

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

Date: Thursday, November 1, 2023
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> James Flogel (vice-chair)
<i>Dubuque County</i> | <input checked="" 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"/> Sue Hoeger
<i>Dubuque County</i> | <input type="checkbox"/> Heather Jones
<i>Cedar County</i> | <input checked="" type="checkbox"/> Donna Boss
<i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Mark Hunt
<i>City of Bettendorf</i> |
| <input type="checkbox"/> Pat Johnson*
<i>(alternative for DBQ County)</i> | <input checked="" type="checkbox"/> Chuck Niehaus (chair)
<i>Delaware County</i> | <input type="checkbox"/> Terry Creegan
<i>City of Maquoketa</i> | <input checked="" type="checkbox"/> Decker Ploehn
<i>City of Bettendorf</i> |
| <input checked="" type="checkbox"/> Karen Adams
<i>(alternative for Dubuque County)</i> | <input checked="" type="checkbox"/> Leo Roling
<i>Delaware County</i> | <input checked="" type="checkbox"/> Jessica Franzen
<i>Jackson County</i> | <input checked="" type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input checked="" type="checkbox"/> Linda Duesing
<i>Clinton County</i> | <input type="checkbox"/> Linda Gaul
<i>Delaware County</i> | <input checked="" type="checkbox"/> Kathy Seyfert
<i>Jackson County</i> | |

Others Present: Marilyn Kern, Mike Temp, Gary Langel, Abigail Spiegel, Dawn Smith, Lindsay Domeyer, Mark Breitbach, Steve Stoffel, Holly McPherson

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 4:41 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC annual meeting November 2, 2022 and EIRHA and EIRHC September 21, 2023 meeting

Motion by Yeoman, second by Duesing to approve the minutes from the EIRHA and EIRHC November 2, 2022 and September 21, 2023 meeting. The motion passed unanimously.

Election of EIRHA/EIRHC Board of Directors

Schnier stated that according to the EIRHA & EIRHC Bylaws, at the annual meeting, up to three commissioners from each county are elected to serve on the board. From this group, the Board of Directors would be appointed to serve a one-year term.

After review of the commissioners and current board, the following Commissioners were elected to serve on the EIRHA and EIRHC Board of Directors:

Cedar County	Heather Jones, Dawn Smith
Clinton County	Linda Duesing, Joanne Guise
Delaware County	Leo Roling, Chuck Niehaus, and Linda Gaul with Sarah Maurer and Donna Boss as alternates.
Dubuque County	Sue Hoeger, Karen Adams, and Abigail Spiegel
Jackson County	Jessica Franzen, Kathy Seyfert and Terry Creegan as the City of Maquoketa representative, per the MOU
Jones County	Tom Yeoman
City of Bettendorf	Mark Hunt and Decker Ploehn, per the MOU

Motion by Boss, second by Duesing, to approve the election of the EIRHA/EIRHC Board of Directors. The motion passed unanimously.

Election of EIRHA/EIRHC Officers

Schnier reviewed the procedures on the election of EIRHA and EIRHC officers. Schnier asked the officers present if they were still interested in maintaining their positions. Schnier indicated that Flogel will be retiring from the board. Schnier then asked for any nominations for vice-chair.

Motion by Boss, second by Franzen to approve the election of EIRHA/EIRHC Officers as follows:

- Chair – Chuck Niehaus
- Vice-Chair – Linda Duesing
- Treasurer – Mark Hunt
- Secretary – Kelley Deutmeyer

The motion passed unanimously.

Review and Approve EIRHA FY 2023 Audit – Tostrud and Temp

Mike Temp, a Certified Public Accountant for Tostrud & Temp, S.C., presented the Financial Statements and Independent Audit Report for FY 2023. This report gives an overall picture of the financial information for the Housing Authority as well as a Management Discussion and Analysis (MD&A). Temp reviewed the auditor's report in detail including the standards as required by HUD and the Auditor's opinion. Temp then reported that the Eastern Iowa Regional Housing Authority had a clean audit as well as complying with the Government Auditing Standards and the OMB Circular A-133.

Motion by Hunt, second by Roling to approve the EIRHA FY 2023 Audit – Tostrud & Temp. The motion passed unanimously.

Presentation of FY 2023 Annual Report

Schnier presented the FY 2023 Annual Report with a brief update on all the programs and services the Housing Authority has to offer, including, Section 8 Housing Choice Voucher, Mainstream Voucher, Foster Youth to Independence, Public Housing, Tenant Based Rental Assistance (TBRA), Family and Elderly Self-Sufficiency programs, Home Ownership/Housing Counseling programs, EIRHC Housing Trust Fund (HTF), USDA, EIRHC Evergreen Meadows and Asbury Meadows.

