

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

Date: Thursday, November 2, 2022
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 type="checkbox"/> Tom Yeoman
<i>Jones County</i> |
| <input type="checkbox"/> Vacant
<i>Dubuque County</i> | <input type="checkbox"/> Cliff Bunting
<i>Delaware County</i> | <input checked="" type="checkbox"/> Linda Gaul*
<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 checked="" type="checkbox"/> Terry Creegan
<i>City of Maquoketa</i> | <input checked="" type="checkbox"/> Decker Ploehn
<i>City of Bettendorf</i> |
| <input type="checkbox"/> Vacant
<i>Cedar County</i> | <input checked="" type="checkbox"/> Leo Roling
<i>Delaware County</i> | <input type="checkbox"/> Vacant
<i>Jackson County</i> | <input checked="" type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input checked="" 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, Sue Hoeger, Marilyn Kern, Mike Temp, Gary Langel, Jessica Franzen, Cindy Recker, Abigail Spiegel

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/EIDC Board

Call to Order

The EIRHA and EIRHC Board meeting was called to order at 4:57 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC annual meeting November 3, 2021 and EIRHA and EIRHC September 29, 2022 meeting

Motion by Boss, second by Gaul to approve the minutes from the EIRHA and EIRHC November 3, 2021 and September 29, 2022 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	Vacant
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	Jim Flogel and Sue Hoeger with Pat Johnson and Karen Adams as alternates
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 Duesing, second by Guise, 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 then asked for any further nominations.

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

- Chair – Chuck Niehaus
- Vice-Chair – James Flogel
- Treasurer – Mark Hunt
- Secretary – Kelley Deutmeyer

The motion passed unanimously.

Review and Approve EIRHA FY 2022 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 2022. 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 Gaul to approve the EIRHA FY 2022 Audit – Tostrud & Temp. The motion passed unanimously.

Presentation of FY 2022 Annual Report

Schnier presented the FY 2022 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 and an update on the Pocket Neighborhood.

Review and Approve Public Housing and Section 8 (HCV) program expenditures for September and October 2021

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: \$21,040.00 to BP Roofing for roofs; \$24,531.91 to East Iowa Mechanical for service calls; \$1,835.00 to County Line Concrete for replacement of a front stoop; \$7,950.00 to Kitchen & Bath Solutions for installation of a shower; \$13,021.50 to Ness Flooring for flooring installation; \$1,273.33 to Jim Budde for replacement of concrete; \$38,845.00 to Coyles Contracting for installation of storm doors region wide; \$2,587.94 to a

tenant for an escrow payout; \$2,288.00 to Tostrud & Temp for the audit; \$1,394.00 to NFIP Direct Servicing for flood insurance coverage; and \$4,012.50 to Ruthart Water & Drain for replacing doors. Schnier noted there were no other unusual expenditures.

Schnier continued with September and October Section 8 HCV highlighted expenditures: \$515.15 to Safelite Fulfillment for the Jeep windshield repair; \$2,340.00 to Tostrud & Temp for the Audit; and \$3,000.00 to Nan McKay & Associates for the GOS8 Annual rent reasonableness survey subscription. Schnier noted there were no other unusual expenditures.

Motion by Creegan, second by Roling to approve the Public Housing and Section 8 HCV program expenditures for September and October 2022. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for September and October 2022

Schnier reviewed the September and October expenditures for the Mainstream Voucher Program and highlighted the following: \$312.00 to Tostrud & Temp for the audit. Schnier indicated there were no other unusual expenditures.

Motion by Gaul, second by Creegan to approve the Mainstream Voucher Program expenditures for September and October 2022. The motion passed unanimously.

Review and Approve Foster Youth to Independence expenditures for September and October 2022

Schnier indicated there were no unusual expenditures to highlight.

Motion by Creegan, second by Duesing to approve the Foster Youth to Independence Program expenditures for September and October 2022. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for September and October 2022

Schnier reported on the EIRHC USDA program expenditures for September and October 2022, highlighting the cash disbursements of \$145.00 to Loucks & Schwartz for electronic submission of data and \$52.00 to Tostrud & Temp for the audit. She indicated there were no other unusual expenditures.

Motion by Creegan, second by Roling to approve the EIRHC USDA program expenditures for September and October 2022. 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 \$17,761.48, total cash usage is \$18,771.66, with a net cash deficit of \$-1,010.18. Schnier indicated the deficit was due to an evicted tenant for non-payment of rent. The operating and maintenance expenses were \$13,741.53 with a balance for operating reserves currently at \$12,014.02.

Schnier reported on the Grand Mound financials with total cash sources at \$43,581.15, total cash usage at \$40,513.98, with a net cash surplus of \$3,067.17. Operating and maintenance expenses were \$15,212.27 with a balance for the operating reserve currently at \$19,339.64.

Motion by Duesing, second by Creegan 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 2022

Schnier presented the EIRHC Evergreen Meadows expenditures for September and October 2022, noting the cash disbursements of \$45.00 to Loucks & Schwartz for electronic submission of data; \$1,000.00 to IFA for the GINE loan; \$1,001.56 to East Iowa Mechanical for service calls; and \$125.00 to Dubuque Home Improvement for window replacement. Schnier indicated there were no other unusual expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures highlighting the cash disbursements of \$187.50 to CWCRH for professional services; \$1,760.00 to Coyles Contracting for drywall repairs; \$45.00 to Loucks & Schwartz for electronic submission of data; and \$3,426.00 to Ness Flooring for flooring replacement. Schnier indicated there were no other unusual expenditures.

Motion by Creegan, second by Gaul to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for September and October 2022.

Review and Approve EIRH TC Corp program expenditures for September and October 2022

Schnier went on to review the EIRH TC Corp expenditures for September and October noting \$9,500.00 to Reimer Lawn Care for removal and installation of landscaping; \$367.50 to J&D Catering for food; and \$208.00 to Tostrud & Temp for the audit. Schnier indicated there were no other unusual expenditures.

Motion by Roling, second by Gual to approve the Asbury Meadow and EIRH TC Corp program expenditures for September and October 2022. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for September and October 2022

Schnier reviewed the TBRA expenditures for September and October noting \$90.00 to Loucks & Schwartz for electronic submission of data. No other unusual expenditures.

Motion by Gaul, second by Boss to approve the Tenant Based Rent Assistance Expenditures for September and October 2022. The motion passed unanimously.

Other Business

Update on PHAS Score

Schnier reviewed the Public Housing Assessment System (PHAS) Score report with the board. A breakdown is as follows:

- Physical 21/40
 - Financial 25/25
 - Management 25/25
 - Capital Fund Program 10/10
- Total Score: 81/100

The substandard physical score was appealed. The majority of the deficiencies noted were the result of work waiting to be done on a contract approved for scattered site property door replacement. The contractor is waiting on the vendor to fill the order, due to lack of supplies. This factored in with the medium level of COVID in the area served is causing repairs to get backed up since contractors cannot enter the units.

Next meeting

Schnier indicated that the next board meeting will be Thursday, January 19, 2023 at 4:30 p.m.

Adjournment

Motion by Gaul, second by Creegan to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:11 p.m.

Respectfully Submitted,



Kelley Deutmeyer
Executive Director