

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

Date: Thursday, January 19, 2023
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 type="checkbox"/> Joanne Guise
<i>Clinton County</i> | <input type="checkbox"/> Sarah Maurer*
<i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Tom Yeoman
<i>Jones County</i> |
| <input checked="" type="checkbox"/> Sue Hoeger
<i>Dubuque County</i> | <input type="checkbox"/> Vacant
<i>Delaware County</i> | <input checked="" type="checkbox"/> Linda Gaul
<i>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 type="checkbox"/> Terry Creegan
<i>City of Maquoketa</i> | <input checked="" 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 checked="" type="checkbox"/> Jessica Franzen
<i>Jackson County</i> | <input type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input type="checkbox"/> Linda Duesing
<i>Clinton County</i> | <input checked="" type="checkbox"/> Donna Boss*
<i>(alternative for Delaware County)</i> | <input type="checkbox"/> Kathy Seyfert
<i>Jackson County</i> | <input type="checkbox"/> Karen Adams
<i>(alternative for Dubuque County)</i> |

Others Present: Rhonda Seibert, NICC

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 4:35 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC annual meeting November 2, 2022

Motion by Boss, second by Hoeger to approve the minutes from the EIRHA and EIRHC November 2, 2022, 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 six vacant units. Staff are pulling from the waiting list to fill these vacancies. The Public Housing program is presently at 98.26% 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 2,034 families on the waiting list as of January 2023. Noting the estimated wait time is 24 months.

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

Schnier indicated that there are currently one hundred (100) clients enrolled in the Section 8 Housing Choice Voucher (HCV) FSS program with an average monthly escrow balance of \$381, 50% of the clients have escrow accounts, with the high balance of \$26,072. Since the last update, there was one successful completion with an escrow payout of \$13,328.

Public Housing Family Self-Sufficiency (FSS) Program

Schnier reported that forty-six (46) clients are currently being served by the Public Housing FSS program with an average monthly escrow balance of \$355 and the highest escrow of \$18,714. There has been three 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 fifty-eight (158) participants to date, with sixty-three (63) 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.

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 81 families currently housed. The yearly lease-up is currently at 91%.

Foster Youth to Independence (FYI) Program

Schnier informed the Board that the applicants for the Foster Youth to Independence program 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. They must also be referred by their Public Child Welfare Agency (PCWA) caseworker for assistance. 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. Clients with a handicap or disability receive preference. Families are assisted through TBRA until they can transition over to the Section 8 Housing Choice Voucher program. Currently there are twenty-nine (29) participants being served with monthly Housing Assistance Payments, thirty-five (35) participants received security deposit assistance and 99% of the FY'2019 grant has been expended to date. Once the FY'2019 grant is fully expended, the FY'2021 and FY'2022 grants will begin assisting the families.

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 currently at 99.44% yearly lease-up with 655 individuals on the waiting list. Asbury Meadows has zero vacancies currently. Additional information on residents: Fifteen (15) are currently enrolled in the FSS Program; two (2) residents are students; and seventeen (17) are employed either part-time or full-time.

Schnier indicated that Evergreen Meadows site is currently at 99.31% yearly lease-up with 603 individuals on the waiting list. Evergreen Meadows has zero vacancies currently. 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.

Housing Development

Schnier updated the Board on the Pocket Neighborhood in the City of Maquoketa. All ten (10) homes were completed and closed with a new first time home buyer. The ribbon cutting ceremony was held on September 27, 2022. In the spring of 2023, the remaining cements and grading will be completed.

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 are still active on the program. Staff also provide housing counseling 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 172 households who have completed the pre- and post-homeownership counseling course, with 132 households that went on to purchase a home. Presently, there are 33 active households using the Housing Counseling services.

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.

The FY'2022 grant was awarded for \$312,429. Projects included down payment assistance for one single family unit and nine single family owner-occupied rehab units; rental rehab/new development for units at West Ridge Apartments, Churchview Apartments, Mars Rental, LaCasa, JDT Development, and ECDC Pocket Neighborhood. These funds must be fully expended by December 31, 2023.

The FY'2023 funding was recently awarded for \$498,359. Projects included down payment assistance for one single family owner-occupied rehab unit; lead reduction for three rental rehabs; and rental rehab/new development for units at Pheasant Run, Tallgrass, EIRHC EM/AM, and EIRHC USDA. These funds must be fully expended by December 31, 2024.

