

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

Date: Thursday, March 23, 2023
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 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 checked="" type="checkbox"/> Heather Jones <i>Cedar County</i>	<input checked="" type="checkbox"/> Donna Boss <i>(alternative for Delaware County)</i>	<input 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"/> 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 checked="" type="checkbox"/> Linda Gaul <i>Delaware County</i>	<input checked="" type="checkbox"/> Kathy Seyfert <i>Jackson County</i>	

Others Present:

Staff Present:

<input checked="" type="checkbox"/> Michelle Schnier *Alternative	<input checked="" type="checkbox"/> Sarah Berning **Present by phone
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A quorum was present for EIRHC/EIRHA Board

Call to Order

The EIRHA and EIRHC Board meeting was called to order at 4:38 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC January 19, 2023 meeting

Motion by Boss, second by Gaul to approve the minutes from the EIRHA and EIRHC January 19, 2023 meeting. The motion passed unanimously.

Review and Approve Public Housing and Section 8 HCV program expenditures for January and February 2023

Schnier began by reviewing disbursements for January and February 2023 Public Housing which included the following highlighted expenditures: \$60,715.42 to East Iowa Mechanical for service calls and repairs; \$29,308.00 to Coyle's Contracting for new floors, drywall and doors; \$1,875.00 to IA NAHRO for conference; \$15.89 to Monticello Express for public hearing notice; \$18.63 to DeWitt Observer for public hearing notice; \$16.86 to Dyersville Commercial for public hearing notice; \$18.92 to Bellevue Herald-Leader for public hearing notice; \$37.56 to Quad City Times for public hearing notice; and \$16.67 to Tipton Conservative for public hearing notice.

She continued with January and February 2023 Section 8 HCV expenditures highlighting the following: \$14,720.61 to tenant for escrow payout; \$2,640.00 to Asbury Meadows for escrow rent payout; \$4,245 to Evergreen Meadows for escrow rent payout; \$1,500.00 to IA NAHRO for conference; and \$1,580.88 to Amazon for supplies.

Motion by Duesing, second by Guise to approve Public Housing and Section 8 HCV program expenditures for January and February 2023. The motion passed unanimously.

Review and Approve EIRHA Annual Plan (including Capital Fund Program Annual Statement and Budget) – EIRHA Resolution #4-2023 and Civil Rights Certification

Schnier said that every year EIRHA is required by HUD to update their Annual Plan. Schnier reviewed the contents of the Annual Plan with the Capital Fund Program Statement and Budget, with the board members. Schnier stated that there were no significant changes made to the Annual Plan from the prior year.

Motion by Yeoman, second by Flogel to approve EIRHA Annual Plan (including Capital Fund Program Annual Statement and Budget) – EIRHA Resolution #4-2023 and Civil Rights Certification. The motion passed unanimously.

Review and Approve FY'24 Public Housing Budget – EIRHA Resolution #5-2023

Schnier detailed the proposed FY'24 Public Housing Budget – EIRHA Resolution #5-2023, for the 163 Public Housing units to the board members. Total projected operating income is \$522,980 with total projected operating expenditures at \$975,800, leaving a deficit of (\$452,820). The infusion of Operating Subsidy funds is projected at \$460,000; this would then result in an estimated FY'24 bottom line surplus of \$7,180 with a final projected Operating Reserve balance of \$705,201.

Motion by Guise, second by Hoeger to approve FY'24 Public Housing Budget – EIRHA Resolution #5-2023. The motion passed unanimously.

Review and Approve Section 8 Voucher Utility Allowance Schedule – EIRHA Resolution #6-2023

Schnier presented the Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #6-2023 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, 2023.

Motion by Yeoman, second by Gaul to approve the Section 8 Voucher Utility Allowance Schedule – EIRHA Resolution #6-2023. The motion passed unanimously.

Review and Approve Public Housing Utility Allowance Schedule – EIRHA Resolution #7-2023

Schnier presented the Public Housing Utility Allowance Schedule – EIRHA Resolution #7-2023. 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, 2023.

Motion by Boss, second by Flogel to approve the Public Housing Utility Allowance Schedule – EIRHA Resolution #7-2023. The motion passed unanimously.

Review and Approve updated income limits – EIRHA Resolution #8-2023

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 Mainstream Voucher Program expenses for January and February 2023

Schnier reviewed the January and February 2023 expenditures for the Mainstream Voucher Program, indicating there were no other unusual expenditures.

Motion by Hoeger, second by Guise to approve the Mainstream Voucher expenditures for January and February 2023. The motion passed unanimously.

Review and Approve Foster Youth to Independence expenditures for January and February 2023

Schnier reviewed January and February 2023 expenditures for the Foster Youth to Independence Program, indicating there were no unusual expenditures.

Motion by Flögel, second by Boss to approve the Foster Youth to Independence expenditures for January and February 2023. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for January and February 2023

Schnier reviewed January and February 2023 expenditures for EIRHC USDA, indicating the following expenditures, \$10,500.00 to Recker Construction for installation of a metal roof.

Motion by Gaul, second by Yeoman to approve the EIRHC USDA program expenditures for January and February 2023. The motion passed unanimously.

Review and Approve FY'2024 Operating Budgets – Grand Mound and Worthington

Schnier presented the Grand Mound budget for FY'2024 with the projected cash sources of \$25,609, the cash uses of \$25,174 resulting in a total net cash surplus of \$435.00. The projected Operating Reserve account ending balance is \$19,349. The utility allowance for Grand Mound will remain at \$83.00.

She then reviewed the Worthington budget for FY'2024 with the projected cash sources of \$17,460, the cash uses of \$17,180 resulting in a total net cash surplus of \$280. Current cash on hand is \$8,393. The projected operating reserve account ending balance is \$12,014. The utility allowance for Worthington will decrease to \$70.00.

Motion by Creegan, second by Roling to approve the FY'2024 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 2023

Schnier presented the EIRHC Evergreen Meadows expenditures for January and February 2023, which include the following cash disbursement that totaled \$70,000 to Recker Construction for installation of a metal roof. This expense will be covered out of Housing Trust Fund dollars, less the required 25% match. All other cash disbursements were routine expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures for January and February 2023, indicating there were no unusual expenditures.

Motion by Duesing, second by Guise to approve the EIRHC Evergreen Meadows program expenditures for January and February 2023. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for January and February 2023

Schnier reviewed the EIRH TC Corp expenditures for January and February 2023, noting the following expenditures, \$1,507.98 to Amazon for supplies. All other cash disbursements were routine expenditures.

Motion by Duesing, second by Guise to approve EIRH TC Corp program expenditures for January and February 2023. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for January and February 2023

Schnier stated there were no unusual TBRA expenditures for the months of January and February, 2023.

Motion by Decker, second by Roling to approve the Tenant Based Rent Assistance Expenditures for January and February 2023. The motion passed unanimously.

Other Business

New Scanner

Schnier presented the scanner proposals and indicated that a new scanner was needed for the TenDocs online file system. The amount was under the Capitalization Micro purchase limit of \$10,000. The scanner will allow staff to scan multiple documents in minimal time versus each staff person having a scanner at their desk.

Next Meeting – Thursday, May 18, 2023 at 4:30 pm

Schnier noted the date of Thursday, May 18, 2023, at 4:30 p.m. for the next housing meeting which will be conducted in-person/via zoom.

Adjournment

Motion by Creegan, second by Hoeger to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:15 p.m.

Respectfully Submitted,

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

Kelley Deutmeyer
Executive Director