

MEETING Minutes

Southwest Iowa Housing Trust Fund, Inc.

Board of Directors

May 13, 2025, at 10:00am

ZOOM

Meeting ID: 235 538 3523

Passcode: 649455

1. **Call to Order.** Chair Renee Riedel called the meeting to order at 10:00 a.m.
2. **Roll Call.** Rhodes took roll call. Members present were: Grace Garrett, Kristian Nielsen, Renee Riedel, Karen Schlueter, Debbie Waterbury, Mike Wells and a quorum was present. Jill Schaben also was in attendance for her nomination to approve as a new board member. Staff attending were: Ann Anstey, Tammy DeBord, John McCurdy, and Nicole Rhodes.
3. **Approve Agenda.** McCurdy recommended that revisions were needed to the agenda to move #8 on the agenda up to after #3 for approval of new board member Jill Schaben. McCurdy also suggested deleting #7 from the agenda, as there is not a need to discuss open board positions with Jill Schaben coming on board, as there will not be any openings. Garrett moved to approve the amended agenda with the revisions and Waterbury seconded. The motion passed with all ayes.
4. **Approval of New Board Member Jill Schaben.** Schlueter moved to approve and Nielsen seconded. The motion passed with all ayes.
5. **Approve Minutes of February 20, 2024, Meeting.** Wells moved to approve the minutes and Waterbury seconded. The motion passed with all ayes.
6. **Review and Approve Check List and Financials.** McCurdy reviewed the checklist and financial revenue reports in detail so new board members were informed of what items are listed and why. Garrett inquired about check #64812 being on the checklist twice. Anstey reported that it was a check that was originally written to the wrong entity, so it was voided. McCurdy confirmed that the second entry was because it was voided. Schlueter moved to approve the checklist and financials and Nielsen seconded. The motion passed with all ayes.
7. **Review and Approve Demo Applications.** Riedel discussed that two emails were sent out to the group with three separate applications and asked for any questions or discussion needed after reviewing the applications. Schlueter asked who is responsible for the cost of asbestos if found and McCurdy explained that the city does 50% and SWIPCO pays 50% in those situations. Waterbury inquired about the application question regarding if the applicant has been helped in the past and whether that meant with demolition or any assistance SWIPCO offers. DeBord explained it means for any assistance, not just demolition. Riedel inquired about the 4 projects that have been approved on the Housing report asking if there is \$16,000 left in the 2024 fund, and Anstey reported that isn't the most updated number and it's closer to \$3900 left.

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McCurdy also clarified that the \$35,000 fund is for 2025. Schluter moved to approve the current demo applications and Garrett seconded. The motion passed with all ayes.

8. **Discuss and review Housing Assistance Plan for IFA application, including potential changes.** McCurdy reviewed with members the purpose of the HAP (Housing Assistance Plan) and that all the opportunities that we can work on are listed in the HAP and then the final budget will reflect what is approved when voted on in September. Riedel inquired how/if the Fuller Foundation and Lakin Foundation projects will be reflected in the HAP. McCurdy explained that there is nothing in writing yet with Lakin Foundation, just discussions at this point. The Fuller Donation Project will be discussed on how it may fit into the HAP. McCurdy inquired if board members would be willing to take a calendar poll to set up a work session prior to August 1st to get new ideas and brainstorm anything the board would like to see added to the next HAP application that will be approved in September. All board members agreed to the calendar poll, and several spoke up they would really like to do this and meet in person. Housing staff members would all be involved in the work sessions as well.
9. **Current Programs.** McCurdy reviewed the Housing report with the board members and also added that he will be submitting a new application to Iowa West in the next day or two for \$150,000.00. See attached report.
10. **Other Business.** None presented.
11. **Adjourn.** Schluter moved to adjourn the meeting at 10:38 a.m. and Waterbury seconded. The motion passed with all ayes.