

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

**Date:** Thursday, July 18, 2024  
**Time:** 4:30 p.m.  
**Place:** ECIA, 7600 Commerce Park

**EIRHC/EIRHA Board of Directors Present:**

**Abigail Spiegel**  
*Dubuque County*

**Dawn Smith\*\***  
*Cedar County*

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

**Jake Ellwood\*\***  
*Jones County*

**Sue Hoeger**  
*Dubuque County*

**Heather Jones**  
*Cedar County*

**Donna Boss\*\***  
*(alternative for Delaware County)*

**Mark Hunt\*\***  
*City of Bettendorf*

**Karen Adams**  
*Dubuque County*

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

**Terry Creegan**  
*City of Maquoketa*

**Decker Ploehn**  
*City of Bettendorf*

**Joanne Guise**  
*Clinton County*

**Leo Roling\*\***  
*Delaware County*

**Jessica Franzen**  
*Jackson County*

**Vacant**  
*ECIA*

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

**Linda Gaul**  
*Delaware County*

**Kathy Seyfert**  
*Jackson County*

**Others Present:** Chandra Ravada

**Staff Present:**

**Michelle Schnier**  
\*Alternative

**Sarah Berning**  
\*\*Present by phone

**A quorum was present for EIRHC/EIRHA Board**

### **Call to Order**

The EIRHA and EIRHC Board meeting was called to order at 4:42 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

### **Review and Approve Minutes of EIRHA and EIRHC May 16, 2024 Meeting**

Motion by Boss, second by Hunt to approve the minutes from the EIRHA and EIRHC May 16, 2024 meeting. The motion passed unanimously.

### **Review and sign HUD Code of Conduct**

Schnier referred to the Code of Conduct, stating that each year ECIA requires all employees and board members to review and sign the HUD Code of Conduct. Schnier explained that the Code of Conduct states that Employees, Board members and Commissioners are required to conduct business in a manner consistent with professional codes of conduct and in a manner that does not present a conflict of interest or promote a personal gain. Schnier asked the Board Members to review the Code of Conduct and sign the signature page.

### **Review and Approve Public Housing and Section 8 (HCV) program expenditures for May and June 2024**

Schnier reviewed the disbursements for May and June Public Housing which include the following expenditures: a total of \$29,564.55 for escrow payout, \$2,950.00 to Lynch Roofing & Siding to repair gutters, \$88,190.11 to MidAmerica Basement Systems for waterproofing, \$200.00 to RAM Services for radon testing, \$11,680.00 to Coyles contracting for window replacements, \$21,988.03 to East Iowa Mechanical for service calls, and \$131,213.18 to ECIA for program management. There were no other unusual Public Housing expenditures for May and June.

Schnier noted disbursements for Section 8 HCV which include the following expenditure: a total of \$5,485.23 for escrow payout. There were no other unusual Section 8 HCV expenditures for May and June.

Motion by Duesing, second by Guise to approve Public Housing and Section 8 (HCV) program expenditures for May and June 2024. The motion passed unanimously.

### **Review and Approve Mainstream Voucher expenditures for May and June 2024**

Schnier reviewed the Mainstream Voucher Program expenditures for May and June 2024, explaining there were no unusual cash disbursements.

Motion by Hunt, second by Roling to approve the Mainstream Voucher expenditures for May and June 2024. The motion passed unanimously.

**Review and Approve Section 8 SEMAP Certification – EIRHA Resolution #15-2024**

Schnier stated that each year the Department of Housing and Urban Development (HUD) requires EIRHA to submit an annual Section 8 Management Assessment Program (SEMAP) certification within 60 days after the end of its fiscal year. The SEMAP Certification is a self-assessment report to measure the following management performance indicators; selection from waiting list, reasonable rent, determination of adjusted income, utility allowance schedule, HQS quality control, HQS enforcement, expanding housing opportunities, payment standards, timely annual reexaminations, correct tenant rent calculations, pre-contract HQS inspections, continuing HQS inspections, lease-up and Family Self-Sufficiency.

Motion by Spiegel, second by Hoeger to approve the Section 8 SEMAP Certification – EIRHA Resolution #15-2024. The motion passed unanimously.

**Review and Approve Public Housing FY'23 Operating Budget Revision – EIRHA Resolution #16-2024**

Schnier stated that the fee accountant did not have the yearend financials completed yet and asked the board to table this item.

Motion by Hunt, second by Guise to table the Public Housing FY'23 Operating Budget Revision – EIRHA Resolution #16-2024. The motion passed unanimously.

**Review and Approve EIRHC USDA program expenditures for May and June 2024**

Schnier reported on the EIRHC USDA program expenditures for May and June 2024, indicating the following disbursements, \$2,578.03 to East Iowa Mechanical for service calls. There were no unusual expenditures.

Motion by Duesing, second by Roling to approve the EIRHC USDA program expenditures for May and June 2024. The motion passed unanimously.

**Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for May and June 2024**

Schnier reviewed the cash disbursements for Evergreen Meadows for May and June 2024, highlighting the following expenditures: \$37,715.00 to Tri State Paving for overlay for the

parking lot, and \$4,968.72 to Ness Flooring for replacement flooring. Schnier indicated no other unusual expenditures.

Schnier reviewed the cash disbursements for Asbury Meadows for May and June 2024, highlighting the cash disbursement of \$856.42 to CWCR&H for professional legal services, \$4,585.00 to Eric Esser Construction for kitchen remodel, and \$44,100.00 to Tri State Paving for overlay of the parking lot.

Motion by Spiegel, second by Duesing to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for May and June 2024. The motion passed unanimously.

### **Review and Approve EIRHC TC Corp program expenditures for May and June 2024**

Schnier reviewed the cash disbursements for EIRHC TC Corp program expenditures for May and June 2024 highlighting the cash disbursements of \$393.00 to J&D Catering for catering board meetings. Schnier indicated no other unusual expenditures.

Motion by Duesing, second by Spiegel to approve the EIRHC TC Corp program expenditures for May and June 2024. The motion passed unanimously.

### **Review and Approve the Tenant Based Rental Assistance expenditures for May and June 2024**

Schnier indicated that there were no unusual TBRA expenditures.

Motion by Boss, second by Hunt to approve the Tenant Based Rent Assistance expenditures for May and June 2024. The motion passed unanimously.

### **Other Business**

#### **Grants**

Schnier updated the board on all new grant activity which includes the following:

- The Emergency Safety and Security grant of \$104,300 to help keep residents safe in their homes. This grant will assist with the installation of new carbon monoxide detectors, upgraded fire doors and fire extinguishers.
- The Lead Risk Assessment Demonstration Grant of \$300,000 to help reduce lead paint within the Section 8 HCV assisted units. This grant was written in conjunction with ECIA's Community Development Department.
- The Housing Related Hazards Capital Fund Program Grant of \$377,800 to test/install radon mitigation systems, to convert gas stoves to electric and to address mold/moisture issues in Public Housing Units. These grant funds are close to fully expended and

another grant of \$277,100 was written and waiting on award notification to further assist with these issues.

- The Housing Counseling Program was awarded \$12,675.00 to provide housing counseling services to the populations served.

**Retirement**

Schnier thanked Roling for his service to the housing board, as he is retiring from the board.

**Future Meeting Dates**

Schnier noted the date for the next housing meeting is Thursday, September 19, 2023, at 4:30 p.m.

**Adjournment**

Motion by Hunt, second by Spiegel to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:02 p.m.

Respectfully Submitted,



Michelle Schnier  
Director of Housing and Support Services