

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

Date: Thursday, January 20, 2022
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|--|--|--|---|
| <input checked="" type="checkbox"/> James Fogel (vice-chair)
<i>Dubuque County</i> | <input type="checkbox"/> Joanne Guise
<i>Clinton County</i> | <input checked="" type="checkbox"/> Sarah Maurer*
<i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Tom Yeoman
<i>Jones County</i> |
| <input checked="" type="checkbox"/> Al Schilling (chair)
<i>Dubuque County</i> | <input type="checkbox"/> Cliff Bunting
<i>Delaware County</i> | <input type="checkbox"/> Linda Gaul*
<i>alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Mark Hunt
<i>City of Bettendorf</i> |
| <input checked="" type="checkbox"/> Pat Johnson*
<i>(alternative for DBQ County)</i> | <input checked="" type="checkbox"/> Chuck Niehaus
<i>Delaware County</i> | <input checked="" type="checkbox"/> Terry Creegan
<i>City of Maquoketa</i> | <input checked="" type="checkbox"/> Decker Ploehn
<i>City of Bettendorf</i> |
| <input checked="" type="checkbox"/> Laura Twing
<i>Cedar County</i> | <input checked="" type="checkbox"/> Leo Roling
<i>Delaware County</i> | <input type="checkbox"/> Tim Roth
<i>Jackson County</i> | <input checked="" type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input type="checkbox"/> Linda Duesing
<i>Clinton County</i> | <input checked="" type="checkbox"/> Donna Boss*
<i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Kathy Seyfert
<i>Jackson County</i> | <input type="checkbox"/> Karen Adams*
<i>(alternative for Dubuque County)</i> |

Others Present: Rhonda Seibert, NICC

Staff Present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Michelle Schnier
*Alternative | <input checked="" type="checkbox"/> Sarah Berning
**Present by phone |
|---|--|

A quorum was present for EIRHC/EIRHA Board

Call to Order

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

Review and Approve Minutes of EIRHA and EIRHC annual meeting November 3, 2021

Motion by Boss, second by Johnson approve the minutes from the EIRHA and EIRHC November 3, 2021 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 five units vacant. Staff are pulling from the waiting list to fill these vacancies. The Public Housing program is presently at 97.79% 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 3,738 families on the waiting list as of January 2022. Noting the estimated wait time is 24 months.

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

Schnier indicated that there are currently one hundred thirteen (113) clients enrolled in the Section 8 Housing Choice Voucher (HCV) FSS program with an average monthly escrow balance of \$418. 47% of the clients have escrow accounts, with the high balance of \$22,431. Since the last update, there was one successful completion with escrow payout of \$18,000.

Schnier informed the board that the FSS program received enough funds for CY'22 to almost fully cover three positions. In the past, the funding covered about $\frac{3}{4}$ of each position, with other program funding needed to cover the balance of the staff costs. As a result of the additional funding, the housing department will be hiring another full-time Housing Specialist to assist with tenant files and a self-sufficiency caseload.

Public Housing Family Self-Sufficiency (FSS) Program

Schnier reported that forty-eight (48) clients are currently being served by the Public Housing FSS program with an average monthly escrow balance of \$290 and the highest escrow of \$27,186. Clients can be on the FSS program for up to five years. There has

been one successful completion 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 fifty-one (151) participants to date, with sixty-five (65) current active clients. Currently, due to the pandemic, staff are maintaining monthly contact with the participants via phone, text or e-mail. Schnier noted staff delivered fall care packages to clients to further assist with their needs during COVID-19.

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 79 vouchers, with 79 families currently housed. The yearly lease-up is currently at 100%.

Foster Youth to Independence (FYI) Program

Schnier informed the Board that the applicants for the Foster Youth to Independence program must be youth who are between the ages of 18-24 who have left foster care or will leave foster care within 90 days and are homeless or are at risk of becoming homeless. Applicants must also be at or below 50% of the Area Median Income guideline. They must also be referred by their Public Child Welfare Agency (PCWA) caseworker for assistance. Currently there are two clients receiving assistance through the Foster Youth to Independence Program.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Section 8 Housing Choice Voucher program waiting list. Families are assisted through TBRA until they can transition over to the Section 8 Housing Choice Voucher program. Currently there are thirty-six (36) participants being served with monthly Housing Assistance Payments, thirty-five (35) participants received security deposit assistance and 86% of the grant has been expended to date. Schnier informed the Board that IFA awarded an additional \$340,371 in funding and extended the contract end date to August 31, 2022.

EIRHC USDA lease-up

Schnier reviewed the lease-up with the Worthington units at 100% and Grand Mound units at 93% 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 currently at 96.88% yearly lease-up with 390 individuals on the waiting list. Asbury Meadows has one (1) vacancy currently. Additional information on residents: Nineteen (19) are currently enrolled in the FSS Program; two (2) residents are students; and sixteen (16) are employed either part-time or full-time.

Schnier indicated that Evergreen Meadows site is currently at 100% yearly lease-up with 381 individuals on the waiting list. Evergreen Meadows has zero vacancies currently. Additional information on residents: Thirteen (13) are currently enrolled in the FSS Program; seven (7) residents are students; and twenty (20) are employed either part-time or full-time.

