

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

Date: Thursday, May 18, 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 type="checkbox"/> Tom Yeoman
<i>Jones County</i> |
| <input 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 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 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 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 | <input checked="" type="checkbox"/> Kelley Deutmeyer |
|---|--|---|

A quorum was present for EIRHC/EIRHA Board

Call to Order

The EIRHA and EIRHC Board meeting was called to order at 4:35 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC March 23, 2023, meeting

Motion by Hunt, second by Gaul to approve the minutes from the EIRHA and EIRHC March 23, 2023, 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 one vacant unit. The Public Housing program is presently at 98.83% 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 3,500 families on the waiting list as of May 2023. The yearly expenditure is currently at 90.90% with lease up at 92.60%.

Section 8 HCV Family Self-Sufficiency (FSS)

Schnier indicated that there are currently ninety-four (94) clients enrolled in the Section 8 HCV FSS program with an average monthly escrow balance of \$365. Since the last update, there have been three successful completions.

Public Housing ROSS Family Self-Sufficiency (FSS) Program

Schnier reported that forty-three (43) clients are currently being served by the Public Housing FSS program with the highest escrow of \$21,966.

ROSS Elderly Self-Sufficiency Program

The ROSS ESS program has served one hundred fifty-eight (158) participants to date with sixty-three (63) current active clients. In April and May the ISU Extension provided nutritional education services on-site with a container gardening workshop and information about avoiding food insecurities with the SNAP program.

Mainstream Voucher Program

Schnier stated that the Mainstream Voucher Program assists individuals between the ages of 18-61 with disabilities. Schnier reported that eighty-one (81) families have been housed. EIRHA has an Annual Contributions Contract (ACC) to assist 89 families.

Foster Youth to Independence (FYI) Program

Schnier informed the Board that the FYI Program through the Department of Housing and Urban Development (HUD) has applications available for youth identified by the local Public Child Welfare Agency (PCWA) for assistance. EIRHA can receive up to 25 vouchers within a fiscal year. The applicants must be youth who are between the ages of 18-24 who have left Foster Care or will leave Foster Care within 90 days and are homeless or are at risk of becoming homeless. Applicants must also be at or below 50% of the Area Median Income guideline.

Currently there are zero clients receiving assistance through the Foster Youth to Independence Program. Since there have been limited referrals by the PCWA, EIRHA has reduced its requested number from 4 to 1 so it doesn't affect the overall program lease-up.

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-five (25) participants being served with monthly Housing Assistance Payments and 16% of the grant has been expended to date.

EIRHC USDA lease-up

The Worthington and Grand Mound USDA units are at 100% lease-up. Schnier noted the Grand Mound site has 6 units and the Worthington site has 4 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 98.33% yearly lease-up with 537 individuals on the waiting list. Additional information on residents: eleven (11) are currently enrolled in the FSS Program; six (6) residents are students; and twenty (20) are employed either part-time or full-time.

Schnier indicated that Asbury Meadows is currently at 99.06% yearly lease-up with 679 individuals on the waiting list. Additional information on residents: fifteen (15) are currently enrolled in the FSS Program; two (2) residents are students; and seventeen (17) are employed either part-time or full-time.

Housing Development/Maquoketa Pocket Neighborhood

Schnier said staff are nearing the completion of working with the East Central Development Corporation (ECDC) in partnership with the EIRHC Housing Trust Fund (HTF) on the Pocket Neighborhood development in Maquoketa. Schnier informed the Board that all ten homes have completed construction. The grading and minor landscaping are being completed with the goal of closing the project out by June 30, 2023.

Homeownership Programs

Schnier reported the Housing Authority has sold six (6) Public Housing units to date. A total of thirty (30) applicants in the Section 8 HCV Homeownership Program purchased a home using their HCV for mortgage assistance. Thirteen (13) 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 have completed the pre and post homeownership counseling course, with one hundred thirty-two (132) households that went on to purchase a home. Schnier informed board members that in October 2022 EIRHA was awarded a Housing Counseling Grant in the amount of \$13,778, these funds have been fully expended and closed out successfully.

