

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

Date: Thursday, September 21, 2023
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park, Dubuque, IA

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 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 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 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 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 |
|---|--|

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 July 20, 2023 Meeting

Motion by Duesing, second by Flogel to approve the minutes from the EIRHA and EIRHC July 20, 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 seven units vacant with waiting lists for all units to fill the vacancies. The Public Housing program is presently at 98.47% lease-up for the year.

Section 8 HCV lease-up and waiting list

Schnier noted that the Section 8 HCV program has 3,181 families on the waiting list as of September 2023. The yearly lease-up is currently at 95.0% with expenditures at 98.34%, based on the budget figures. The estimated wait time is 12 to 18 months.

Section 8 HCV and MVP FSS Program

Schnier said there are currently one hundred and two (102) clients enrolled in the Section 8 Housing Choice Voucher (HCV) and Mainstream Voucher FSS program with an average monthly escrow balance of \$378. Since the last update, there were three successful completions with a combined escrow payout totaling \$15,008..

Public Housing FSS Program

Schnier reported that thirty-nine (39) clients are currently being served by the Public Housing FSS program with an average monthly escrow of \$356. There were two successful completions since the last update with a combined escrow payout totaling \$10,663.

ROSS Elderly Self-Sufficiency Program

The ROSS Elderly Self-Sufficiency (ESS) program has served one hundred sixty-three (163) participants to date with sixty-two (62) current active clients. Schnier indicated staff continue to coordinate services with participants and work with the ISU extension to provide training and services for clients.

Mainstream Voucher Program

Schnier stated that the Mainstream Voucher Program that assists individuals between the ages of 18-61 with disabilities. Schnier reported that 83 of the 89 vouchers are currently under lease.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Section 8 Housing Choice Voucher program waiting list. Families are assisted through TBRA until they can transition over to the Section 8 Housing Choice Voucher program. Currently there are twenty-six (26) participants being served with monthly Housing Assistance Payments, and 33.0% 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 96.88% yearly lease-up with 640 individuals on the waiting list. Evergreen Meadows has no vacancies at this time. 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 100% yearly lease-up with 764 individuals on the waiting list. Asbury Meadows has no vacancies currently. Additional information on residents: sixteen (16) are currently enrolled in the FSS Program; two (2) residents are students; and seventeen (17) are employed either part-time or full-time.

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 Housing Choice Voucher (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 as 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. Presently, there are thirty-three (33) active households using the Housing Counseling services.

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. A HTF award of \$312,429 was granted in January 2022. Projects include down payment assistance for one single family homeowner; 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) EIDC Pocket Neighborhood homes. These funds must be fully expended by December 31, 2023.

A HTF award of \$498,359 was received in January 2023. Projects include owner-occupied rehabilitation for one (1) single family homeowner; lead reduction for three (3) units through the ECIA CDBG program; 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) units at Asbury and Evergreen Meadows; and ten (10) units for EIRHC USDA program. These funds must be fully expended by December 31, 2024.

Staff will be submitting another application for an HTF award of \$501,190 which is anticipated to be awarded in January 2024. Projects include down payment assistance for one (1) single family unit; owner-occupied rehabilitation for two (2) single family homeowners; lead reduction for eight (8) units; and rental rehab/new development for twenty-eight (28) units. These funds will need to be fully expended by December 31, 2026.

Review and Approve Public Housing and Section 8 (HCV) program expenditures for July and August 2023

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

Highlighted disbursements for July and August Public Housing include the following expenditures: a total of \$305.00 to CWCRH for professional services; 45,327.25 to Schirmer Brothers for concrete replacement; \$3,161.44 to tenants for cleaning and painting contracts; \$33,869.40 to Ness Flooring for carpet replacement; \$1,320.00 to Reimer Lawn Care for shed and concrete removal; \$15,625.00 to Property Rescue for tree removal; \$416.31 to Amazon for monthly office supply charges; \$27,264.00 to Big Daddy's for removal of concrete; \$15,565.00 to Coyles Contracting for kitchen remodel; \$14,391.77 to DB&T for monthly credit card

charges; \$7,565.40 to East Iowa Mechanical for service calls; and \$1,070.50 to staff for travel reimbursement.

Schnier noted the July and August Section 8 HCV financials that include the following highlighted expenditure: \$1,748.58 to Amazon for monthly office supply charges; \$10,580.16 to tenants for escrow payouts; \$172.00 to tenant for overpayment on a repayment agreement contract; and \$623.00 to tenant reports for criminal histories. There were no other unusual Section 8 HCV expenditures for July and August.