Housing Development/Maquoketa Pocket Neighborhood

Schnier updated the Board on the Pocket Neighborhood in the City of Maquoketa. Currently seven of the ten homes have been completed and closed with qualifying homebuyers. The remaining three homes are under construction and scheduled to close by April 2022. The final three have approved buyers with signed purchase agreements.

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. Fifteen (15) 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 172 households who have completed the pre- and post-homeownership counseling course, with 132 households that went on to purchase a home. Presently, there are 30 active households using the Housing Counseling services.

Housing Trust Fund (HTF)

The Eastern Iowa Regional Housing Corporation Housing Trust Fund (EIRHC HTF) has received annual funding since FY2015, to assist with providing down payment assistance and constructing or rehabilitating units for affordable housing.

The FY'2021 award was for \$312,429. Projects included down payment assistance for owner-occupied rehab for five single family units; rental rehab/new development for seventy-four (74) rental units at Asbury Meadows, Evergreen Meadows, West Ridge

Apartments, Churchview Apartments, Yankee Settlement and Lawrence Investments. These funds must be fully expended by December 31, 2022.

The FY'2022 award was recently awarded for \$406,865. Projects included down payment assistance for one single family unit and nine single family owner-occupied rehab units; rental rehab/new development for units at West Ridge Apartments, Churchview Apartments, Mars Rental, LaCasa, JDT Development, and ECDC Pocket Neighborhood. These funds must be fully expended by December 31, 2023.

Review and Approve Public Housing and Section 8 HCV program expenditures for November and December 2021

Schnier reviewed the disbursements for November and December 2021 Public Housing include the following highlighted expenditures: \$6,222.62 to Clinton County Treasurer for PILOT payments; \$9,333.94 to Delaware County Treasure for PILOT payments; \$7,320.73 to Dubuque County Treasure for PILOT payments; \$6,954.70 to Jackson County Treasurer for PILOT payments; \$20,016.86 to East Iowa Mechanical; and \$2,203.75 to Tostrud & Temp.

She continued with November and December 2021 Section 8 HCV expenditures highlighting the following: \$21,706.21 to clients for escrow payouts; \$3,000.00 to Nan McKay & Associates for the GOS8 rent reasonableness survey; \$2,203.75 to Tostrud and Temp for audit of accounts; and \$400.00 to Happy Software for the annual utility allowance review.

Motion by Niehaus, second by Roling to approve Public Housing and Section 8 HCV program expenditures for November and December 2021. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenses for November and December 2021

Schnier reviewed the November and December 2021 expenditures for Mainstream Vouchers, indicating there were no other unusual expenditures.

Motion by Hunt, second by Johnson to approve the Mainstream Voucher expenditures for November and December 2021. The motion passed unanimously.

Review and Approve Foster Youth Initiative expenditures for November and December 2021

Schnier reviewed November and December 2021 expenditures for Foster Youth to Independence, indicating there were no other unusual expenditures.

Motion by Twing, second by Hunt to approve the Foster Youth to Independence Program expenditures for November and December 2021. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for November and December 2021

Schnier reported on the EIRHC USDA program expenditures for November and December 2021 which included the following: \$51.25 to Tostrud and Temp for audit of accounts; \$180.00 to Reimer Lawn Care for lawn care. She indicated there were no other unusual expenditures.

Motion by Hunt, second by Niehaus to approve the EIRHC USDA program expenditures for November and December 2021. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for November and December 2021

Schnier presented the EIRHC Evergreen Meadows expenditures for November and December 2021, which include the following cash disbursements of \$2,834.60 to East Iowa Mechanical for service calls; and \$3,854.61 to Comelec Services for camera installation.

Schnier presented the Asbury Meadows expenditures highlighting the cash disbursements of \$750.00 to Reimer Lawn Care for turf maintenance; \$10,760.28 to East Iowa Mechanical for service calls; and \$102.50 to Tostrud and Temp for audit of accounts.

Motion by Niehaus, second by Hunt to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for November and December 2021.

Review and Approve EIRH TC Corp program expenditures for November and December 2021

Schnier went on to review the EIRH TC Corp expenditures for November and December 2021 noting \$493.75 to J&D Catering for catered food for board meetings. There were no other unusual EIRH TC Corp expenditures.

Motion by Twing, second by Roling to approve Tax credit program expenditures for November and December 2021. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for November and December 2021

Schnier stated there were no unusual TBRA expenditures for the months of November and December 2021.

Motion by Boss, second by Roling to approve the Tenant Based Rent Assistance Expenditures for November and December 2021. The motion passed unanimously.

Other Business

Iowa Civils Rights Claim

Schnier updated the board on a recent Iowa Civil Right Claim. A Section 8 HCV client filed a discrimination claim against EIRHA and a staff member. This case has been settled and is closed out.

Next Meeting – Thursday, March 24, 2022 at 4:30 pm

Schnier noted the date of Thursday, March 24, 2022 at 4:30 p.m. for the next Housing meeting.

Adjournment

Motion by Boss, second by Hunt to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:07 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Kelley Deutmeyer", with a long horizontal flourish extending to the right.

Kelley Deutmeyer
Executive Director