

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

Date: Thursday, July 20, 2023
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|---|--|---|---|
| <input checked="" type="checkbox"/> James Flogel (vice-chair)
<i>Dubuque County</i> | <input type="checkbox"/> Joanne Guise
<i>Clinton County</i> | <input 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 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 type="checkbox"/> Terry Creegan
<i>City of Maquoketa</i> | <input 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 type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input checked="" type="checkbox"/> Linda Duesing
<i>Clinton County</i> | <input type="checkbox"/> Linda Gaul
<i>Delaware County</i> | <input checked="" type="checkbox"/> Kathy Seyfert
<i>Jackson County</i> | |

Others Present:

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

Review and Approve Minutes of EIRHA and EIRHC May 18, 2023 Meeting

Motion by Boss, second by Seyfert to approve the minutes from the EIRHA and EIRHC May 18, 2023 meeting. The motion passed unanimously.

Review and sign HUD Code of Conduct

Schnier referred to the Code of Conduct, stating 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 2023

Schnier referred to the account balance statement and reviewed the current cash balance for all programs.

Disbursements for May and June Public Housing include the following expenditures: a total of \$250.64 to Amazon for monthly charges, \$49,672.88 to County Line Concrete for concrete work, \$3,441.42 to East Iowa Mechanical for service calls, \$1,175.00 to ITS for HP Probook, \$1,990.00 to Stone X Masonry for brick and mortar work, \$337.34 to CWCRH for professional services, \$6,300.00 to Recker Construction for installation of steel roof, \$45,458.00 to Runde Chevrolet for the new maintenance vehicle, \$6,000.00 to Suthers Tree Cutting for removal of trees, \$10,663.09 to tenant for escrow payout, \$1,760.00 to Reimer Lawn Care for shed and concrete removal, and \$25,870.00 to Coyle's Contracting for door replacement at multiple sites. There were no other unusual Public Housing expenditures for May and June.

Schnier noted disbursements for Section 8 HCV include the following expenditures: a total of \$657.33 to Amazon for monthly charges, \$2,076.13 to DB&T for monthly credit card charges, and \$4,950.90 to a tenant for escrow payout. There were no other unusual Section 8 HCV expenditures for May and June.

Motion by Duesing, second by Roling to approve Public Housing and Section 8 (HCV) program expenditures for May and June 2023. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for May and June 2023

Schnier reviewed the Mainstream expenditures for May and June 2023, explaining there were no unusual cash disbursements.

Motion by Flogel, second by Roling to approve the Mainstream Voucher expenditures for May and June 2023. The motion passed unanimously.

Review and Approve Section 8 SEMAP Certification – EIRHA Resolution #12-2023

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 Flogel, second by Duesing to approve the Section 8 SEMAP Certification – EIRHA Resolution #12-2023. The motion passed unanimously.

Review and Approve Public Housing FY’23 Operating Budget Revision – EIRHA Resolution #13-2023

Schnier presented the Public Housing FY’23 Operating Budget Revision. Schnier stated that the total operating income is \$515,390. Schnier went on to highlight some of the line-item revisions. With the infusion of \$485,000 in Operating Subsidy, there was a net deficit of (\$283,510). As a result, funds were pulled from the Operating Reserve which has a projected balance of \$470,861 after covering the deficit. Schnier reminded the board members that the deficit was a result of the units aging and to get them from a substandard physical score up to a high performing score on the next NSPIRE physical inspection.

Motion by Hoeger, second by Roling to approve Public Housing FY’23 Operating Budget Revision – EIRHA Resolution #13-2023. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for May and June 2023

Schnier reported on the EIRHC USDA program expenditures for May and June 2023, indicating there were no unusual expenditures.

Motion by Boss, second by Duesing to approve the EIRHC USDA program expenditures for May and June 2023. The motion passed unanimously.

Review and Approve ERIHC Evergreen Meadows and Asbury Meadows program expenditures for May and June 2022

Schnier reviewed the cash disbursements for Evergreen Meadows in May and June 2023, indicating the following expenditures: \$7,575.00 to Recker Construction for installation of roof, \$300.00 to CWCRH for professional services, and \$2,952.60 to East Iowa Mechanical for service calls. Schnier indicated no other unusual expenditures.

Schnier reviewed the cash disbursements for Asbury Meadows in May and June 2023, highlighting the cash disbursement of \$6,000.00 to IFA for home loan, \$2,429.06 to East Iowa Mechanical for service calls, \$1,235.85 to McGraw Tub Repair for repairs, and \$100.00 to CWCRH for professional services.

Motion by Seyfert, second by Roling to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for May and June 2023. The motion passed unanimously.

Review and Approve EIRHC TC Corp program expenditures for May and June 2023

Schnier reviewed the cash disbursements for EIRHC TC Corp program expenditures for May and June 2023 highlighting the cash disbursements of \$941.20 to Iowa State University Extension for the ROSS ESS grant match. Schnier indicated no other unusual expenditures.

Motion by Flogel, second by Hoeger to approve the EIRHC TC Corp program expenditures for May and June 2023. The motion passed unanimously.

Review and Approve the Tenant Based Rental Assistance expenditures for May and June 2023

Schnier indicated that there were no unusual TBRA expenditures.

Motion by Boss, second by Flogel to approve the Tenant Based Rent Assistance expenditures for May and June 2023. The motion passed unanimously.

Other Business

Grants

Schnier informed the board that staff wrote and submitted two grants to the Department of Housing and Urban Development (HUD). The Lead Risk Assessment Demonstration Grant was written in conjunction with ECIA's Community Development Department to form a partnership to help reduce lead paint within the Section 8 HCV units. The Housing Related Hazards and Lead Paint Capital Fund Program Grant was written for the Public Housing Program to cover the cost to replace gas appliances with electric and to conduct radon testing on the units. Awards are projected to be announced in Fall 2023.

Future Meeting Dates

Schnier noted the date for the next housing meeting is Thursday, September 21, 2023, at 4:30 p.m.

Adjournment

Motion by Yeoman, second by Duesing to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:09 p.m.

Respectfully Submitted,

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

Michelle Schnier
Director of Housing and Support Services