

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

Date: Thursday, May 14, 2026
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

☒ **Abigail Spiegel**
Dubuque County

☐ **Linda Beck**
Cedar County

☒ **Sarah Maurer***
(alternative for Delaware County)

☒ **Russ Farnum**
Jones County

☒ **Sue Hoeger**
Dubuque County

☒ **Steve Sauer**
Cedar County

☐ **Lindsey Domeyer***
(alternative for Delaware County)

☐ **Decker Ploehn**
City of Bettendorf

☒ **Karen Adams**
Dubuque County

☒ **Chuck Niehaus (chair)**
Delaware County

☒ **Kathy Seyfert**
Jackson County

☐ **Mark Hunt**
City of Bettendorf

☒ **Ileen Goldensoph**
Clinton County

☒ **Donna Boss**
Delaware County

☐ **Laura Horst**
Jackson County

☐ **Linda Duesing (VC)**
Clinton County

☒ **Linda Gaul**
Delaware County

☒ **Terry Creegan**
City of Maquoketa

Others Present: Carl Reimer, Rick Hoeger, Joann Guise

Staff Present:

☒ **Michelle Schnier**
*Alternative

☒ **Sarah Berning**
**Present by phone

☒ **Mae Hingtgen**

A quorum was present for the EIRHC/EIRHA Board

Call to Order

The EIRHA and EIRHC Board meeting was called to order at 4:33 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC March 19, 2026, meeting

Motion by Hoeger, second by Seyfert to approve the minutes from the EIRHA and EIRHC March 19, 2026, 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. The Public Housing program is presently at 99.39% 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 8,258 families on the waiting list as of May 2026. Estimated wait time is 2-3 years.

Section 8 HCV Family Self-Sufficiency (FSS)

Schnier said there are currently hundred twenty-five (125) clients enrolled in the Section 8 HCV FSS program with an average monthly escrow balance of \$397. Since the last update, there have been two successful completions.

Public Housing ROSS Family Self-Sufficiency (FSS) Program

Schnier reported that forty-six (46) clients are currently being served by the Public Housing FSS program with the highest escrow of \$15,105.

ROSS Elderly Self-Sufficiency Program

The ROSS ESS program has served one hundred eighty-four (184) participants to date with fifty-nine (59) current active clients. Schnier indicated in April 2024, EIRHA was awarded funding in the amount of \$233,197 to cover the Service Coordinator position. The three-year grant is from April 2024 to May 2027. In March and April, the ISU Extension have provided financial education workshops and continue to work with residents on gardening.

Mainstream Voucher Program

Schnier stated the Mainstream Voucher Program assists individuals between the ages of 18-61 with disabilities. Schnier reported that seventy-three (73) families have been housed. EIRHA has an Annual Contributions Contract (ACC) to assist eighty-nine families. The overall expenditure rate is 105.11%.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Section 8 HCV program waiting list. Families are assisted through TBRA until they can transition over to the Section 8 HCV program. Currently there are twenty-six (26) participants being served with monthly Housing Assistance Payments and 81% of the grant has been expended.

EIRHC USDA lease-up

The Worthington and Grand Mound USDA units are at 100% lease-up. Schnier noted the Grand Mound site has six units and the Worthington site has four units of one bedroom housing for the elderly/handicapped/disabled.

EIRHC Asbury Meadows and Evergreen Meadows lease-up

Schnier indicated that Evergreen Meadows is currently at 97.92% yearly lease-up with 158 individuals on the waiting list. Additional information on residents: eight (8) are currently enrolled in the FSS Program; four (4) residents are students; and eighteen (18) are employed either part-time or full-time.

Schnier indicated that Asbury Meadows is currently at 98.75% yearly lease-up with 191 individuals on the waiting list. Additional information on residents: ten (10) are currently enrolled in the FSS Program; eight (8) residents are students; and twenty-six (26) are employed either part-time or full-time.

Homeownership Programs

Schnier reported the Housing Authority has sold six (6) Public Housing units to date. A total of thirty-four (34) applicants in the Section 8 HCV Homeownership Program purchased a home using their HCV for mortgage assistance. Eleven (11) participants remain active on the program. Staff also provide housing counseling services to the homeowners.

Housing Counseling

Schnier explained that EIRHA has been an approved HUD Housing Counseling Agency since July 30, 2010. EIRHA has provided Housing Counseling Services to one hundred seventy-four (174) households who completed the pre and post homeownership counseling course, with one hundred thirty-five (135) households that went on to

purchase a home. There are currently twenty-nine (29) active households utilizing the services.

Housing Trust Fund

The Eastern Iowa Regional Housing Corporation Housing Trust Fund (EIRHC HTF) has received awards since FY2015 to assist with constructing or rehabilitating units for affordable housing. An award of \$548,074 was granted in January 2025. Projects include down payment assistance; owner occupied rehabilitation; and rental rehab/new development for twenty-three (23) units for EIRHC AM/EM; four (4) units for EIRHC USDA; fifty-six (56) units for Keystone Inc. These funds must be fully expended by December 31, 2026.