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

Review and Approve Mainstream Voucher expenditures for July and August 2023

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

Motion by Fogel, second by Roling to approve the Mainstream Voucher expenditures for July and August 2023. The motion passed unanimously.

Review and Approve Section 8 HCV Fair Market Rents – EIRHA Resolution #14-2023

Schnier referred to the handout with Section 8 HCV Fair Market Rents stating these go into effect October 1, 2023. EIRHA has a HUD approved waiver at 120% of the Payment Standard as of 5/18/23 through 12/31/23. If this waiver is extended by HUD, the Payment Standard will remain at 120%. If it is not extended, the Payment Standard will go back to the 110% level on 1/1/24.

Motion by Duesing, second by Maurer to approve the Section 8 Fair Market Rents – EIRHA Resolution #14-2023. The motion passed unanimously.

Review and Approve FY'23 Public Housing Operating Budget Revision #2 - EIRHA Resolution #15-2023

Schnier presented the Public Housing FY'23 Operating Budget Revision #2. Schnier indicated the revision was due to work on Public Housing units getting completed prior to the estimated completion date, which fell before the fiscal year end, so a budget amendment had to be completed. Schnier indicated that the operating reserve funds were utilized and the remaining balance is estimated at \$290,341.00. This has been addressed with the board throughout the fiscal year. In order to get the units at the level required for the next HUD NSPIRE inspection, reserve funds were tapped into.

Motion by Hunt, second by Seyfert to approve the Public Housing FY'23 Operating Budget Revision #2- EIRHA Resolution #15-2023. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for July and August 2023

Schnier reported on the EIRHC USDA program expenditures for July and August 2023, indicating cash disbursements of: \$11,800.00 to Ness Flooring for carpet replacement, which was being reimbursed by the Housing Trust Fund Grant. There were no other unusual disbursements.

Motion by Duesing, second by Roling to approve the EIRHC USDA program expenditures for July and August 2023. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for July and August 2023

Schnier reviewed the cash disbursements for Asbury Meadows in July and August 2023 highlighting the cash disbursements of: \$2,802.64 to East Iowa Mechanical for service calls; \$375.00 to Eric Esser Construction for installation of front door; and \$805.25 to CRCRH for professional services.

Schnier reviewed the cash disbursements for Evergreen Meadows in July and August 2023, highlighting the cash disbursement of \$67.89 to Amazon for monthly office supply charges; \$15,000.00 to Recker Construction for roof replacement; \$6,984.81 to East Iowa Mechanical for service calls; \$1,000.00 to IFA for the HOME loan; \$1,105.00 to Dubuque Home Improvement for installation of door; and \$750.00 to Reimer Lawn Care for shed and concrete demo.

Schnier noted that many of the unit repair items were reimbursed by the Housing Trust Fund grant that was received.

Motion by Roling, second by Flogel to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for July and August 2023. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for July and August 2023

Schnier indicated the following disbursements for TC Corp in July and August, \$12.99 to Amazon for monthly office supply charges; \$337.50 to J&D Catering for catering; and \$5,000.00 to ECIA for USDA 2022 grant match. There were no other unusual charges.

Motion by Duesing, second by Roling to approve the EIRHC TC Corp program expenditures for July and August 2023. The motion passed unanimously.

Review and Approve the Tenant Based Rental Assistance (TBRA) expenditures for July and August 2023

Schnier indicated that there were no unusual TBRA expenditures.

Motion by Seyfert, second by Fogel to approve the Tenant Based Rent Assistance (TBRA) expenditures for July and August 2023. The motion passed unanimously.

Other Business

Board members

Schnier informed the board that Jim Fogel is resigning from the board and will no longer be a board member after the November annual meeting. Schnier stated that Fogel is currently the vice-chair and therefore a new vice-chair will need to be voted in. Schnier did indicate that Duesing was interested in filling that position. Schnier stated that at the annual meeting in November members will vote for the officers. If there are any other individuals interested in serving as an officer to let Schnier know.

Future Meeting Dates

Schnier noted the date for the next meeting is the annual meeting on Wednesday, November 1, 2023 at 4:30 p.m.

Adjournment

Motion by Fogel, second by Duesing to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:14 p.m.

Respectfully Submitted,



Kelley Hutton Deutmeyer
Executive Director