

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

Date: Thursday, September 29, 2022
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 checked="" 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"/> Vacant
<i>Dubuque County</i> | <input type="checkbox"/> Cliff Bunting
<i>Delaware County</i> | <input checked="" type="checkbox"/> Linda Gaul*
<i>alternative for Delaware County)</i> | <input 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 checked="" type="checkbox"/> Terry Creegan
<i>City of Maquoketa</i> | <input type="checkbox"/> Decker Ploehn
<i>City of Bettendorf</i> |
| <input type="checkbox"/> Vacant
<i>Cedar County</i> | <input checked="" type="checkbox"/> Leo Roling
<i>Delaware County</i> | <input type="checkbox"/> Vacant
<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"/> Donna Boss*
<i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Kathy Seyfert
<i>Jackson County</i> | <input checked="" type="checkbox"/> Karen Adams
<i>(alternative for Dubuque 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/EIDC Board

Call to Order

The EIRHA and EIRHC Board meeting was called to order at 4:37 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC July 21, 2022 Meeting

Motion by Guise, second by Seyfert to approve the minutes from the EIRHA and EIRHC July 21, 2022, 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 nine 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 HCV lease-up and waiting list

Schnier noted that the Section 8 HCV program has 2,404 families on the waiting list as of September 2022. The yearly lease-up is currently at 94.60% with expenditures at 98.26%, based on the budget figures. The estimated wait time is 24 months.

Section 8 HCV and MVP FSS Program

Schnier said there are currently one hundred eighteen (118) clients enrolled in the Section 8 Housing Choice Voucher (HCV) and Mainstream Voucher FSS program with an average monthly escrow balance of \$383. Since the last update, there were two successful completions.

Public Housing FSS Program

Schnier reported that forty-four (44) clients are currently being served by the Public Housing FSS program with the highest escrow of \$14,743. There were three successful completions since the last update.

ROSS Elderly Self-Sufficiency Program

The ROSS Elderly Self-Sufficiency (ESS) program has served one hundred fifty-six (156) participants to date with sixty-three (63) current active clients. Schnier indicated staff continue to coordinate services with participants and have increased referrals for resources, including those associated with the COVID pandemic, such as vaccine clinics, mask, sanitizer, mobile food bank, along with many other resources.

Mainstream Voucher Program

Schnier stated the Mainstream Voucher Program is a new program as of February 2020 that assists individuals between the ages of 18-61 with disabilities. Schnier reported that all 79 vouchers are currently under lease.

Foster Youth to Independence (FYI)

Schnier informed the Board that the FYI Program is currently processing applications of youth identified by the local Public Child Welfare Agency (PCWA) for assistance. EIRHA can receive up to 25 vouchers within a fiscal year. The applicants must be youth who are between the ages of 18-24 who have left foster care or will leave foster care within 90 days and are homeless or are at risk of becoming homeless. Applicants must also be at or below 50% of the Area Median Income guideline. Currently there is one client receiving assistance through the Foster Youth to Independence Program.

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-seven (27) participants being served with monthly Housing Assistance Payments, thirty-five (35) participants received security deposit assistance and 95.13% 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 100% yearly lease-up with 536 individuals on the waiting list. Evergreen Meadows has no vacancies at this time. Additional information on residents: thirteen (13) 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 96.88% yearly lease-up with 576 individuals on the waiting list. Asbury Meadows has two (2) vacancy currently. Additional information on residents: Fifteen (15) are currently enrolled in the FSS Program; and nineteen (19) are employed either part-time or full-time.

Housing Development/Maquoketa Pocket Neighborhood

Schnier informed the board that the ribbon cutting ceremony to dedicate the Pocket Neighborhood occurred on September 27, 2022. All 10 homes have been completed and the purchases finalized. Some punch list items in regard to landscaping, sidewalks and final grading are nearing completion and all homeowners have moved into their homes.

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. Sixteen (16) 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-two (172) 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 twenty-nine (29) 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 2021. Projects include owner-occupied rehabilitation for five (5) single family homeowners; and rental rehab/new development for thirty-two (32) units at Asbury Meadows; twelve (12) units at Evergreen Meadows; ten (10) units at West Ridge Apartments/Churchview Apartments; sixteen (16) units at Yankee Settlement; and four (4) units at Lawrence Investments. These funds must be fully expended by December 31, 2022.

In addition, 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; four (4) units at LaCasa; one (1) unit at JDT Development; and five (5) EIDC Pocket Neighborhood homes. These funds must be fully expended by December 31, 2023.

Staff will be submitting another application for a HTF award of \$498,359 which is anticipated to be awarded in January 2023. Projects include owner-occupied rehabilitation for one (1) single family homeowners; lead reduction for three (3) units

through 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.