Another award of \$555,151 was granted in January 2026. Projects include owner occupied rehabilitation; and rental rehab/new development for fifty-six (56) units for EIRHC AM/EM; ten (10) units for EIRHC USDA; five (5) units for Keystone Inc; and twenty-eight (28) units for Catholic Charities. These funds must be fully expended by December 31, 2027.

Lead Risk Assessment Demonstration Grant (LRAD)

LRAD is a pilot program newly introduced by HUD that aims to demonstrate the feasibility of conducting Lead-Based Paint Risk Assessments in pre-1978 units occupied by Housing Choice Voucher (HCV) assisted families. Schnier informed the board that the grant amount is \$300,000 and completion of grant is January 2027. Lead-based paint inspections have been conducted on twenty-eight units and a total of twenty have tested positive for lead risks.

Review and Approve Public Housing and Section 8 HCV program expenditures for March and April 2026

Disbursements for March and April Public Housing include the following highlighted expenditures: \$30,235.30 to East Iowa Mechanical for service calls; \$239.00 to Nan McKay for model ACOP revisions; \$1,655.00 to ITS for a new laptop; \$2,558.72 to MRI Software for PHA Pro Migration; and \$5,279.90 to Scotty's Appliances & TV for appliances.

She continued with March and April Section 8 HCV expenditures highlighting the following: \$7,883.93 to Jeffrey Collins for escrow payout; \$13,424.13 to Miracle Jackson for escrow payout; \$438.00 to Nan McKay for model Admin Plan revision; and \$1,145.51 to State of IA Inspections & Appeals for review on a client fraud case.

Motion by Seyfert, second by Spiegel to approve Public Housing and Section 8 HCV program expenditures for March and April 2026. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenditures for March and April 2025

Schnier reviewed the March and April expenditures for Mainstream Vouchers, indicating \$1,397.09 to MRI Software for PHA Pro Migration. There were no unusual expenditures.

Motion by Duesing, second by Boss to approve the Mainstream Voucher Program expenditures for March and April 2026. The motion passed unanimously.

Review and approve updated income limits – EIRHA Resolution #7-2026

Schnier reviewed the HUD income limits for Public Housing and Section 8 HCV, which were retroactive to May 14, 2026, when HUD published them. Schnier stated that the income limits have decreased slightly this year for one and two person households.

Motion by Seyfert, second by Hoeger to approve updated income limits – EIRHA Resolution #7-2026. The motion passed unanimously.

Review and Approve Public Housing Flat Rent Policy – EIRHA Resolution #8-2026

Schnier referenced the Public Housing Flat Rent Policy-EIRHA Resolution #8-2026, noting that this is an annual requirement by HUD to review and update. The Flat Rent was implemented to eliminate the disincentive of constantly increasing income-based rents for upwardly mobile families in Public Housing, thus allowing them to stay longer to save money for homeownership or move to non-assisted housing while paying a fair rent to EIRHA. A Notice of Public Hearing for the Public Housing Flat Rent Policy was advertised in seven counties. This resolution is effective July 1, 2026.

Motion by Seyfert, second by Spiegel to approve the Public Housing Flat Rent Policy – EIRHA Resolution #8-2026. The motion passed unanimously.

Review and write off outstanding Public Housing tenant past due balances-EIRHA Resolution #9-2026

Schnier reviewed the outstanding Public Housing tenant balances and requested that those charges be written off the books. The total write-off for July 1, 2025 through June 30, 2026 for three tenants will be \$9,929.00.

Motion by Creegan, second by Gaul to approve write-off outstanding Public Housing tenant past due balances – EIRHA Resolution #9-2026. The motion passed unanimously.

Review and Approve updated Section 8 HCV Administrative Plan Policy – EIRHA Resolution #10-2026

Schnier indicated that due to the Department of Housing and Urban Development (HUD) policy changes, the Admin Plan was updated to reflect those revisions. Schnier reviewed the contents of the Annual Plan along with the board members. Schnier stated Nan McKay released a revision of the Model Administrative Plan that was fully updated for HOTMA 102/104 in November 2023 in anticipation of the original January 1, 2024, HOTMA 102/104 compliance date. However, HUD has pushed back the compliance date. This means PHAs cannot fully apply the revisions that were sent out in November 2023. The changes with the current revision reflect the most recent policies while adding chapter 6B, 7B, and 11B do the EIRHA is fully prepared when the full implementation of HOTMA is made effective. The revised Section 8 Administrative Plan shall be utilized retroactively to May 1, 2026.

Motion by Creegan, second by Spiegel to approve the updated Section 8 HCV Administrative Plan Policy – EIRHA Resolution #10-2026. The motion passed unanimously.

Review and Approve updated EIRHA Procurement Policy – EIRHA Resolution #11-2026

Schnier indicated that this update is a result of HUD updating their model procurement policy. The significant changes is the micro-purchase threshold increase from \$10,000 to \$15,000 and the simplified acquisition threshold increased from \$250,000 to \$350,000. No other significant changes.

Motion by Boss, second by Gaul to approve the updated EIRHA Procurement Policy – EIRHA Resolution #11-2026.

