

**Minutes for:
Eastern Iowa Regional Housing Corporation (EIRHC)
Eastern Iowa Regional Housing Authority (EIRHA)
Board Meeting**

Date: Thursday, January 18, 2024
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

Abigail Spiegel
Dubuque County

Dawn Smith
Cedar County

Sarah Maurer*
(alternative for Delaware County)

Jake Ellwood
Jones County

Sue Hoeger
Dubuque County

Heather Jones
Cedar County

Donna Boss*
(alternative for Delaware County)

Mark Hunt
City of Bettendorf

Karen Adams
Dubuque County

Chuck Niehaus (chair)
Delaware County

Terry Creegan
City of Maquoketa

Decker Ploehn
City of Bettendorf

Joanne Guise
Clinton County

Leo Roling
Delaware County

Jessica Franzen
Jackson County

Vacant
ECIA

Linda Duesing (VC)
Clinton County

Linda Gaul
Delaware County

Kathy Seyfert
Jackson County

Others Present:

Staff Present:

Michelle Schnier
*Alternative

Sarah Berning
**Present by phone

A quorum was present for the EIRHC/EIRHA Board

Call to Order

The EIRHA and EIRHC Board meeting was called to order at 4:34 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC annual meeting November 1, 2023

Motion by Decker, second by Hunt to approve the minutes from the EIRHA and EIRHC November 1, 2023, annual meeting. The motion passed unanimously.

Report on the following programs

Public Housing lease-up and vacancies

Schnier reported that the Public Housing program currently has two vacant units. Staff are pulling from the waiting list to fill these vacancies. The Public Housing program is presently at 98.04% lease-up for the year.

Section 8 Housing Choice Voucher (HCV) lease-up and waiting list

Schnier noted that the Section 8 HCV program has 3,727 families on the waiting list as of January 2024. Noting the estimated wait time for assistance is currently 12 to 18 months.

Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program

Schnier indicated that there are currently ninety-five (95) clients enrolled in the Section 8 Housing Choice Voucher (HCV) FSS program with an average monthly escrow balance of \$463, 51% of the clients have escrow accounts, with the highest balance of \$26,205. Since the last update, there was two successful completions with a combined escrow payout of \$16,933.

Public Housing Family Self-Sufficiency (FSS) Program

Schnier reported that forty-five (45) clients are currently being served by the Public Housing FSS program with an average monthly escrow balance of \$281 and the highest escrow of \$26,253. There have been no successful completions since the last update. Staff are currently working to enroll additional clients into the program.

ROSS Elderly Self-Sufficiency (ESS) Program

The ROSS Elderly Self-Sufficiency (ESS) program has served one hundred sixty-three (163) participants to date, with sixty-two (62) current active clients. Staff maintain

monthly contact with the participants and schedule various program activities. Referrals for meals, transportation, and in-home services are continuing.

Mainstream Voucher Program

Schnier informed the Board that the applicants of the Mainstream Voucher Program must be at or below 50% of the area median income guideline and between the ages of 18-61 with a handicap or disability. The Mainstream Voucher Program currently has an ACC for 89 vouchers, with 88 families currently housed. The yearly lease-up is currently at 98.88%.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Section 8 Housing Choice Voucher program waiting list. Clients with a handicap or disability receive a preference. Families are assisted through TBRA until they can transition over to the Section 8 Housing Choice Voucher program. Currently there are twenty-three (23) participants being served with monthly Housing Assistance Payments, 54% of the FY'2021 grant has been expended to date. Once the FY'2021 grant is fully expended the FY'2022 grant will be used to assist the families.

EIRHC USDA lease-up

Schnier reviewed the lease-up with the Worthington units at 100% and Grand Mound units at 100% lease-up. Schnier noted the Grand Mound site has 6 units and the Worthington site has 4 units of one bedroom housing for the elderly/handicapped/disabled.

EIRHC Asbury Meadows and Evergreen Meadows lease-up

Schnier indicated that Asbury Meadows is at 97.40% yearly lease-up with 842 individuals on the waiting list. Asbury Meadows currently has two vacancies. Additional information on residents: twelve (12) are currently enrolled in the FSS Program; two (2) residents are students; and eighteen (18) are employed either part-time or full-time.

Schnier indicated that Evergreen Meadows site is at 95.83% yearly lease-up with 712 individuals on the waiting list. Evergreen Meadows currently has three vacancies. Additional information on residents: ten (10) are currently enrolled in the FSS Program; six (6) residents are students; and twenty (20) are employed either part-time or full-time.

