

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

Date: Thursday, January 16, 2025
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

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

Vacant
ECIA

Others Present: Chandra Ravada, Mindy Wiley, Rebecca Kennedy

Staff Present:

Michelle Schnier
*Alternative

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

Review and Approve Minutes of EIRHA and EIRHC annual meeting November 6, 2024

Motion by Ploehn, second by Duesing to approve the minutes from the EIRHA and EIRHC November 6, 2024, annual 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 two vacant units. Staff are pulling from the waiting list to fill these vacancies. The Public Housing program is presently at 99.08% lease-up for the year.

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

Schnier noted that the Section 8 HCV program has 6,173 families on the waiting list as of December 2024. Noting the estimated wait time for assistance is currently 18 to 24 months.

Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program

Schnier indicated that there are currently ninety-five (95) clients enrolled in the Section 8 Housing Choice Voucher (HCV) FSS program with an average monthly escrow balance of \$406, 54% of the clients have escrow accounts, with the highest balance of \$26,289. Since the last update, there has been one successful completion with an escrow payout of \$9,343.

Public Housing Family Self-Sufficiency (FSS) Program

Schnier reported that forty-five (45) clients are currently being served by the Public Housing FSS program with an average monthly escrow balance of \$267 and the highest escrow of \$29,152. There have been no successful completions since the last update. Staff are currently working to enroll additional clients into the program.

ROSS Elderly Self-Sufficiency (ESS) Program

The ROSS Elderly Self-Sufficiency (ESS) program has served one hundred seventy-two (172) participants to date, with sixty (60) current active clients. Staff maintain monthly contact with the participants and schedule various program activities. Referrals for meals, transportation, and in-home services are continuing. Schnier indicated that EIRHA was awarded ESS Program funding for three years in June 2024 in the amount of \$233,197 to cover the Service Coordinator position. These grant funds cover through May 2027.

Mainstream Voucher Program

Schnier informed the Board that the applicants of the Mainstream Voucher Program must be at or below 50% of the area median income guideline and between the ages of 18-61 with a handicap or disability. The Mainstream Voucher Program currently has an ACC for 89 vouchers, with 73 families currently housed. The yearly lease-up expenditure is currently at 102.17%.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Section 8 Housing Choice Voucher program waiting list. Clients with a handicap or disability receive a preference. Families are assisted through TBRA until they can transition over to the Section 8 Housing Choice Voucher program. Currently there are fifty-two (52) participants being served with monthly Housing Assistance Payments, 52% of the grant has been expended to date.

EIRHC USDA lease-up

Schnier reviewed the lease-up with the Worthington units at 100% and Grand Mound units 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 Asbury Meadows is at 96.80% yearly lease-up with 1,210 individuals on the waiting list. Asbury Meadows currently has no vacancies. Additional information on residents: thirteen (13) are currently enrolled in the FSS Program; three (3) residents are students; and twenty-four (24) are employed either part-time or full-time.

Schnier indicated that Evergreen Meadows site is at 98.61% yearly lease-up with 1,012 individuals on the waiting list. Evergreen Meadows currently has no vacancies. Additional information on residents: nine (9) are currently enrolled in the FSS Program;

six (6) residents are students; and eighteen (18) 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-three (33) applicants in the Section 8 Housing Choice Voucher (HCV) Homeownership Program purchased a home using their HCV for mortgage assistance. Thirteen (13) participants are still active on the program. Staff also provide housing counseling to the homeowners.

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. Schnier stated to date nineteen (19) households have been inspected; fourteen (14) households have tested positive for lead risks; and two (2) households require remediation.

Housing Counseling

Schnier explained that as an approved HUD Housing Counseling Agency since July 30, 2010, EIRHA has provided Housing Counseling Services to 175 households who have completed the pre- and post-homeownership counseling course, with 134 households that went on to purchase a home. Presently, there are 32 active households using the Housing Counseling services. Schnier also indicated that EIRHA has been awarded a Housing Counseling grant in the amount of \$14,773 to provide housing counseling services to homeowners.

Housing Trust Fund (HTF)

The Eastern Iowa Regional Housing Corporation Housing Trust Fund (EIRHC HTF) has received annual funding since FY'2015, to assist with providing down payment assistance and constructing or rehabilitating units for affordable housing.

An 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 were fully expended by December 31, 2024.

An additional HTF award of \$501,190 was 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, 2025.

An additional 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.

Review and Approve Public Housing and Section 8 HCV program expenditures for November and December 2024

Schnier reviewed the Public Housing disbursements for November and December 2024 which include the following highlighted expenditures: \$4,250.00 to Willenborg Tree Removal Services for tree removal; \$22,862.90 to East Iowa Mechanical for service calls; \$7,328.91 to Jackson County Treasurer for PILOT payment; \$7,714.64 to Dubuque County Treasurer for PILOT payment; \$9,836.18 to Delaware County Treasurer for PILOT payment; \$6,557.46 to Clinton County Treasurer for PILOT payment; and \$312.50 to the State of Iowa Auditors for the audit.

She continued with November and December 2024 Section 8 HCV expenditures highlighting the following: \$244.89 to Language Line Services Inc for language translation services; \$3,000.00 to Nan McKay & Associates for the annual Rent Reasonableness subscription; \$312.50 to State of Iowa Auditors for the audit; \$5,112.00 to Tostrud & Temp for audit fees; and \$576.00 to Happy Software for the utility review survey.

Motion by Hunt, second by Franzen to approve Public Housing and Section 8 HCV program expenditures for November and December 2024. The motion passed unanimously.