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. Another award of \$312,429 was granted in January 2022. Projects include down payment assistance for 1 home; owner occupied rehabilitation for nine (9) single family homeowners; and rental rehab/new development for ten (10) units at West Ridge Apartments/Churchview Apartments; one (1) unit at Mars Rental; one (1) unit at JDT Development; and five (5) homes in Maquoketa. These funds must be fully expended by December 31, 2023.

Another award of \$498,359 was granted in January 2023. Projects include owner occupied rehabilitation for one (1) single family homeowners; lead reduction for three (3) rental rehab units; and rental rehab/new development for forty-eight (48) units at Pheasant Run in DeWitt; thirty-two (32) units at Tallgrass in DeWitt; fifty-six (56) EIRHC AM/EM unites; and ten (10) EIRHC USDA unites. These funds must be fully expended by December 31, 2024.

Review and Approve Public Housing and Section 8 HCV program expenditures for March and April 2023

Disbursements for March and April Public Housing include the following highlighted expenditures: \$555.00 to Dubuque County Treasurer for vehicle registration; \$608.29 to Gordon Flesch Co. for the scanner for TenDocs; \$239.00 to Nan McKay for model ACOP revision; \$634.84 to MRI Software for Tenmast product; \$14,300.00 to Recker Construction for installation of steel roof; \$19,500.00 to Property Rescue for gutter cleaning and tree removal; and \$1,650.00 to Reimer Lawn Care for shed and concrete removal.

She continued with March and April Section 8 HCV expenditures highlighting the following: \$3,690.82 to Gordon Flesch Co. for the scanner purchase; \$44,631.67 to tenants for escrow payments; \$3,851.86 to MRI Software for TenDocs; 239.00 to Nan McKay for model Admin Plan; and \$136.68 to tenant for reimbursement for overpayment.

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

Review and Approve Mainstream Voucher Program expenditures for March and April 2023

Schnier reviewed the March and April expenditures for Mainstream Vouchers, highlighting the following expenditures: \$346.63 to MRI Software for Tenmast product charges; and \$332.14 to Gordon Flesch Co. for the scanner purchase.

Motion by Boss, second by Gaul to approve the Mainstream Voucher Program expenditures for March and April 2023. The motion passed unanimously.

Review and Approve Foster Youth to Independence expenditures for March and April 2023

Schnier reviewed March and April expenditures for Foster Youth to Independence, indicating there were no unusual expenditures.

Motion by Flogel, second by Creegan to approve the Foster Youth to Independence expenditures for March and April 2023. The motion passed unanimously.

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

Schnier reviewed the HUD income limits for Public Housing and Section 8 HCV, which were retroactive to May 15, 2023, when they were published by HUD. Schnier stated that the income limits have increased this year.

Motion by Creegan, second by Guise to approve updated income limits – EIRHA Resolution #8-2023. The motion passed unanimously.

Review and Approve Public Housing Flat Rent Policy – EIRHA Resolution #9-2023

Schnier referenced the Public Housing Flat Rent Policy-EIRHA Resolution #9-2023, 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, 2023.

Motion by Duesing, second by Guise to approve the Public Housing Flat Rent Policy – EIRHA Resolution #9-2023. The motion passed unanimously.

Review and write off outstanding Public Housing tenant past due balances-EIRHA Resolution #10-2023

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, 2022 through June 30, 2023 for six tenants will be \$7,740.63.

Motion by Hunt, second by Duesing to approve write-off outstanding Public Housing tenant past due balances – EIRHA Resolution #10-2023. The motion passed unanimously.

