

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

Date: Thursday, May 15, 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: Mindy Wiley, Rebecca Kennedy, Carl Reimer

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 Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC March 20, 2025, meeting

Motion by Duesing, second by Gaul to approve the minutes from the EIRHA and EIRHC March 20, 2025, 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. The Public Housing program is presently at 99.32% 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 6,544 families on the waiting list as of May 2025. Estimated wait time is 18 to 24 months.

Section 8 HCV Family Self-Sufficiency (FSS)

Schnier said there are currently ninety-four (94) clients enrolled in the Section 8 HCV FSS program with an average monthly escrow balance of \$983. Since the last update, there have been two successful completions.

Public Housing ROSS Family Self-Sufficiency (FSS) Program

Schnier reported that forty (40) clients are currently being served by the Public Housing FSS program with the average escrow of \$307.

ROSS Elderly Self-Sufficiency (ESS) Program

The ROSS ESS program has served one hundred seventy-two (172) participants to date with fifty-nine (59) current active clients. Schnier indicated in April 2024, EIRHA was awarded funding in the amount of \$233,197 to cover the Service Coordinator position. The three-year grant is from April 2024 to May 2027. In March and April, the Iowa State University (ISU) Extension have provided financial education workshops and continue to collaborate with residents on the raised garden beds that they received through the ISU grant.

Mainstream Voucher Program

Schnier stated the Mainstream Voucher Program assists individuals between the ages of 18-61 with disabilities. Schnier reported that sixty-seven (67) families have been housed. EIRHA has an Annual Contributions Contract (ACC) to assist seventy-nine families and was recently awarded ten additional vouchers, bringing the total to eighty-nine. The overall expenditure rate is 91%.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Section 8 HCV program waiting list. Families are assisted through TBRA until they can transition over to the Section 8 HCV program. Currently there are forty (40) participants being served with monthly Housing Assistance Payments. The current grant is projected to be fully expended by 8/31/25. Staff have submitted a grant application for additional funding and the Iowa Finance Authority is projected to announce these awards in September 2025.

EIRHC USDA lease-up

The Worthington and Grand Mound USDA units are at 100% lease-up. 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 99.24% yearly lease-up with 1,128 individuals on the waiting list. Additional information on residents: ten (10) are currently enrolled in the FSS Program; six (6) residents are students; and eighteen (18) are employed either part-time or full-time.

Schnier indicated that Asbury Meadows is currently at 97.73% yearly lease-up with 1,352 individuals on the waiting list. Additional information on residents: Thirteen (13) are currently enrolled in the FSS Program; six (6) residents are students; and twenty-four (24) 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 HCV Homeownership Program purchased a home using their HCV for mortgage assistance. Thirteen (13) 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. EIRHA has provided Housing Counseling Services to one hundred seventy-four (174) households who completed the pre and post homeownership counseling course, with one hundred thirty-five (135) households that went on to purchase a home. There are currently thirty (30) active households utilizing the 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.

An award of \$501,190 was granted in January 2024. Projects include down payment assistance for 1 home; owner occupied rehabilitation for twelve (12) single family homeowners; lead reduction for eight (8); and rental rehab/new development for twenty-eight (28) units for Catholic Charities; fifty-six (56) units for EIRHC AM/EM; ten (10) units for EIRHC USDA; one (1) unit at JDT Development; and one (1) house in Calamus. These funds must be fully expended by December 31, 2025.

Another award of \$548,074 was granted in January 2025. Projects include down payment assistance; owner occupied rehabilitation; and rental rehab/new development for twenty-three (23) units for EIRHC AM/EM; four (4) units for EIRHC USDA; fifty-six (56) units for Keystone Inc. These funds must be fully expended by December 31, 2026.

Lead Risk Assessment Demonstration Grant (LRAD)

LRAD is a pilot program newly introduced by HUD that aims to demonstrate the feasibility of conducting Lead-Based Paint Risk Assessments in pre-1978 units occupied by Housing Choice Voucher (HCV) assisted families. Schnier informed the board the grant amount is \$300,000 was awarded 1/1/14 and completion of grant is January 2027. Inspections are ongoing with the total number of units that have had a lead-based paint inspections to date at 19 and a total of fourteen that have tested positive for lead risks.

Review and Approve Public Housing and Section 8 HCV program expenditures for March and April 2025

Disbursements for March and April Public Housing include the following highlighted expenditures: \$12,460 to BP Roofing for replacement of roof, \$30,431.37 to East Iowa Mechanical for service calls, \$3,159.28 to Reginetta Tate for escrow payout, \$2,865 to Coyles Contracting for replace storm doors, and \$5,763.20 to Globalcom Technologies for intercom replacement. Schnier noted that many of these expenditures are covered under the Capital Fund Grant or the Housing Related Hazards Grant.

She continued with March and April Section 8 HCV expenditures highlighting the following: \$3,439.72 to Teyana Nash for escrow payout; and \$572.13 to Denita Barron for escrow payout.

Motion by Spiegel, second by Guise to approve Public Housing and Section 8 HCV program expenditures for March and April 2025. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenditures for March and April 2025

Schnier reviewed the March and April expenditures for Mainstream Vouchers, indicating there were no unusual expenditures.