Review and Approve Public Housing and Section 8 (HCV) program expenditures for September and October 2023

Schnier reviewed the cash account balances for Section 8 HCV and Public Housing disbursements.

Schnier began by highlighting the September and October Public Housing disbursements which include the following expenditures: \$1,230.00 to Reimer Lawn Care for removal of shed and concrete; \$450.00 to Suthers Tree Cutting for tree removal; \$18,524.81 to East Iowa Mechanical for service calls; \$1,175.00 to ITS for HP Probook; \$246.76 to Amazon for monthly charges; \$18,588.00 to Coyles Contracting for kitchen remodel; \$3,868.00 to S&S Concrete for concrete; and \$9,736.35 to Ness Flooring for carpet replacement. Schnier noted there were no other unusual expenditures.

Schnier continued with September and October Section 8 HCV highlighted expenditures: \$1,266.50 to Tandem Tire & Auto for escrow payout; \$1,100.00 to CWCR&H for professional services; and \$8,861.79 to tenant for escrow payout. Schnier noted there were no other unusual expenditures.

Motion by Duesing, second by Hoeger to approve the Public Housing and Section 8 HCV program expenditures for September and October 2023. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for September and October 2023

Schnier indicated there were no unusual expenditures to highlight.

Motion by Boss, second by Roling to approve the Mainstream Voucher Program expenditures for September and October 2023. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for September and October 2023

Schnier reported on the EIRHC USDA program expenditures for September and October 2023, highlighting the cash disbursements of: \$4,200.00 to Ness Flooring for carpet replacement, which will be reimbursed out of the Housing Trust Fund grant. Schnier indicated there were no other unusual expenditures.

Motion by Franzen, second by Hoeger to approve the EIRHC USDA program expenditures for September and October 2023. The motion passed unanimously.

Review and Approve financial reports for Grand Mound and Worthington

Schnier reported on the financial reports for Worthington stating the total cash sources is \$35,196.94, total cash usage is \$35,100.69, with a net cash surplus of \$96.25. The operating and maintenance expenses were \$14,694.87 with a balance for operating reserves currently at \$12,026.04.

Schnier reported on the Grand Mound financials with total cash sources at \$37,439.78, total cash usage at \$28,077.16 with a net cash surplus of \$8,462.62. Operating and maintenance expenses were \$13,515.97 with a balance for the operating reserve currently at \$19,358.98.

Motion by Boss, second by Duesing to approve the financial reports for Grand Mound and Worthington. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for September and October 2023

Schnier presented the EIRHC Evergreen Meadows expenditures for September and October 2023, noting the cash disbursements of \$30,000.00 to Recker Construction for roof replacement, which would be reimbursed out of the Housing Trust Fund grant; \$1,032.33 to East Iowa Mechanical for service calls; and \$196.00 to Amazon for monthly charges. Schnier indicated there were no other unusual expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures highlighting the cash disbursements of \$2,015.08 to CWCRRH for professional services; \$8,385.90 to Ness Flooring for flooring replacement; and \$1,155.00 to Eric Esser Construction for installation of a front door. Schnier indicated there were no other unusual expenditures.

Motion by Duesing, second by Roling to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for September and October 2023.

Review and Approve EIRH TC Corp program expenditures for September and October 2023

Schnier went on to review the EIRH TC Corp expenditures for September and October noting \$477.00 to J&D Catering for food. Schnier indicated there were no other unusual expenditures.

Motion by Franzen, second by Maurer to approve the Asbury Meadow and EIRH TC Corp program expenditures for September and October 2023. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for September and October 2023

Schnier indicated there were no unusual expenditures to highlight.

Motion by Duesing, second by Roling to approve the Tenant Based Rent Assistance Expenditures for September and October 2023. The motion passed unanimously.

Other Business

Lead Risk Assessment Demo Grant (LRAD)

Schnier indicated that EIRHA and Community Development department received the LRAD grant with a total award of \$300,000. EIRHA received \$75,000 to cover staff costs and the Community Development department received \$225,000 to cover lead based paint remediation costs. Staff will work with Section 8 Housing Choice Voucher landlords regarding lead paint within the units that house children 6 years and younger.

Capital Fund Housing Related Hazard Grant

Schnier informed the board EIRHA received this grant for \$377,800. These grant funds will go towards Public Housing units to help with addressing any carbon monoxide, radon, and mold issues.

HOTMA update

Schnier informed the board that the HUD HOTMA law has gone into effect and will result in major changes to the Public Housing Admissions and Continued Occupancy Policy, Section 8 Administrative Plan along with software changes and the inspections for both programs converting to the NSPIRE process.

Next meeting

Schnier indicated that the next board meeting will be Thursday, January 18, 2024, at 4:30 p.m.

Adjournment

Motion by Duesing, second by Hoeger to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:00 p.m.

Respectfully Submitted,



Kelley Deutmeyer
Executive Director