

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

Date: Thursday, March 20, 2025
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

☒ **Abigail Spiegel**
Dubuque County

☐ **Dawn Smith**
Cedar County

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

☒ **Kathy Seyfert**
Jackson County

☒ **Sue Hoeger**
Dubuque County

☐ **Heather Jones**
Cedar County

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

☐ **Jake Ellwood**
Jones County

☐ **Karen Adams**
Dubuque County

☒ **Steve Sauer***
Cedar County

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

☒ **Mark Hunt**
City of Bettendorf

☐ **Joanne Guise**
Clinton County

☐ **Donna Boss**
Delaware County

☒ **Jessica Franzen**
Jackson County

☒ **Decker Ploehn**
City of Bettendorf

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

☒ **Linda Gaul**
Delaware County

☐ **Terry Creegan**
City of Maquoketa

☐ **Vacant**
ECIA

Others Present: Chandra Ravada, Mindy Wiley, Rebecca Kennedy, Carl Reimer

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 4:40 p.m. by the Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC January 16, 2025, board meeting

Motion by Spiegel, second by Seyfert to approve the minutes from the EIRHA and EIRHC January 16, 2025, board meeting. The motion passed unanimously.

Review and Approve Public Housing and Section 8 HCV program expenditures for January and February 2025

Schnier began by reviewing the Public Housing January and February 2025 expenditures which included the following highlighted disbursements: \$222.00 to AAA for membership renewal; \$1,061.63 to Express Services for the temp; \$43,613.20 to Certasite LLC for replacing the monitoring alarm system; \$23,553.64 to East Iowa Mechanical for service calls; \$3,336.00 to Ness Flooring for flooring; \$1,182.50 to CWC&H for professional services; \$12,671.76 to Scotty's Appliance & TV for appliances; and \$2.00 to City of Worthington for a tenant utility reimbursement.

Schnier continued with the Section 8 HCV January and February 2025 expenditures highlighting the following: \$1,553.33 to Express Services for the temp; and \$2,560.59 for escrow payout. There were no other unusual expenditures noted.

Motion by Gaul, second by Spiegel to approve Public Housing and Section 8 HCV program expenditures for January and February 2025. The motion passed unanimously.

Review and Approve EIRHA Annual Plan (including Capital Fund Program Annual Statement and Budget) and 5 Year Plan – EIRHA Resolution #2-2025 and Civil Rights Certification

Schnier indicated that every year EIRHA is required by HUD to update their Annual Plan and every 5 years they update their 5-Year Plan. Schnier reviewed the contents of the Annual Plan along with the Capital Fund Program Statement and Budget, with the board members. There were no other significant changes made to the Annual Plan from the prior year.

Schnier then reviewed the 5-Year Plan which covers the timeframe from 2025-2029. The plan outlines the PHA's mission, goals, and objectives as well as policies and requirements related to its operation and programs.

Motion by Hunt, second by Spiegel to approve the EIRHA Annual Plan (including Capital Fund Program Annual Statement and Budget) and 5 Year Plan – EIRHA Resolution #2-2025 and Civil Rights Certification. The motion passed unanimously.

Review and Approve Public Housing Admissions and Continued Occupancy Policy (ACOP) Revision to include HOTMA pre and post policy revisions – EIRHA Resolution #3-2025

Schnier stated that EIRHA currently has two ACOP's in place, one for the pre- HOTMA and one for the post-HOTMA policies. Once HUD has replaced the Information Management System/PIH Information Center (IMS/PIC) with the Housing Information Portal (HIP) and its software is compliant, and upon HUD approval, EIRHA will implement the post HOTMA policies. The PHA is currently working out of the pre-HOTMA policy.

Motion by Spiegel, second by Seyfert to approve the Public Housing Admissions and Continued Occupancy Policy Revision to include HOTMA pre and post policy revisions – EIRHA Resolution #3-2025. The motion passed unanimously.