Review and Approve Public Housing and Section 8 (HCV) program expenditures for July and August 2022

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 \$2,827.50 to Sedona Staffing for maintenance temp help; \$5,000.00 to Ruthart Water & Drain for bathroom remodel; \$3,531.52 to Express Services for maintenance temp help; \$1,500.00 to IA NAHRO for conference registration; \$3,774.00 to Ness Flooring for flooring replacement; and \$947.96 to the City of DeWitt for annual rental license. There were no other unusual Public Housing expenditures for July and August.

Schnier noted the July and August Section 8 HCV financials that include the following highlighted expenditure: Invite for public comment for the FSS Action Plan to the following publications: \$14.76 to Dyersville Commercial; \$15.39 to Monticello Express; \$14.96 to DeWitt Observer; \$20.22 to Quad City Times; \$15.73 to Bellevue Herald Leader; and \$12.67 to Maquoketa Sentinel-Press. There were no other unusual Section 8 HCV expenditures for July and August.

Motion by Guise, second by Creegan to approve Public Housing and Section 8 (HCV) program expenditures for July and August 2022. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for July and August 2022

Schnier reviewed the Mainstream expenditures for July and August 2022, explaining there were no unusual cash disbursements.

Motion by Flogel, second by Gaul to approve the Mainstream Voucher expenditures for July and August 2022. The motion passed unanimously.

Review and Approve Foster Youth to Independence expenditures for July and August 2022

Schnier reviewed July and August expenditures for Foster Youth to Independence, indicating there were no unusual expenditures.

Motion by Guise, second by Flugel to approve the Foster Youth to Independence expenditures for July and August 2022. The motion passed unanimously.

Review and Approve Section 8 HCV Fair Market Rents – EIRHA Resolution #10-2022

Schnier referred to the handout with Section 8 HCV Fair Market Rents stating these go into effect November 1, 2022. EIRHA has approved establishing payment standards at the 110% level in accordance with HUD regulations in all seven counties.

Motion by Guise, second by Creegan to approve the Section 8 Fair Market Rents – EIRHA Resolution #10-2022. The motion passed unanimously.

Review and Approve FY’22 Public Housing Operating Budget Revision #2 – EIRHA Resolution #11-2022

Schnier presented the Public Housing FY’22 Operating Budget Revision #2. Schnier indicated the revision was due to work 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 the operating reserved was utilized and the remaining balance is \$651,000.00.

Motion by Creegan, second by Flugel to approve the Public Housing FY’22 Operating Budget Revision #2 – EIRHA Resolution #11-2022. The motion passed unanimously.

Review and Approve FSS Action Plan - EIRHA Resolution #12-2022

Schnier indicated that the final rule on the FSS Action Plan was effective as of June 16, 2022. HUD required all PHA FSS Action Plans to be updated to reflect the new regulations and submit to HUD for approval before enrolling any new participants. Schnier stated the FSS Action Plan has been approved by HUD and now needs the board’s approval.

Motion by Flugel, second by Creegan to approve the FSS Action Plan – EIRHA Resolution #12-2022. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for July and August 2022

Schnier reported on the EIRHC USDA program expenditures for July and August 2022, indicating there were no unusual expenditures.

Motion by Gaul, second by Roling to approve the EIRHC USDA program expenditures for July and August 2022. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for July and August 2022

Schnier reviewed the cash disbursements for Evergreen Meadows in July and August 2022 highlighting the cash disbursements of: \$28,456.82 for service calls, \$3,550.00 for snow removal from January to March, 2022, which was due to the vendor getting the invoices to EIRHC late.

Schnier reviewed the cash disbursements for Asbury Meadows in July and August 2022, highlighting the cash disbursement of \$4,130.00 for repairs.

Motion by Guise, second by Creegan to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for July and August 2022. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for July and August 2022

Schnier indicated there were no unusual expenditures.

Motion by Gaul, second by Flogel to approve the EIRHC TC Corp program expenditures for July and August 2022. The motion passed unanimously.

Review and Approve the Tenant Based Rental Assistance (TBRA) expenditures for July and August 2022

Schnier indicated that there were no unusual TBRA expenditures.

Motion by Gaul, second by Roling to approve the Tenant Based Rent Assistance (TBRA) expenditures for July and August 2022. The motion passed unanimously.

Other Business

Review and Approve EIRHC USDA Management Plan, Management Agreement and Management Certification

Schnier presented to the board the EIRHC USDA Management Plan, Management Agreement and Management Certification, updating the board on the minimal changes made to the plans. Schnier indicated there were no changes made.

Motion by Guise, second by Creegan to approve the EIRHC Management Plan, Management Agreement and Management Certification. The motion passed unanimously.

Future Meeting Dates

Schnier noted the date for the next meeting is the annual meeting on Wednesday, November 2, 2022 at 4:30 p.m.

Adjournment

Motion by Creegan, second by Guise to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:07 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kelley Hutton Deutmeyer". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Kelley Hutton Deutmeyer
Executive Director