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

Date: Thursday, September 24, 2026
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park, Dubuque, IA

EIRHC/EIRHA Board of Directors Present:

☒ **Abigail Spiegel** *Dubuque County*	☒ **Linda Beck** *Cedar County*	☒ **Sarah Maurer*** *(alternative for Delaware County)*	☐ **Russ Farnum** *Jones County*
☒ **Sue Hoeger** *Dubuque County*	☒ **Steve Sauer** *Cedar County*	☐ **Lindsey Domeyer*** *(alternative for Delaware County)*	☐ **Decker Ploehn** *City of Bettendorf*
☐ **Karen Adams** *Dubuque County*	☒ **Chuck Niehaus (chair)** *Delaware County*	☐ **Kathy Seyfert** *Jackson County*	☒ **Mark Hunt** *City of Bettendorf*
☐ **Ileen Goldensoph** *Clinton County*	☐ **Donna Boss** *Delaware County*	☒ **Laura Horst** *Jackson County*	
☒ **Linda Duesing (VC)** *Clinton County*	☐ **Linda Gaul** *Delaware County*	☒ **Terry Creegan** *City of Maquoketa*	

Others Present: Carl Reimer, Mindy Wiley

Staff Present:

☒ **Michelle Schnier**	☒ **Sarah Berning**	☐ **Mae Hingtgen**

*Alternative
**Present by phone

A quorum was present for the EIRHC/EIRHA Board

Call to Order

The EIRHA and EIRHC Board meeting was called to order at 4:34 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC July 23, 2026, Meeting

Motion by Duesing, second by Hunt to approve the minutes from the EIRHA and EIRHC meeting July 23, 2026. The motion passed unanimously.

Report on the following programs

Public Housing lease-up and vacancies

Schnier reported that the Public Housing program currently has three units vacant with waiting lists for all units to fill the vacancies. The Public Housing program is presently at 97.55% lease-up for the year.

Section 8 Housing Choice Voucher (HCV) lease-up and waiting list

Schnier noted that the HCV program has 7,944 families on the waiting list as of September 2026. The estimated waiting time is two to three years. Schnier reported that 732 vouchers are currently under lease with 75% expended.

Mainstream Voucher Program

Schnier highlighted the Mainstream Voucher Program indicating that the program assists individuals between the ages of 18-61 with disabilities. Schnier reported that 79 of the 89 vouchers are currently under lease with 75% expended.

Housing Choice Voucher and Mainstream Voucher Program Family Self Sufficiency (FSS) Program

Schnier said there are currently one hundred forty-seven (147) clients enrolled in the HCV and Mainstream Voucher FSS program with an average monthly escrow balance of $433. Since the last update, there have been two (2) successful completions with a combined escrow payout of $10,172.

Public Housing FSS Program

Schnier reported that forty-six (46) clients are currently being served by the Public Housing FSS program with an average monthly escrow of $278. There were two successful completions since the last update with an escrow payout totaling $21,221.

ROSS Elderly Self-Sufficiency Program

The ROSS Elderly Self-Sufficiency (ESS) program has served one hundred eighty-nine (189) participants to date with fifty-four (54) 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.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Housing Choice Voucher program waiting list. Families are assisted through TBRA until they can transition over to the Housing Choice Voucher program. Currently there are twenty-three (23) participants being served with monthly Housing Assistance Payments. Schnier noted EIRHA has received the TBRA 2026 contract and was awarded $499,604. This grant began covering housing assistance payments in September 2026 after the TBRA 2025 grant was closed out, noting there was no disruption in services to the tenants.

EIRHC USDA lease-up

The Worthington and Grand Mound USDA units are at 100% lease-up. Worthington currently has one vacancy. Schnier noted the Grand Mound site has six units, and the Worthington site has four 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 95.83% yearly lease-up. Evergreen Meadows has one vacancy currently.

Schnier indicated that Asbury Meadows is currently at 96.88% yearly lease-up. Asbury Meadows has two vacancies currently.