Review and Approve Section 8 HCV Administrative Plan (AP) Revision to include HOTMA pre and post policy revisions – EIRHA Resolution #4-2025

Schnier stated that the Section 8 HCV HOTMA AP has been updated to include pre and post HOTMA revisions. Schnier indicated that the NSPIRE inspections were pushed back until October 2025 for implementation. Schnier reviewed the changes and indicated that these changes would be retroactive to February 1, 2025.

Motion by Gaul, second by Hoeger to approve the Section 8 HCV Administrative Plan Revision to include HOTMA pre and post policy revisions – EIRHA Resolution #4-2025. The motion passed unanimously.

Review and Approve FY'26 Public Housing Budget – EIRHA Resolution #5-2025

Schnier detailed the proposed FY'26 Public Housing Budget – EIRHA Resolution #5-2025, for the 163 Public Housing units to the board members. Total projected operating income is \$543,730 with total projected operating expenditures at \$1,062,750, leaving a deficit of (\$519,020). The infusion of Operating Subsidy funds is projected at \$525,000; this would then result in an estimated FY'26 bottom line surplus of \$5,980.

Motion by Hoeger, second by Sauer to approve FY'26 Public Housing Budget – EIRHA Resolution #5-2025. The motion passed unanimously.

Review and Approve Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #6-2025

Schnier presented the Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #6-2025 to the board members. She indicated that every year EIRHA is required by HUD to review the utility allowances for the Section 8 HCV Program and in areas where there is a 10% change or more in the utility rates, appropriate adjustments are made. There were some rate changes, so adjustments were made which will be effective July 1, 2025.

Motion by Ploehn, second by Gaul to approve the Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #6-2025. The motion passed unanimously.

Review and Approve Public Housing Utility Allowance Schedule – EIRHA Resolution #7-2025

Schnier presented the Public Housing Utility Allowance Schedule – EIRHA Resolution #7-2025. She indicated that every year EIRHA is required by HUD to review the utility allowances for the Public Housing Program and in areas where there is a 10% change or more in the utility rates, that appropriate adjustments are made. There were some rate changes, so adjustments were made which will be effective July 1, 2025.

Motion by Gaul, second by Ploehn to approve the Public Housing Utility Allowance Schedule – EIRHA Resolution #7-2025. The motion passed unanimously.

Review and approve updated income limits – EIRHA Resolution #8-2025

Schnier stated that HUD has not yet published the new income limits, therefore this item will be tabled until the next meeting.

Review and Approve updated Family Self Sufficiency (FSS) Action Plan – EIRHA Resolution #9-2025

Schnier reviewed the HUD updated changes to the Family Self-Sufficiency Action Plan. She indicated that the change was to the Contract of Participation (CoP), the CoP may be modified by mutual agreement between the PHA and head of household at any time prior to graduation for the following:

- When modifications to the Individual Training and Service Plan (ITSP) improve the participant's ability to complete their obligations in the CoP or progress toward economic self-sufficiency.
- When the actual end date of the CoP is determined by the effective date of the FSS family's first reexamination changes the end date of the CoP.

- When the designated head of the FSS family ceases to reside with other family members in the assisted unit, the remaining family members designate another family member to be the FSS head of household and receive escrow funds.
- When an FSS family moves to the jurisdiction of a receiving PHA that does not have an FSS program and the family may not continue participation in the FSS program, and modification of the FSS contract will allow the family to complete the contract and receive an escrow disbursement or terminate the contract with escrow disbursement.

Schnier indicated these changes will be retroactive to January 1, 2025.

Motion by Spiegel, second by Hoeger to approve the updated FSS Action Plan – EIRHA Resolution #9-2025. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenses for January and February 2025

Schnier reviewed the January and February 2025 expenditures for the Mainstream Voucher Program, indicating the following expenditure, \$975.00 to ITS for a new staff computer, there were no other unusual expenditures.

Motion by Seyfert, second by Gaul to approve the Mainstream Voucher expenditures for January and February 2025. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for January and February 2025

Schnier reviewed January and February 2025 expenditures for EIRHC USDA, indicating the following expenditure, \$2,840.21 to East Iowa Mechanical for service calls, there were no unusual expenditures.

