Adjournment** – Chair Radig closed the meeting at 12:22 p.m.