

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

Date: Wednesday, November 6, 2024
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> Abigail Spiegel
<i>Dubuque County</i> | <input checked="" type="checkbox"/> Dawn Smith**
<i>Cedar County</i> | <input type="checkbox"/> Sarah Maurer*
<i>(alternative for Delaware County)</i> | <input type="checkbox"/> Jake Ellwood**
<i>Jones County</i> |
| <input type="checkbox"/> Sue Hoeger
<i>Dubuque County</i> | <input type="checkbox"/> Heather Jones
<i>Cedar County</i> | <input checked="" type="checkbox"/> Donna Boss**
<i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Mark Hunt**
<i>City of Bettendorf</i> |
| <input checked="" type="checkbox"/> Karen Adams
<i>Dubuque 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 checked="" type="checkbox"/> Decker Ploehn
<i>City of Bettendorf</i> |
| <input checked="" type="checkbox"/> Joanne Guise
<i>Clinton County</i> | <input type="checkbox"/> Vacant
<i>Delaware County</i> | <input type="checkbox"/> Jessica Franzen
<i>Jackson County</i> | <input type="checkbox"/> Vacant
<i>ECIA</i> |
| <input checked="" type="checkbox"/> Linda Duesing (VC)
<i>Clinton County</i> | <input checked="" type="checkbox"/> Linda Gaul
<i>Delaware County</i> | <input type="checkbox"/> Kathy Seyfert
<i>Jackson County</i> | |

Others Present: Chandra Ravada; Mindy Wiley, Steve Stoffel, Mike Temp, Marilyn Kern, Mark Breitbach, Gary Langel, Steve Sauer, Cindy Recker, Lindsey Domeyer, Rebecca Kennedy, Lynn Lampe

Staff Present:

- Michelle Schnier**
*Alternative
- 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 4:44 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC annual meeting November 1, 2023, and EIRHA and EIRHC September 19, 2024, meeting

Motion by Duesing, second by Gaul to approve the minutes from the EIRHA and EIRHC November 1, 2023, annual meeting and September 19, 2024, meeting. The motion passed unanimously.

Election of EIRHA/EIRHC Board of Directors

Schnier stated that according to the EIRHA & EIRHC Bylaws, at the annual meeting, up to three commissioners from each county are elected to serve on the board. From this group, the Board of Directors would be appointed to serve a one-year term.

After review of the commissioners and current board, the following Commissioners were elected to serve on the EIRHA and EIRHC Board of Directors:

Cedar County	Heather Jones, Dawn Smith, Steve Sauer
Clinton County	Linda Duesing, Joanne Guise
Delaware County	Chuck Niehaus, Donna Boss, and Linda Gaul with Sarah Maurer, and Lindsey Domeyer as alternates
Dubuque County	Sue Hoeger, Karen Adams, and Abigail Spiegel with Cindy Recker as alternate
Jackson County	Jessica Franzen, Kathy Seyfert and Terry Creegan as the City of Maquoketa representative, per the MOU
Jones County	Jake Ellwood
City of Bettendorf	Mark Hunt and Decker Ploehn, per the MOU

Motion by Hunt, second by Duesing, to approve the election of the EIRHA/EIRHC Board of Directors. The motion passed unanimously.

Election of EIRHA/EIRHC Officers

Schnier reviewed the procedures on the election of EIRHA and EIRHC officers. Schnier asked the officers present if they were still interested in maintaining their positions. Schnier then asked if any other board members from the list above had an interest in serving as an officer to the board. There was no further interest expressed from the board members.

Motion by Decker, second by Gaul to approve the election of EIRHA/EIRHC Officers as follows:

- Chair – Chuck Niehaus
- Vice-Chair – Linda Duesing
- Treasurer – Mark Hunt
- Secretary – Michelle Schnier

The motion passed unanimously.

Review and Approve EIRHA FY 2024 Audit – Tostrud and Temp

Mike Temp, a Certified Public Accountant for Tostrud & Temp, S.C., presented the Financial Statements and Independent Audit Report for FY 2024. This report gives an overall picture of the financial information for the Housing Authority as well as a Management Discussion and Analysis (MD&A). Temp reviewed the auditor’s report in detail including the standards as required by HUD and the Auditor’s opinion. Temp then reported that the Eastern Iowa Regional Housing Authority had a clean audit as well as complying with the Government Auditing Standards and the OMB Circular A-133.

Schnier thanked Mike Temp for their service over the contracted audit years. Tostrud & Temp have informed the agency that they would be retiring after the FY 2024 audit. ECIA will be going out to bid for the FY 2025 agency audit.

Motion by Duesing, second by Hunt to approve the EIRHA FY 2024 Audit – Tostrud & Temp. The motion passed unanimously.