Review and Approve Public Housing ACOP update – EIRHA Resolution #11-2023

Schnier reviewed the following revisions to the Model Admissions and Continued Occupancy Policy (ACOP):

- Changes throughout to account for the over-income provisions of the final rule implementing parts 102, 103, and 104 of the Housing Opportunity Through Modernization Act (HOTMA), published in the Federal Register February 14, 2023
- Updates to bring the policy in line with VAWA 2022 implementation guidance, set forth in the Federal Register January 4, 2023
- Revisions to flat rent requirements as specified in Notice PIH 2022-33
- Clarifications on the discrimination complaint process as it relates both in general and to complaints under the Equal Access Rule
- A more simplified and up-to-date sample grievance procedure
- Other clarifications and modifications to make sure the content is user-friendly, current, and in compliance with all HUD regulations, guidance, and industry best-practices

Motion by Jones, second by Gaul to approve Public Housing ACOP update – EIRHA Resolution #11-2023. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for March and April 2023

Schnier reviewed March and April expenditures for EIRHC USDA, indicating there were no unusual expenditures.

Motion by Duesing, second by Fogel to approve the EIRHC USDA program expenditures for March and April 2023. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2023

Schnier presented the EIRHC Evergreen Meadows expenditures for March and April 2023, indicating the following expenditures: \$15,838.00 to Widmeier Lawn Care for snow removal; and \$1,650.00 to Reimer Lawn Care for shed and concrete demo.

Schnier presented on the EIRHC Asbury Meadows expenditures for March and April 2023, highlighting the following disbursements: \$15,260.00 to Widmeier Lawn Care for snow removal; \$245.00 to Dubuque Home Improvement for replacement of siding; and \$801.00 to Trac Solutions for mold removal.

Motion by Boss, second by Gaul to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2023. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for March and April 2023

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

Motion by Boss, second by Jones to approve EIRH TC Corp program expenditures for March and April 2023. The motion passed unanimously.

Review and Approve Asbury Meadows and Evergreen Meadows delinquent accounts – EIRHC Resolution #1-2023

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, 2022 through June 30,

2023, is \$9,000.00 for five tenants at Asbury Meadows and a total of \$9,616.00 for five tenants at Evergreen Meadows.

Motion by Jones, second by Guise to approve Asbury Meadows and Evergreen Meadows delinquent accounts – EIRHC Resolution #1-2023. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for March and April 2023

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

Motion by Guise, second by Fogel to approve the Tenant Based Rent Assistance Expenditures for March and April 2023. The motion passed unanimously.

Other Business

Streamlined Regulatory Waiver Request and update on HUD letter regarding utilization rate for the Section 8 HCV program

Schnier updated the board on the Section 8 HCV lease-up and the issues that clients are having at locating affordable units within the payment standard. As a result, HUD monitors the utilization rates because the HUD goal is to get all PHA's at or above 98%. If a PHA is not at the required utilization rates, HUD will offset the HUD held reserve accounts.

In order to assist more families and not face an offset, the EIRHA has made a formal request to HUD to increase the Payment Standard from 110% to 120%. As a result, HUD approved the waiver for the Section 8 HCV Payment Standard to increase to 120% as of May 18, 2023, and will be effective until December 31, 2023, (per HUD PIH Notice 2022-30). Schnier stated she would like board approval of this increase before moving forward.

Motion by Duesing, second by Guise to approve the HUD waiver for Section 8 HCV Payment Standard rent to increase from 110 percent to 120 percent. The motion passed unanimously.

Debt ceiling

Schnier informed the board of the ECIA contingency plan if the debt ceiling does not get lifted and the federal government shuts down. Schnier indicated that the ECIA board is asking EIRHA if the debt ceiling does not get lifted, if EIRHA could loan ECIA funds to pay agency expenses up to \$150,000 from the EIRH TC Corp account.

Motion by Boss, second by Duesing to approve the Federal Debt Ceiling contingency plan to allow the use of up to \$150,000 in EIRH TC Corp funds to assist with agency expenses. The motion passed unanimously.

Next Meeting – Thursday, July 20, 2023, at 4:30 p.m.

Schnier noted the date of Thursday, July 20, 2023, 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 Boss, second by Gaul to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:21 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
Director of Housing and Support Services