Homeownership Programs

Schnier reported the Housing Authority has sold six (6) Public Housing units to date. A total of thirty-four (34) applicants in the Housing Choice Voucher (HCV) Homeownership Program purchased a home using their HCV for mortgage assistance, eleven (11) 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. Schnier also indicated that one hundred thirty-five (135) households

have been assisted and went on to purchase a home. Presently, there are thirty-one (31) active households receiving Housing Counseling services.

EIRHC 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 $548,074 was awarded in January 2025. Projects include down payment assistance for four (4) single family units; owner-occupied rehabilitation for ten (10) single family homeowners, six (6) of them within the City of DeWitt; and rental rehab/new development for fifty-six (56) units at Asbury/Evergreen Meadows, ten (10) units for USDA and fifty-six (56) units at Keystone Incorporated. These funds will need to be fully expended by December 31, 2026.

In addition, an HTF award of $555,151 was awarded in January 2026. Projects include owner-occupied rehabilitation for four (4) single family homeowners, and rental rehab/new development for thirty-two (32) units at Asbury/Evergreen Meadows, twenty-eight (28) units for Catholic Charities and five (5) units at Keystone Incorporated. These funds will need to be fully expended by December 31, 2027.

Lead Based Paint Risk Assessment Demonstration (LRAD) Program

Schnier indicated that the purpose of the LRAD Program is to demonstrate the feasibility of conducting lead-based paint risk assessments in units built prior to 1978 that are occupied by families receiving assistance through either the Housing Choice Voucher or Mainstream Voucher Program. EIRHA received a three-year grant to contract up to 125 lead-based paint risk assessments. The grant was awarded January 1, 2024, and ends January 1, 2027. There have been twenty-eight (28) units inspected to date and twenty (20) of those units have tested positive for lead risks.

Review and Approve Public Housing and Housing Choice Voucher program expenditures for July and August 2026

Schnier highlighted the disbursements for July and August Public Housing which included the following expenditures: a total of $21,221.77 to clients for escrow payouts, $40,513.93 to East Iowa Mechanical for service, $16,870.00 to BP Roofing for roof replacement, and $5,490.00 to Scotty's Appliance for new appliances.

Schnier noted the July and August HCV financials that include the following highlighted expenditure: a total of $16,916.80 to clients for escrow payouts, $550.31 to Iowa Department of Inspections for review of a client case, and $2,485.00 to ITS for staff laptops.

Motion by Hunt, second by Duesing to approve Public Housing and HCV program expenditures for July and August 2026. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for July and August 2026

Schnier reviewed the Mainstream expenditures for July and August 2026, indicating there are no unusual cash disbursements.

Motion by Creegan, second by Spiegel to approve the Mainstream Voucher expenditures for July and August 2026. The motion passed unanimously.

Review and Approve Section 8 HCV Administrative Plan update – EIRHA Resolution #14-2026

Schnier stated that the Section 8 HCV Administrative Plan was updated as a result of all recent HUD changes. These revisions, retroactive to July 1, 2026, include the following:

- The pre-HOTMA 102/104 version of Chapters 6,7, and 11, which were previously labeled as the "A" version of each chapter, are no longer applicable as of January 1, 2027. The separate HOTMA appendix has also been removed.
- A HOTMA 102/104 version of Chapters 6,7, and 11, which were labeled as the "B" version of each chapter, are the versions that are fully HOTMA-compliant version.

Motion by Hoeger, second by Duesing to approve the updated Section 8 HCV Administrative Plan update – EIRHA Resolution #14-2026. The motion passed unanimously.

Review and Approve updated Public Housing ACOP - EIRHA Resolution #15-2026

Schnier stated that the Public Housing Admissions and Continued Occupancy Plan (ACOP) was updated as a result of all recent HUD changes. These revisions, retroactive to July 1, 2026, include the following:

- The pre-HOTMA 102/104 version of Chapters 6,7, and 9, which were previously labeled as the "A" version of each chapter, are no longer applicable as of January 1, 2027. The separate HOTMA appendix has also been removed.
- A HOTMA 102/104 version of Chapters 6,7, and 9, which were labeled as the "B" version of each chapter, are the versions that are fully HOTMA-compliant version.