Review and Approve Public Housing and Section 8 HCV program expenditures for November and December 2022

Schnier reviewed the disbursements for November and December 2022 Public Housing to include the following highlighted expenditures: \$5,866.85 to Clinton County Treasurer for PILOT payments; \$8,800.27 to Delaware County Treasure for PILOT payments; \$6,902.17 to Dubuque County Treasure for PILOT payments; \$6,557.06 to Jackson County Treasurer for PILOT payments; \$21,821.52 to East Iowa Mechanical for service calls; \$6,485.15 to MRI Software for Annual SaaS fee; \$3,285.00 to Ruthart Water & Drain for tub/shower install; and \$1,000.00 to Brad Deery Motors for vehicle deposit.

She continued with November and December 2022 Section 8 HCV expenditures highlighting the following: \$13,327.55 to clients for escrow payouts; \$2,024.00 to clients for HAP payments; \$451.00 to a client for a utility adjustment; \$212.50 to State of Iowa Auditors for filing fee; and \$18,780.17 to MRI software for annual SaaS fee.

Motion by Flogel, second by Hoeger to approve Public Housing and Section 8 HCV program expenditures for November and December 2022. The motion passed unanimously.

Review and Approve Public Housing Admissions and Continued Occupancy Policy Revisions – EIRHA Resolution #1-2023

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 November 1, 2022, include the following:

- Changes to policies regarding reasonable accommodations as related to utility allowances per the Utility Allowance Guidebook and other HUD regulations and requirements.
- Clarifications regarding family debts to the PHA as outlined in Notice PIH 2018-18 – Minor clarifications on applying the SSA COLA at annual and interim reexaminations per Notice PIH 2018-24.
- Additions and clarifications to account for the new version of the Public Housing Occupancy Guidebook, which is currently in development and being released chapter-by-chapter.
- Per Notice PIH 2021-29, changes to the timeframes under which a Notice to Vacate would be provided for nonpayment of rent under nationwide emergency orders.
- Revisions for the new Carbon Monoxide (CO) detector requirements as specified in Notice PIH 2022-01.
- Updates to definitions concerning the Family Self-Sufficiency (FSS) program as set forth in the final rule published in the Federal Register on May 17, 2022.
- Other clarifications and modifications to make sure the content is user-friendly, current and in compliance with all HUD regulations and guidance, and industry best practices.

Motion by Yeoman, second by Flogel to approve Public Housing Admissions and Continued Occupancy Policy Revisions – EIRHA Resolution #1-2023. The motion passed unanimously.

Review and Approve TenDocs software proposal for conversion of paperless files

Schnier informed the board that the housing department is proposing to convert all tenant files to on-line and paperless. Schnier informed the board the cost of the TenMast/MRI TenDocs software annually will be \$5,900.00. In addition, staff will complete a training program, which will be a one-time fee of \$1,750.00.

Motion by Boss, second by Hoeger to approve TenDocs software proposal for conversion of paperless files. The motion passed unanimously.

Review and Approve Maintenance Vehicle purchase

Schnier listed the proposed vehicle bids for the replacement of the Public Housing maintenance vehicle. She recommended going with the low bid which included the following: Brad Deery Motors bid for a 2023 Chevy Silverado at \$35,509.00, after trade-in of the current vehicle.

Motion by Boss, second by Yeoman to approve maintenance vehicle purchase. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenses for November and December 2022

Schnier reviewed the November and December 2022 expenditures for Mainstream Vouchers, including the following highlighted expenditure: \$1,378.64 to MRI Software for annual SaaS Fee. No other unusual expenditures.

Motion by Decker, second Flogel to approve the Mainstream Voucher expenditures for November and December 2022. The motion passed unanimously.

Review and Approve Foster Youth Initiative expenditures for November and December 2022

Schnier reviewed November and December 2022 expenditures for Foster Youth to Independence, including the following highlighted expenditure: \$61.96 to MRI Software for Annual SaaS Fee. No other unusual expenditures.

Motion by Yeoman, second by Hoeger to approve the Foster Youth to Independence Program expenditures for November and December 2022. The motion passed unanimously.

Review and Approve updated EIRHA procurement and capitalization policy – EIRHA Resolution #2-2023

Schnier stated staff updated the EIRHA procurement and capitalization policy as the small purchase threshold was raised to not exceed \$250,000 (from \$150,000). Also, anything under \$10,000 is the minimum capitalization threshold. Schnier indicated that the procurement and capitalization policy will be adopted as of January 1, 2023.

