

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

Date: Thursday, July 24, 2025
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park, Dubuque, IA

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

Others Present: Mindy Wiley, Rebecca Kennedy, Carl Reimer, Rick Hoeger, Ed Duesing

Staff Present:

☒ **Michelle Schnier**
*Alternative

☒ **Sarah Berning**
**Present by phone

☒ **Mae Hingtgen**

A quorum was present for the 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 May 15, 2025, Meeting

Motion by Gaul, second by Duesing to approve the minutes from the EIRHA and EIRHC May 15, 2025, 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 2025

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 \$11,345.00 to BP Roofing for roof replacement, \$24,888.89 to East Iowa Mechanical for service calls, \$8,421.25 to MRI Software for Annual SAAS Fee and Software migration, \$1,498.00 to Coyles Contracting to remove and replace a storm door, \$584.99 to Certasite for annual inspection, and \$1,305.00 to Globalcom Tech for intercom replacement. 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 \$137.00 to CWCR&H for professional legal services, \$473.43 to State of Iowa Department of Inspections and Appeals for review of a client case, \$8,457.81 to MRI Software for annual SAAS fees and software migration, \$2,587.50 to Compass Working Capital for FSS link, and \$26,099.43 for escrow payout. There were no other unusual Section 8 HCV expenditures for May and June.

Motion by Creegan, second by Hoeger to approve Public Housing and Section 8 (HCV) program expenditures for May and June 2025. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for May and June 2025

Schnier reviewed the Mainstream expenditures for May and June 2025, indicating the following expenditure: \$1,185.81 to MRI Software for annual SAAS fee and software migration. There were no other unusual cash disbursements.

Motion by Duesing, second by Boss to approve the Mainstream Voucher expenditures for May and June 2025. The motion passed unanimously.

Review and Approve Section 8 HCV SEMAP Certification – EIRHA Resolution #12-2025

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 HCV SEMAP Certification – EIRHA Resolution #12-2025. The motion passed unanimously.

Review and Approve Public Housing FY'25 Operating Budget Revision – EIRHA Resolution #13-2025

Schnier stated that the yearend financials were not yet completed, and the fee accountant indicated after cursory review of the current data that a revision was not yet required to the Public Housing Operating Budget. Once the year is closed out, if a revision is required, it will be brought to the next board meeting for review. Schnier asked the board to table this item until September's meeting.

Motion by Hoeger, second by Spiegel to table the Public Housing FY'25 Operating Budget Revision – EIRHA Resolution #13-2025. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for May and June 2025

Schnier reported on the EIRHC USDA program expenditures for May and June 2025, indicating the following disbursements, \$9,818.53 to East Iowa Mechanical for service calls, \$465.21 to MRI Software for Annual SAAS fee and software migration, and \$634.48 to CWCR&H for professional legal services. There were no unusual expenditures.

Motion by Boss, second by Creegan to approve the EIRHC USDA program expenditures for May and June 2025. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for May and June 2025

Schnier reviewed the cash disbursements for Evergreen Meadows in May and June 2025, indicating the following expenditures: \$642.84 to East Iowa Mechanical for service calls, \$458.01 to MRI Software for annual SAAS fee and software migration, and \$2,144.27 to CWCR&H for professional legal services. Schnier indicated no other unusual expenditures.

Schnier reviewed the cash disbursements for Asbury Meadows in May and June 2025, highlighting the cash disbursement of \$137.83 to CWCR&H for professional legal services, \$2,095.00 to Eric Esser Construction for removing and installing windows, \$458.02 to MRI Software for annual SAAS fee and software migration, and \$1,714.35 to East Iowa Mechanical for service calls.

Motion by Creegan, second by Duesing to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for May and June 2025. The motion passed unanimously.

Review and Approve EIRHC TC Corp program expenditures for May and June 2025

Schnier reviewed the cash disbursements for EIRHC TC Corp program expenditures for May and June 2025 highlighting the cash disbursements of \$1,845.63 to MRI Software for annual SAAS fee and software migration. Schnier indicated no other unusual expenditures.

Motion by Duesing, second by Spiegel to approve the EIRHC TC Corp program expenditures for May and June 2025. The motion passed unanimously.

Review and Approve the Tenant Based Rental Assistance (TBRA) expenditures for May and June 2025

Schnier noted that there were no unusual TBRA expenditures for May and June 2025.

Motion by Spiegel, second by Gaul, to approve the Tenant Based Rent Assistance expenditures for May and June 2025. The motion passed unanimously.

Other Business

Tenant Based Rent Assistance (TBRA)

Schnier indicated they are currently projecting that there will be enough grant funds available to cover the rents for August 2025 and they may be short an estimated \$5,000 to

fully cover the September 2025 rent assistance. Staff have applied for the next round of funding and are waiting on notification of award. As a precautionary measure, Schnier asked the board to approve utilizing up to \$5,000 from the EIRH TC Corp funds to cover the estimated shortage on the September 2025 TBRA rents, if needed, knowing these funds will not be reimbursed and it will be considered a gift to the TBRA program.

Motion by Creegan, second by Hoeger to approve utilizing up to \$5,000.00 from the EIRH TC Corp funds to cover September TBRA rents, should there be a shortfall. The motion passed unanimously.

New Executive Director of ECIA

Schnier welcomed and introduced Mae Hingtgen, as the new Executive Director of ECIA.

Family Self-Sufficiency (FSS) Coordinator #4 Funding Received

Schnier informed the board that EIRHA received a Notice of Award for an additional FSS Coordinator in the amount of \$115,000. This will cover the hiring for another FSS Coordinator position.

Future Meeting Dates

Schnier noted the date for the next housing meeting is Thursday, September 18, 2025, at 4:30 p.m.

Adjournment

Motion by Duesing, second by Spiegel 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, flowing style.

Michelle Schnier
Director of Housing and Support Services