Motion by Gaul, second by Seyfert to approve the EIRHC USDA program expenditures for January and February 2025. The motion passed unanimously.

Review and Approve FY'2026 Operating Budgets – Grand Mound and Worthington

Schnier presented the Grand Mound budget for FY'2026 with the projected cash sources of \$26,951, the cash uses of \$33,156 resulting in a total net cash deficit of (\$6,204.88). The current cash on hand is \$4,498. The current Operating Reserve account balance is \$19,361. The utility allowance review was completed and will remain at \$83. In addition, a \$10 increase in rent is being requested. She noted that the rent increase is supported by the estimated cash flow deficit.

She then reviewed the Worthington budget for FY'2026 with the projected cash sources of \$18,830, the cash uses of \$23,159 resulting in a total net cash deficit of (\$4,328.20). Current cash on hand is \$623. The current operating reserve account balance is \$12,312. The utility allowance was reviewed and will increase from \$70 to \$89. In addition, a \$10 increase in rent is being requested. She noted that the rent increase is supported by the estimated cash flow deficit.

Motion by Seyfert, second by Hoeger to approve the FY'2026 Operating Budgets – Grand Mound and Worthington. The motion passed unanimously.

Review and Sign Identity of Interest Certification for USDA properties

Schnier reviewed the Identity of Interest form with the board members for the USDA properties of Grand Mound and Worthington. By signing the form, board members indicate they do not have a conflict of interest with either of the USDA properties.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for January and February 2025

Schnier presented the EIRHC Evergreen Meadows expenditures for January and February 2025, which include the following cash disbursement that totaled \$3,980.62 to East Iowa Mechanical for service calls. All other cash disbursements were routine expenditures.

Schnier presented the EIRHC Asbury Meadows expenditures for January and February 2025, \$18,600 to Widmeier Lawn Care for snow removal, and \$2,356.64 to East Iowa Mechanical for service calls. All other cash disbursements were routine expenditures.

Motion by Gaul, second by Seyfert to approve the EIRHC Evergreen Meadows program expenditures for January and February 2025. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for January and February 2025

Schnier reviewed the EIRH TC Corp expenditures for January and February 2025, noting no unusual expenditures.

Motion by Gaul, second by Seyfert to approve EIRH TC Corp program expenditures for January and February 2025. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for January and February 2025

Schnier stated there were no unusual TBRA expenditures for the months of January and February 2025.

Motion by Hunt, second by Gaul to approve the Tenant Based Rent Assistance Expenditures for January and February 2025. The motion passed unanimously.

Other Business

Voucher Management System (VMS) Validation Review

Schnier informed the board that HUD recently completed the VMS Validation Review and there were no findings. However, due to the extensive back up spreadsheets that the PHA is currently utilizing to ensure accuracy on the reporting, HUD has suggested that the PHA upgrade their software. The upgrade would reduce and/or eliminate the back-up spreadsheets and reduce the VMS reporting time for staff. Schnier indicated that she is working with MRI/Ten Mast to upgrade the software to MRI PHA Pro. HUD staff indicated that this system provides quality reporting and was fully in support of the update.

Emergency Safety and Security Grant (ESSG)

Staff are writing this grant to help replace electrical panels throughout the public housing units. The maximum award amount is \$250,000.

Evergreen Meadows HOME Investment Partnership Program (HOME) Loan

Schnier informed the board that staff are working with the Iowa Finance Authority (IFA) to forgive the \$748,000 HOME loan. She indicated that part of this process included a site/file review which was recently conducted. Once the site/file review is finalized and underwriting has what they need, IFA staff will then present it to the IFA board for forgiveness of the HOME loan.

Next Meeting – Thursday, May 15, 2025, at 4:30 pm

Schnier noted the date of Thursday, May 15, 2025, at 4:30 p.m. for the next housing meeting which will be conducted in-person/via zoom.

Adjournment

Motion by Gaul, second by Spiegel to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:20 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Michelle Schnier". The signature is written in a cursive, flowing style.

Michelle Schnier
Director of Housing & Support Services