Motion by Duesing, second by Franzen to approve the Mainstream Voucher Program expenditures for March and April 2025. The motion passed unanimously.

Review and approve updated income limits – EIRHA Resolution #8-2025

Schnier reviewed the HUD income limits for Public Housing and Section 8 HCV, which were retroactive to April 1, 2025, when HUD published them. Schnier stated that the income limits have increased slightly this year.

Motion by Hoeger, second by Guise to approve updated income limits – EIRHA Resolution #8-2025. The motion passed unanimously.

Review and Approve Public Housing Flat Rent Policy – EIRHA Resolution #10-2025

Schnier referenced the Public Housing Flat Rent Policy-EIRHA Resolution #10-2025, noting that this is an annual requirement by HUD to review and update. The Flat Rent was implemented to eliminate the disincentive of constantly increasing income-based rents for upwardly mobile families in Public Housing, thus allowing them to stay longer to save money for homeownership or move to non-assisted housing while paying a fair rent to EIRHA. A Notice of Public Hearing for the Public Housing Flat Rent Policy was advertised in seven counties. This policy is effective July 1, 2025.

Motion by Duesing, second by Smith to approve the Public Housing Flat Rent Policy – EIRHA Resolution #10-2025. The motion passed unanimously.

Review and write off outstanding Public Housing tenant past due balances-EIRHA Resolution #11-2025

Schnier reviewed the outstanding Public Housing tenant balances and requested that those charges be written off the books. The total write-off for July 1, 2024 through June 30, 2025 for five tenants will be \$3,737.55.

Motion by Franzen, second by Hoeger to approve write-off outstanding Public Housing tenant past due balances – EIRHA Resolution #11-2025. The motion passed unanimously.

Review and Approve MRI PHA Pro Software conversion contract

Schnier stated that EIRHA currently utilizes the Ten Mast WinTen2 Housing Authority Software. In October of 2017, MRI announced the acquisition of Ten Mast Software. In May 2024, MRI Software established MRI PHA Pro, its flagship public housing and voucher management compliance solution. As a result, the current Ten Mast WinTen2 software will no longer be supported, and the MRI PHA Pro will replace the current system.

Motion by Hoeger, second by Spiegel to approve the MRI PHA Pro Software conversion contract. The motion passed unanimously

Review and Approve EIRHC USDA program expenditures for March and April 2025

Schnier reviewed March and April expenditures for EIRHC USDA, indicating not unusual expenditures.

Motion by Franzen, second by Guise to approve the EIRHC USDA program expenditures for March and April 2025. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2025

Schnier presented the EIRHC Evergreen Meadows expenditures for March and April 2025, indicating no unusual expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures for March and April 2025, highlighting the following disbursements: \$14,764 to Ness Flooring for flooring; \$62,000 to Recker Construction for down payment on the roof installation; \$2,610.95 to East Iowa Mechanical for service calls; and \$2,095 to Eric Esser for installation of windows. Schnier noted that these expenditures are covered un the EIRHC HTF grant.

Motion by Spiegel, second by Hoeger to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2025. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for March and April 2025

Schnier reviewed the EIRH TC Corp expenditures for March and April indicating there were no unusual expenditures.

Motion by Guise, second by Hoeger to approve EIRH TC Corp program expenditures for March and April 2025. The motion passed unanimously.

Review and Approve Asbury Meadows and Evergreen Meadows delinquent accounts EIRHC Resolution #2-2025

Schnier reviewed Asbury Meadows and Evergreen Meadows delinquent accounts and requested that those charges be written off the books. The total write-off for July 1, 2024 through June 30, 2025, is \$295.00 for one tenant at Asbury Meadows and a total of \$1,482.00 for one tenant at Evergreen Meadows.

Motion by Spiegel, second by Guise to approve Asbury Meadows and Evergreen Meadows delinquent accounts – EIRHC Resolution #2-2024. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for March and April 2025

Schnier stated there were no unusual TBRA expenditures for the months of March and April.

Motion by Duesing, second by Ellwood to approve the Tenant Based Rent Assistance Expenditures for March and April 2025. The motion passed unanimously.

Other Business

Evergreen Meadows HOME Loan

Schnier informed the board that the Evergreen Meadows HOME loan which requires no pay-off for Evergreen Meadows was presented to the Iowa Finance Authority (IFA) board on 5/7/25 and was approved. Staff are waiting on the documents from IFA legal to finalize this. In addition, the conventional loan on the property will be paid in full by 11/1/25 and the property will be debt free.

Next Meeting – Thursday, July 24, 2025, at 4:30 p.m.

Schnier noted the date of Thursday, July 24, 2025, at 4:30 p.m. for the next Housing meeting which will be conducted through both options of in person or via zoom.

Adjournment

Motion by Spiegel, second by Smith to adjourn the meeting. The motion passed unanimously.
The meeting adjourned at 5:09 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Michelle Schnier". The script is cursive and fluid.

Michelle Schnier
Director of Housing and Support Services