

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

Date: Thursday, May 16, 2023
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

Abigail Spiegel
Dubuque County

Dawn Smith
Cedar County

Sarah Maurer*
(alternative for Delaware County)

Jake Ellwood
Jones County

Sue Hoeger
Dubuque County

Heather Jones
Cedar County

Donna Boss*
(alternative for Delaware County)

Mark Hunt
City of Bettendorf

Karen Adams
Dubuque County

Chuck Niehaus (chair)
Delaware County

Terry Creegan
City of Maquoketa

Decker Ploehn
City of Bettendorf

Joanne Guise
Clinton County

Leo Roling
Delaware County

Jessica Franzen
Jackson County

Vacant
ECIA

Linda Duesing (VC)
Clinton County

Linda Gaul
Delaware County

Kathy Seyfert
Jackson County

Others Present:

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 March 21, 2024 meeting

Motion by Seyfert, second by Hoeger to approve the minutes from the EIRHA and EIRHC March 21, 2024 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 and staff will pull from the waiting list to fill these units. The Public Housing program is presently at 98.53% 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 4,440 families on the waiting list as of April 2024. The voucher program lease up is at 103.73% expended.

Section 8 HCV Family Self-Sufficiency (FSS)

Schnier said there are currently ninety-one (91) clients enrolled in the Section 8 HCV FSS program with an average monthly escrow balance of \$498. Since the last update, there have been two successful completions.

Public Housing ROSS Family Self-Sufficiency (FSS) Program

Schnier reported that forty-one (41) clients are currently being served by the Public Housing FSS program with the average monthly escrow of \$304. There was one successful completion with an escrow payout of \$29,565.

ROSS Elderly Self-Sufficiency Program

The ROSS ESS program has served one hundred sixty-eight (168) participants to date with sixty-two (62) current active clients. Schnier indicated in April 2021, EIRHA was awarded funding in the amount of \$239,250 to cover the Service Coordinator position. The three-year grant was from April 2021 to April 2024. In April and May the ISU Extension have provided nutritional education services on-site with a container gardening workshop and information about avoiding food insecurities with the SNAP program.

Schnier indicated this three-year grant has been closed out, staff are waiting on receipt of new grant funds.

Mainstream Voucher Program

Schnier stated the Mainstream Voucher Program assists individuals between the ages of 18-61 with disabilities. Schnier reported that eighty-three (83) families have been housed. EIRHA has an Annual Contributions Contract (ACC) to assist 79 families and was recently awarded 10 additional vouchers, bringing the total to 89. The overall expenditure rate is 104.90%.

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 fifty-one (51) participants being served with monthly Housing Assistance Payments and 98% of the grant has been expended to date. Once the 2021 funds are fully expended, the 2022 grant will begin expending funds.

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 93.33% yearly lease-up with 727 individuals on the waiting list. Additional information on residents: ten (10) 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 96.56% yearly lease-up with 883 individuals on the waiting list. Additional information on residents: sixteen (16) are currently enrolled in the FSS Program; two (2) 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-two (32) applicants have been assisted in the Section 8 HCV Homeownership Program where they purchased a home using their HCV towards the monthly mortgage payments. Fourteen (14) 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 have completed the pre and post homeownership counseling course, with one hundred thirty-four (134) households that went on to purchase a home. There are currently twenty-four (24) active households utilizing the services. EIRHA has recently applied for Housing Counseling NOFO and is waiting for award notification by the Department of Housing and Urban Development.

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.

The FY'23 award of \$498,359 projects include owner occupied rehabilitation for one (1) single family homeowner; lead reduction for three (3) rental rehab units; 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) EIRHC AM/EM unites; and ten (10) EIRHC USDA unites. These funds must be fully expended by December 31, 2024.

The FY24 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, 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 and completion of the grant is January 2027. Inspections are getting under way and 1% of the grant has been expended.

Review and Approve Public Housing and Section 8 HCV program expenditures for March and April 2024

Disbursements for March and April 2024 Public Housing include the following highlighted expenditures: \$239.00 to Nan McKay for ACOP HOTMA changes; \$44,029 to Coyles Contracting for repairs; \$6,520.45 to Eric Esser Construction for repairs; 78,961.13 to East Iowa Mechanical for work and service calls; \$9,066.79 to MidAmerica Basement Systems for service; \$1,497.08 to CWCR&H for professional services; \$750 to Willenborg Tree Service for tree

removal; and \$26,801.65 to Ness Flooring for flooring. Schnier noted many of these expenses are paid for through the CFP Housing Hazards grant.