Review and Approve Section 8 Administrative Plan updates – EIRHA Resolution #1-2025

Schnier indicated that every year EIRHA is required by HUD to update their Annual Plan. Schnier reviewed the contents of the Annual Plan along with the board members. Schnier stated that Nan McKay released a revision of the Model Administrative Plan that was fully updated for HOTMA 102/104 in November 2023 in anticipation of the original January 1, 2024, HOTMA 102/104 compliance date. However, HUD has pushed back the compliance date. This means PHAs cannot fully apply the revisions that were sent out in November 2023. There were no other significant changes made to the Annual Plan from the prior year.

Motion by Ellwood, second by Duesing to approve Section 8 Administrative Plan updates – EIRHA Resolution #1-2025. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenses for November and December 2024

Schnier reviewed the November and December 2024 expenditures for Mainstream Vouchers, including the following highlighted expenditure: \$12.99 to Amazon for office supplies. No other unusual expenditures.

Motion by Hoeger, second Boss to approve the Mainstream Voucher expenditures for November and December 2024. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for November and December 2024

Schnier reported on the EIRHC USDA program expenditures for November and December 2024 which included the following: \$113.60 to Tostrud & Temp for audit fees. Schnier indicated there were no other unusual expenditures.

Motion by Hunt, second by Boss to approve the EIRHC USDA program expenditures for November and December 2024. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for November and December 2024

Schnier presented the EIRHC Evergreen Meadows expenditures for November and December 2024, which include the following cash disbursements: \$1,249.79 to East Iowa Mechanical for service calls. No other unusual expenditures.

Schnier presented the Asbury Meadows expenditures highlighting the cash disbursements of \$12,805.00 to East Iowa Mechanical for service calls. No other unusual expenditures.

Motion by Ploehn, second by Hunt to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for November and December 2024. The motion passed unanimously.

Review and Approve Asbury Meadows and Evergreen Meadows write off of delinquent accounts – EIRHC Resolution #1-2025

Schnier reviewed Asbury Meadows and Evergreen Meadows delinquent accounts and requested that those charges be written off the books. The total write-off for January 16, 2025, is \$9,214.00 for four tenants at Asbury Meadows and a total of \$150.00 for one tenant at Evergreen Meadows.

Motion by Hunt, second by Hoeger to approve Asbury Meadows and Evergreen Meadows delinquent accounts – EIRHC Resolution #1-2025. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for November and December 2024

Schnier went on to review the EIRH TC Corp expenditures for November and December 2024 noting \$780.00 to J&D Catering for catered food for board meetings. No other unusual charges were indicated.

Motion by Ploehn, second by Ellwood to approve EIRH TC Corp program expenditures for November and December 2024. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for November and December 2024

Schnier stated there were no unusual TBRA expenditures for the months of November and December 2024.

Motion by Duesing, second by Hoeger to approve the Tenant Based Rent Assistance Expenditures for November and December 2024. The motion passed unanimously.

Other Business

Grants awarded

Schnier updated the board on the grants written and awarded to the housing authority within the past year:

- Emergency Safety and Security Grant, awarded on June 25, 2024, for \$104,300, to fund security systems, fencing, lighting, emergency alarms, deadbolt locks, doors, and CO2 detectors at the scattered Public Housing sites.
- Housing Related Hazards Grant, awarded on September 21, 2023, for \$377,800, to fund CO2 detectors, mold removal, radon removal, and replace gas with electric stoves at the scattered Public Housing sites.
- Housing Related Hazards Grant, awarded on September 17, 2024, for \$277,100 to fund removal of radon, remove mold, and replace gas with electric stoves on the ones that were not yet completed with the September 21, 2023, grant at the scattered Public Housing sites.
- Lead Risk Assessment Demonstration Grant awarded on January 1, 2024, for \$300,000 to fund detection of lead paint within HCV assisted units.

- Operating Fund Shortfall, awarded on September 11, 2024, for \$141,775.00 to help with shortfall funds for Public Housing.
- Emergency Safety and Security Grant, awarded on March 27, 2025, for \$250,000, to fund electrical panel upgrades and any GFCI upgrades at the scattered Public Housing sites.

Misc updates

1. A formal request was made to the Iowa Finance Authority (IFA) to forgive the Evergreen Meadows HOME Loan of \$700,300. This is currently going through their underwriting review.
2. The Department of Housing and Urban Development (HUD) is conducting the Voucher Management System Validation Review. This is done every 10 years – it is a review, not an audit but very intensive.
3. Inventory Management System (IMS PIC) to Housing Information Portal (HIP) – no date yet on when this will be finalized. This system takes all of the 50058's (participant data). Once this is ready, then HOTMA will be fully implemented.
4. The Section 8 Housing Choice Voucher Annual Plan and the Public Housing Admissions and Continued Occupancy Policy– pre and post HOTMA revisions. Currently the target date for implementation is July 1, 2025.
5. 5 Year and Annual Plan has been updated and is going through the required 45-day public notice.
6. The Section 8 Housing Choice Voucher and Public Housing Family Self-Sufficiency Program - \$345,000 to fund 3 Coordinators – grant funded for another year starting January 1, 2025.

Next Meeting – Thursday, March 20, 2025, at 4:30 pm

Schnier noted the date of Thursday, March 20, 2025, at 4:30 p.m. for the next Housing Board meeting.

Adjournment

Motion by Ploehn, second by Boss to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:01 p.m.

Respectfully Submitted,

Michelle Schnier
Director of Housing and Support Services