Motion by Hoeger, second by Boss to approve the updated EIRHA procurement and capitalization policy – EIRHA Resolution #2-2023. The motion passed unanimously.

Review and Approve Authorized signers for EIRHA bank accounts – EIRHA Resolution #3-2023

Schnier stated that Lisa Weinhold, who was the Director of Finance has retired, the banking institutions are requesting that the board approve the new Finance Director to be an authorized signer on the EIRHA bank accounts. Schnier indicated that Kelley Hutton Deutmeyer and Steve Stoffel will be signers on the EIRHA bank accounts.

Motion by Flogel, second by Boss to approve the authorized signers for EIRHA bank accounts – EIRHA Resolution #3-2023. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for November and December 2022

Schnier reported on the EIRHC USDA program expenditures for November and December 2022 which included the following: \$289.48 to MRI Software for annual SaaS Fee. Schnier indicated there were no other unusual expenditures.

Motion by Yeoman, second by Hoeger to approve the EIRHC USDA program expenditures for November and December 2022. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for November and December 2022

Schnier presented the EIRHC Evergreen Meadows expenditures for November and December 2022, which include the following cash disbursements: \$834.28 to CWRH for professional services; \$350.00 to Kruser Septic Service for the pump lift station; \$810.55 to MRI Software for Annual SaaS Fee; and \$350.00 to CWRH for professional services.

Schnier presented the Asbury Meadows expenditures highlighting the cash disbursements of \$810.54 to MRI Software for Annual SaaS Fee. No other unusual expenditures.

Motion by Decker, second by Flogel to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for November and December 2022. The motion pass unanimously.

Review and Approve updated EIRHC procurement and capitalization policy – EIRHC Resolution #1-2023

Schnier stated staff updated the EIRHA procurement and capitalization policy as the small purchase threshold was raised to not exceed \$250,000 (from \$150,000). Also, anything under \$10,000 is the minimum capitalization threshold. Schnier indicated that the procurement and capitalization policy will be adopted as of January 1, 2023.

Motion by Boss, second by Flogel to approve the updated EIRHC procurement and capitalization policy – EIRHC Resolution #1-2023. The motion passed unanimously.

Review and Approve Authorized signers for EIRHC bank accounts – EIRHA Resolution #2-2023

Schnier stated that Lisa Weinhold, who was the Director of Finance has retired, the banking institutions are requesting that the board approve the new Finance Director to be an authorized signer on the EIRHA bank accounts. Schnier indicated that Kelley Hutton Deutmeyer and Steve Stoffel will be signers on the EIRHA bank accounts.

Motion by Boss, second by Yeoman to approve the authorized signers for EIRHC bank accounts – EIRHC Resolution #2-2023. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for November and December 2022

Schnier went on to review the EIRH TC Corp expenditures for November and December 2022 noting \$780.00 to J&D Catering for catered food for board meetings; \$8,380.35 to Mississippi Valley Pump to change out the lift station pump; \$1,407.99 to MRI Software for Annual SaaS fee. There were no other unusual EIRH TC Corp expenditures.

Motion by Decker, second by Hoeger to approve EIRH TC Corp program expenditures for November and December 2022. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for November and December 2022

Schnier stated there were no unusual TBRA expenditures for the months of November and December 2022.

Motion by Yeoman, second by Flugel to approve the Tenant Based Rent Assistance Expenditures for November and December 2022. The motion passed unanimously.

Other Business

Theisen's Grant

Staff applied for the Theisen grant and was awarded \$1,500.00. This initiative will provide school supplies to K-12 aged children residing at the Asbury Meadows and Evergreen Meadows sites.

Rehab Homes

Schnier stated that staff are working with a local realtor to sell the rehab homes in Lost Nation and Dyersville. The cost of upkeep of these units is no longer cost-effective for the Housing Authority.

Bill Rediger

Schnier informed the board that Bill Rediger passed away and a memorial card will be sent on behalf of the board to the family.

Next Meeting – Thursday, March 23, 2023 at 4:30 pm

Schnier noted the date of Thursday, March 23, 2023 at 4:30 p.m. for the next Housing meeting.

Adjournment

Motion by Hoeger, second by Flugel to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:12 p.m.

Respectfully Submitted,



Michelle Schnier
Director of Housing and Support Services