Presentation of FY 2024 Annual Report

Schnier presented the FY 2024 Annual Report with a brief update on all the programs and services the Housing Authority has to offer, including, Section 8 Housing Choice Voucher, Mainstream Voucher, Foster Youth to Independence, Public Housing, Tenant Based Rental Assistance (TBRA), Family and Elderly Self-Sufficiency programs, Home Ownership/Housing Counseling programs, EIRHC Housing Trust Fund (HTF), USDA, EIRHC Evergreen Meadows and Asbury Meadows.

Review and Approve Public Housing and Section 8 (HCV) program expenditures for September and October 2024

Schnier reviewed the cash account balances for Section 8 HCV and Public Housing disbursements.

Schnier began by highlighting the September and October Public Housing disbursements which include the following expenditures: \$11,680.00 to BP Roofing for removal and replacement of roof; \$3,457.00 to Eric Esser Construction for removal and replacement of windows; \$26,032.00 to Coyles Contracting for bathroom remodel and replacing windows; \$20,020.60 to Ness Flooring for flooring; \$135.20 to Amazon for monthly charges; \$665.66 to CWCR&H for professional services; \$9,653.82 to MRI software for the Tenmast Annual Software Support Contract; and \$12,814.87 to East Iowa Mechanical for service calls. Schnier noted there were no other unusual expenditures.

Schnier continued with September and October Section 8 HCV highlighted expenditures: \$1,078.00 to Mid-America Property Management for FSS tenant escrow payout; \$633.23 to Tires Plus for FSS tenant escrow payout; \$283.10 to Amazon for monthly charges; \$6,400.00 to U.S Inspection Group for NSPIRE Training; and \$23,832.36 to MRI Software for IVR calls and the Tenmast Annual Software Support Contract. Schnier noted there were no other unusual expenditures.

Motion by Boss, second by Duesing to approve the Public Housing and Section 8 HCV program expenditures for September and October 2024. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for September and October 2024

Schnier indicated the following expenditures: \$2,105.97 to MRI Software for the Tenmast Annual Software Support Contract. Schnier noted there were no other unusual expenditures.

Motion by Duesing, second by Guise to approve the Mainstream Voucher Program expenditures for September and October 2024. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for September and October 2024

Schnier reported on the EIRHC USDA program expenditures for September and October 2024, highlighting the cash disbursements of: \$375.00 to Suthers Tree for trimming of trees; \$324.75 to MRI Software for the Tenmast Annual Software Support Contract. Schnier indicated there were no other unusual expenditures.

Motion by Guise, second by Gaul to approve the EIRHC USDA program expenditures for September and October 2024. The motion passed unanimously.

Review and approve financial reports for Grand Mound and Worthington

Schnier reported on the financial reports for Worthington stating the total cash sources is \$35,892.75, total cash usage is \$43,086.24, with a net cash deficit of (\$7,193.49). Operating and

maintenance expenses were \$18,710.26 with a balance for Operating Reserves currently at \$15,366.65.

Schnier reported on the Grand Mound financials with total cash sources at \$44,111.38, total cash usage at \$48,666.42 with a net cash deficit of (\$4,555.04). Operating and maintenance expenses were \$14,094.84 with a balance for the Operating Reserve currently at \$32,093.17.

Motion by Guise, second by Hunt to approve the financial reports for Grand Mound and Worthington. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for September and October 2024

Schnier presented the EIRHC Evergreen Meadows expenditures for September and October 2024, noting the cash disbursements of \$1,000.00 to Iowa Finance Authority for the HOME loan interest only payment. Schnier indicated there were no other unusual expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures highlighting the cash disbursements of \$5,060.00 to Eric Esser Construction for removal and replacement of windows; \$6,316.31 to East Iowa Mechanical for service calls; and \$6,116.44 to MidAmerica Basement Systems for service calls. Schnier indicated there were no other unusual expenditures.

Motion by Duesing, second by Spiegel to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for September and October 2024.

Review and Approve EIRH TC Corp program expenditures for September and October 2024

Schnier went on to review the EIRH TC Corp expenditures for September and October noting \$382.50 to J&D Catering for food for board meetings; and \$886.66 to MRI Software for the Tenmast Annual Software Support Contract. Schnier indicated there were no other unusual expenditures.

Motion by Boss, second by Kern to approve the Asbury Meadow and EIRH TC Corp program expenditures for September and October 2024. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for September and October 2024

Schnier indicated there were no unusual expenditures to highlight.

Motion by Duesing, second by Spiegel to approve the Tenant Based Rent Assistance Expenditures for September and October 2024. The motion passed unanimously.

Other Business

Schnier reported that the ECIA Community Development Department was recently awarded another Lead Based Paint Grant to cover Jones and Scott counties. This grant will be implemented effective January 1, 2025.

Adjournment

Motion by Duesing, second by Kern to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:54 p.m.

Respectfully Submitted,

Michelle Schnier
Director of Housing and Support Services