She continued with March and April Section 8 HCV expenditures highlighting the following: \$6,400 to U.S. Inspection Group for NSPIRE training class; \$2,579.12 to Shantell Beechum for escrow payout; \$359 to Nan McKay for model Admin Plan; and \$238.88 to State of Iowa Department of Inspections for a client case.

Motion by Guise, second by Duesing to approve Public Housing and Section 8 HCV program expenditures for March and April 2024. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenditures for March and April 2024

Schnier reviewed the March and April 2024 expenditures for Mainstream Vouchers, indicating there were no unusual expenditures

Motion by Cregan, second by Guise to approve the Mainstream Voucher Program expenditures for March and April 2024. The motion passed unanimously.

Review and approve updated income limits – EIRHA Resolution #11-2024

Schnier reviewed the HUD income limits for Public Housing and Section 8 HCV, which will be retroactive to April 1, 2024, when they were published by HUD. Schnier stated that the income limits have increased slightly this year.

Motion by Duesing, second by Guise to approve updated income limits – EIRHA Resolution #11-2024. The motion passed unanimously.

Review and Approve Public Housing Flat Rent Policy – EIRHA Resolution #13-2024

Schnier referenced the Public Housing Flat Rent Policy-EIRHA Resolution #13-2024, 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 resolution is effective July 1, 2024.

Motion by Creegan, second by Hoeger to approve the Public Housing Flat Rent Policy – EIRHA Resolution #13-2024. The motion passed unanimously.

Review and write off outstanding Public Housing tenant past due balances-EIRHA Resolution #14-2024

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, 2023 through June 30, 2024 for six tenants will be \$4,377.55.

Motion by Creegan, second by Duesing to approve write-off outstanding Public Housing tenant past due balances – EIRHA Resolution #14-2024. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for March and April 2024

Schnier reviewed March and April 2024 expenditures for EIRHC USDA, indicating the following expenditures: \$1,260 to Eric Esser Construction for service; and \$1,044.85 to East Iowa Mechanical for service. No other unusual expenditures.

Motion by Seyfert, second by Duesing to approve the EIRHC USDA program expenditures for March and April 2024. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2024

Schnier presented the EIRHC Evergreen Meadows expenditures for March and April 2024, indicating the following expenditures: \$1,592.50 to Eric Esser Construction for rehab; and \$2,900 to Ness Flooring for flooring.

Schnier presented on the EIRHC Asbury Meadows expenditures for March and April 2024, highlighting the following disbursements: \$232.50 to Eric Esser Construction for kitchen remodel; \$19,475.32 to Ness Flooring for flooring; and \$802.55 to East Iowa Mechanical for service calls.

Motion by Duesing, second by Hunt to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2024. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for March and April 2024

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

Motion by Duesing, second by Guise to approve EIRH TC Corp program expenditures for March and April 2024. The motion passed unanimously.

Review and Approve Asbury Meadows and Evergreen Meadows delinquent accounts – EIRHC Resolution #2-2024

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, 2023 through June 30, 2024, is \$7,280.00 for five tenants at Asbury Meadows and a total of \$9,479.00 for six tenants at Evergreen Meadows.

Motion by Creegan, second by Duesing 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 2024

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

Motion by Duesing, second by Gaul to approve the Tenant Based Rent Assistance Expenditures for March and April 2024. The motion passed unanimously.

Other Business

NSPIRE

Schnier informed the board that the HUD inspector completed the NSPIRE inspections on the Public Housing units in April. Schnier stated the preliminary score is 94/100. Staff were pleased with these scores as it was the first year for these inspections. Schnier stated since the PHA scored above 90, the next HUD NSPIRE inspections will be performed every 3-5 years. Schnier gave kudos to staff for all their hard work with getting the units ready for inspections.

Next Meeting – Thursday, July 20, 2024 at 4:30 p.m.

Schnier noted the date of Thursday, July 20, 2024, 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 Boss, second by Gaul to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:21 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Michelle Schnier". The signature is written in a cursive style and is positioned above the typed name.

Michelle Schnier
Director of Housing and Support Services