Housing Development

Schnier updated the Board on the Housing Development activity. The ten Pocket Neighborhood homes in the City of Maquoketa, Iowa were completed and sold to first time home buyers. In addition, five new single-family homes in Asbury Iowa, and four

homes in Manchester Iowa, were successfully completed and sold. The two rehab homes in Lost Nation, Iowa and Dyersville, Iowa, respectively, were sold to qualifying families.

Homeownership Programs

Schnier reported the Housing Authority has sold six (6) Public Housing units to date. A total of thirty (30) applicants in the Section 8 Housing Choice Voucher (HCV) Homeownership Program purchased a home using their HCV for mortgage assistance. Twelve (12) participants are still active on the program. Staff also provide housing counseling to the homeowners.

Housing Counseling

Schnier explained that as an approved HUD Housing Counseling Agency since July 30, 2010, EIRHA has provided Housing Counseling Services to 175 households who have completed the pre- and post-homeownership counseling course, with 132 households that went on to purchase a home. Presently, there are 33 active households using the Housing Counseling services. Schnier also indicated that in June of 2023, EIRHA received a supplemental Housing Counseling award of \$3,954.00. These funds have been expended and closed out as of October 2023.

Housing Trust Fund (HTF)

The Eastern Iowa Regional Housing Corporation Housing Trust Fund (EIRHC HTF) has received annual funding since FY'2015, to assist with providing down payment assistance and constructing or rehabilitating units for affordable housing.

The FY'2022 grant was awarded for \$312,429. Projects included down payment assistance for one single family unit; owner occupied rehab to nine single family owners; rental rehab/new development for units at West Ridge Apartments, Churchview Apartments, Mars Rental, LaCasa, JDT Development, and the ECDC Pocket Neighborhood. These funds were fully expended by December 31, 2023 and the grant was closed out.

The FY'2023 funding was awarded for \$498,359. Projects included down payment assistance for one single family owner-occupied rehab unit; lead reduction for three rental rehabs; and rental rehab/new development for units at Pheasant Run, Tallgrass, EIRHC EM/AM, and EIRHC USDA. These funds must be fully expended by December 31, 2024.

The FY'2024 funding was recently awarded for \$501,190. Projects include down payment assistance for one single family unit; twelve single family owner-occupied rehab units; lead reduction for eight rental rehabs; and rental rehab/new development for units at Catholic Charities, EIRHC AM/EM, EIRHC USDA, JDT Development, and the City of Calamus. These funds must be fully expended by December 31, 2026.

Review and Approve Public Housing and Section 8 HCV program expenditures for November and December 2023

Schnier reviewed the Public Housing disbursements for November and December 2023 which include the following highlighted expenditures: \$6,036.77 to Clinton County Treasurer for PILOT payment; \$9,055.16 to Delaware County Treasure for PILOT payment; \$7,10.08 to Dubuque County Treasure for PILOT payment; \$6,746.98 to Jackson County Treasurer for PILOT payment; \$18,524.81 to East Iowa Mechanical for service calls; \$5,675.00 to Voss Pest Control for service calls; \$39,817.00 to AHRMA for insurance; and \$1,449.00 to NFIP Direct Servicing Agent for flood insurance for one Public Housing unit that is in the 500 year flood plain and flood insurance is required by HUD.

She continued with November and December 2023 Section 8 HCV expenditures highlighting the following: \$13,327.55 to clients for escrow payouts; \$2,700.00 to JRR Properties for escrow payout for rent; \$23,658.35 to MRI for the annual SaaS fee and Tendocs training; \$3,000.00 to Nan McKay for the GOS8 rent reasonableness survey annual subscription; \$5,192.42 to Peosta Automotive for escrow payout; \$1,502.20 to Sam’s Club for escrow payout for an FSS participants vehicle tires; \$17,771.00 to AHRMA for insurance; \$428.00 to La Nina for a HAP check which was inadvertently missed on the HAP check run; and \$2,463.75 to Tostrud & Temp for audit services.

Motion by Boss, second by Hoeger to approve Public Housing and Section 8 HCV program expenditures for November and December 2023. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenses for November and December 2023

Schnier reviewed the November and December 2023 expenditures for Mainstream Vouchers, including the following highlighted expenditure: \$2,024.97 to MRI Software for annual SaaS Fee. No other unusual expenditures.