Motion by Hunt, second by Spiegel to approve updated Public Housing ACOP – EIRHA Resolution #15-2026. The motion passed unanimously.

Review and Approve Section 8 HCV Fair Market Rents – EIRHA Resolution #16-2025

Schnier referred to the handout with the Section 8 HCV Fair Market Rents stating these will go into effect October 1, 2026. EIRHA has a HUD approved waiver at 120% of the Payment Standard effective until the first newly published FMR's following 12 consecutive months of sustained success rate of 75% or higher. Schnier stated the voucher issuance report dated 9/1/24 – 8/31/25 indicates 33.06% success rate, thus warranting the continuation of the 120% payment standard level.

Motion by Duesing, second by Creegan to approve the Section 8 Fair Market Rents – EIRHA Resolution #16-2025. The motion passed unanimously.

Review and Approve Public Housing FY'26 Operating Budget Revision – EIRHA Resolution #17-2026

Schnier presented the Public Housing FY'26 Operating Budget Revision. Schnier indicated the budget gets reviewed and updated by the fee accountant if revisions are needed. Schnier indicated the operating reserve has a current balance of $238,445.00.

Motion by Hoeger, second by Spiegel to approve the Public Housing FY'26 Operating Budget Revision – EIRHA Resolution #17-2026. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for July and August 2026

Schnier reported on the EIRHC USDA program expenditures for July and August 2026, indicating no unusual disbursements.

Motion by Creegan, second by Duesing to approve the EIRHC USDA program expenditures for July and August 2026. The motion passed unanimously.

Review and Approve EIRHC USDA Management Plan, Management Agreement, Management Certification, and Identity of Interest

Schnier presented to the board the EIRHC Management Plan, Management Agreement, Management Certification, and Identify of Interest updating the board on change made to the plans. The only change is a change from the Family Support Specialist to the Housing Development Supervisor who is now managing the USDA units.

Motion by Spiegel, second by Hoeger to approve the EIRHC Management Plan, Management Agreement, Management Certification, and Identify of Interest. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for July and August 2026

Schnier reviewed the cash disbursements for Asbury Meadows for July and August 2026 indicating no unusual disbursements.

Schnier reviewed the cash disbursements for Evergreen Meadows for July and August 2026, highlighting the cash disbursement of $1,228.05 to CWCRH for professional services. No other unusual disbursements.

Motion by Creegan, second by Spiegel to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for July and August 2026. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for July and August 2026

Schnier reviewed the cash disbursements for the EIRH TC Corp indicating no unusual disbursements.

Motion by Hunt, second by Spiegel to approve the EIRHC TC Corp program expenditures for July and August 2026. The motion passed unanimously.

Review and Approve the Tenant Based Rental Assistance (TBRA) expenditures for July and August 2026

Schnier reviewed the cash disbursements for the TBRA Program and indicated that there were no unusual TBRA expenditures.

Motion by Hoeger, second by Spiegel to approve the Tenant Based Rent Assistance (TBRA) expenditures for July and August 2026. The motion passed unanimously.

Other Business

Housing Related Hazard Grant

Schnier updated the board that EIRHA received notification from Senator Grassley's office that it has been awarded the CDBG Housing Related Hazard grant in the amount of $514,000.00. Staff have not yet received the contract to start implementation.

Audit

Schnier stated the Housing Department is currently going through the annual audit, and this will be presented at the November meeting.

Future Meeting Dates

Schnier noted the date for the next meeting is the annual meeting on Wednesday, November 4, 2026, at 4:30 p.m.

Adjournment

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

Respectfully Submitted,

Michelle Schnier

Michelle Schnier
Director of Housing and Support Services