Review and Approve updated Public Housing ACOP - EIRHA Resolution #12-2026

Schnier stated that the Public Housing Admissions and Continued Occupancy Plan (ACOP) was updated as a result of all recent HUD changes. These revisions, retroactive to May 1, 2026, include the following:

- The Admissions and Continued Occupancy Policy were fully updated for HOTMA 102/104 in November 2023 in anticipation of the original January 1, 2024, HOTMA 102/104 compliance date. However, HUD has pushed back the compliance date for HOTMA 102/104 and there is currently no new full compliance date.
- Further in December 2024, HUD issued Notice PIH 2024-38 – which required certain provisions of HOTMA 102/104 to be implemented no later than July 1, 2025.
- This current environment creates challenges for agencies who must continue to operate their programs under certain pre-HOTMA 102/104 policies and require HOTMA 102/104 policies while also managing a version of their policy that can be used immediately upon the HOTMA 102/104 full compliance date.

- The changes with the current revision reflect the most recent policies while adding Chapter 6, 7, and 9 so the EIRHA is fully prepared when the full implementation of HOTMA is made effective.

Motion by Seyfert, second by Hoeger to approve Public Housing ACOP – EIRHA Resolution #12-2026. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for March and April 2026

Schnier reviewed March and April expenditures for EIRHC USDA, indicating the following expenditures: \$156.98 to MRI Software for PHA Pro Migration; and \$2,142.00 to BerganKDV LTD for filing fees. No other unusual expenditures.

Motion by Creegan, second by Spiegel to approve the EIRHC USDA program expenditures for March and April 2026. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2026

Schnier presented the EIRHC Evergreen Meadows expenditures for March and April 2026, indicating one expenditure for East Iowa Mechanical for \$2,686.15 for service calls. There were no other unusual expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures for March and April 2026, highlighting the following disbursements: \$68,650 to Recker Construction for roof; and \$623.90 to East Iowa Mechanical for service calls.

Motion by Spiegel, second by Hoeger to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2026. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for March and April 2026

Schnier reviewed the EIRH TC Corp expenditures for March and April indicating there were no unusual expenditures.

Motion by Seyfert, second by Speigel to approve EIRH TC Corp program expenditures for March and April 2026. The motion passed unanimously.

Review and Approve Asbury Meadows and Evergreen Meadows delinquent accounts EIRHC Resolution #1-2026

Schnier reviewed Asbury Meadows and Evergreen Meadows delinquent accounts and requested that those charges be written off the books. The total write-off for July 1, 2025 through June 30, 2026, is \$1,500.00 for two tenants at Asbury Meadows and a total of \$2,304.00 for two tenants at Evergreen Meadows.

Motion by Spiegel, second by Guise to approve Asbury Meadows and Evergreen Meadows delinquent accounts – EIRHC Resolution #2-2024. The motion passed unanimously.

Review and Approve updated EIRHC Procurement Policy – EIRHC Resolution #2-2026

Schnier indicated that this update is due to HUD updating their procurement policy. The significant changes is the micro-purchase threshold increase from \$10,000 to \$15,000 and the simplified acquisition threshold increased from \$250,000 to \$350,000. No other significant changes.

Motion by Boss, second by Gaul to approve the updated EIRHC Procurement Policy – EIRHA Resolution #2-2026.

Review and Approve Tenant Based Rent Assistance Expenditures for March and April 2026

Schnier stated there were no unusual TBRA expenditures for the months of March and April.

Motion by Spiegel, second by Duesing to approve the Tenant Based Rent Assistance Expenditures for March and April 2026. The motion passed unanimously.

Other Business

Iowa Civil Rights Claim

Schnier informed the board that the Iowa Civil Rights Department completed its investigation on the recent civile rights claim and determined no probable cause. The case has been closed.

Housing Updates

Schnier informed the board that due to the retirement of a Director, the Housing Department will acquire the Community Solutions of Eastern Iowa program and their staff as of July 1, 2026.

As a result, there has also been some tiering of department staff. Carl Reimer has been promoted to Housing Development Supervisor and will be overseeing all development activities in addition to the Public Housing, Tax Credit and USDA properties and staff. Mindy Will has been promoted to Housing Support Supervisor and will be overseeing the Section 8 HCV, Mainstream HCV, TBRA and CSEI programs and staff.

There have been two retirements recently, Leonard O'Connell who was a Maintenance Manager for over 20 years will be retiring on April 21, 2026, and Michelle Huseman, the ROSS ESS Coordinators will retire after 38 years of service in July 2026. Interviews were conducted for the Maintenance Manager position and Schnier expects a formal offer to be made soon.

Next Meeting – Thursday, July 23, 2026, at 4:30 p.m.

Schnier noted the date of Thursday, July 23, 2026, at 4:30 p.m. for the next Housing meeting which will be conducted through both options of in person or via zoom.

Adjournment

Motion by Spiegel, second by Hoeger to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:05 p.m.

Respectfully Submitted,



Michelle Schnier
Director of Housing and Support Services