Motion by Maurer, second Boss to approve the Mainstream Voucher expenditures for November and December 2023. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for November and December 2023

Schnier reported on the EIRHC USDA program expenditures for November and December 2023 which included the following: \$312.26 to MRI Software for annual SaaS Fee; and \$4,558.76 to AHRMA for annual insurance. Schnier indicated there were no other unusual expenditures.

Motion by Spiegel, second by Hunt to approve the EIRHC USDA program expenditures for November and December 2023. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for November and December 2023

Schnier presented the EIRHC Evergreen Meadows expenditures for November and December 2023, which include the following cash disbursements: \$52,000.00 to Recker Construction for rood replacement; \$9,825.00 to Ness Flooring for flooring replacement; and \$4,293.90 to Amazon for smoke and CO2 detectors. These expenditures were all covered under the Housing Trust Fund grant.

Schnier presented the Asbury Meadows expenditures highlighting the cash disbursements of \$1,558.66 to MiddleOak for insurance; and \$4,223.70 to Amazon for smoke detectors and CO2 detectors (covered out of the Housing Trust Fund grant funds). No other unusual expenditures.

Motion by Boss, second by Roling to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for November and December 2023e. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for November and December 202

Schnier went on to review the EIRH TC Corp expenditures for November and December 2023 noting \$926.59 to J&D Catering for catered food for board meetings. No other unusual charges were indicated.

Motion by Boss, second by Hoeger to approve EIRH TC Corp program expenditures for November and December 2023. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for November and December 2023

Schnier stated there were no unusual TBRA expenditures for the months of November and December 2023.

Motion by Decker, second by Hunt to approve the Tenant Based Rent Assistance Expenditures for November and December 2023. The motion passed unanimously.

Other Business

Lead Risk Assessment Demonstration Grant (LRAD)

Schnier indicated that EIRHA staff wrote and was awarded the 2023 Lead Hazard Reduction Program funds in the amount of \$300,000. The purpose of the grant is to identify lead hazards in the Section 8 Housing Choice Voucher assisted homes throughout the seven-county region. With the use of these funds, lead hazard inspections

will be conducted by certified Lead Inspection Risk Assessors in eligible voucher assisted units. Of these funds, \$75,000 will be used for EIRHA staff administrative costs to implement the program and \$225,000 will be contracted out to the ECIA Community Development Department to perform the lead hazard inspections. The grant will run from January 1, 2024 through December 31, 2027.

Schnier presented the ECIA and EIRHA contract for the lead risk assessment services with the Community Development Department. The payment shall be based on \$1,800 per Lead Inspection/Risk Assessment of the Section 8 HCV assisted units. Total payment shall not exceed \$225,000 (125 units at \$1,800/unit).

Motion by Decker, second by Hunt to approve the LRAD contract between ECIA and EIRHA. The motion passed unanimously.

Signers for EIRHA bank accounts

Schnier stated that Kelley Deutmeyer, who was the Executive Director of ECIA has retired, and the banking institutions are requesting that the board approve the new authorized signers on the EIRHA bank accounts. Schnier indicated that Steve Stoffel, ECIA Director of Finance and Chuck Niehaus, EIRHA Board Chair, will be the authorized signers on the EIRHA bank accounts.

Motion by Boss, second by Hoeger to approve the authorized signers for EIRHA bank accounts – EIRHA Resolution #1-2024. The motion passed unanimously.

Signers for EIRHC bank accounts

Schnier stated that Kelley Deutmeyer, who was the Executive Director of ECIA has retired, and the banking institutions are requesting that the board approve the new authorized signer on the EIRHC bank accounts. Schnier indicated that Steve Stoffel, ECIA Director of Finance and Chuck Niehaus, EIRHC Board Chair, will be the authorized signers on the EIRHC bank accounts.

Motion by Hunt, second by Maurer to approve the authorized signers for EIRHC bank accounts – EIRHC Resolution #2-2024. The motion passed unanimously.

Next Meeting – Thursday, March 21, 2024 at 4:30 pm

Schnier noted the date of Thursday, March 21, 2024 at 4:30 p.m. for the next Housing Board meeting.

Adjournment

Motion by Boss, second by Decker to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:08 p.m.

Respectfully Submitted,

Michelle Schnier

Michelle Schnier
Director of Housing and Support Services