

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

Date: Thursday, May 20, 2021
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|---|---|--|---|
| <input checked="" type="checkbox"/> James Fogel (chair)
<i>Dubuque County</i> | <input type="checkbox"/> Joanne Guise
<i>Clinton County</i> | <input checked="" type="checkbox"/> Sarah Maurer*
<i>(alternative for Delaware County)</i> | <input type="checkbox"/> Mary Gibson
<i>Jackson County</i> |
| <input checked="" type="checkbox"/> Al Schilling (vice-chair)
<i>Dubuque County</i> | <input type="checkbox"/> Cliff Bunting
<i>Delaware County</i> | <input checked="" type="checkbox"/> Linda Gaul*
<i>alternative for 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
<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"/> Laura Twing
<i>Cedar County</i> | <input checked="" type="checkbox"/> Leo Roling
<i>Delaware County</i> | <input checked="" type="checkbox"/> Tim Roth
<i>Jackson County</i> | <input checked="" type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input type="checkbox"/> Linda Duesing
<i>Clinton County</i> | <input type="checkbox"/> Donna Boss*
<i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Kathy Seyfert
<i>Jackson County</i> | |

EIDC Board of Directors Present:

- | | | | |
|---|--|---|--|
| <input checked="" type="checkbox"/> Jim Fogel
<i>Dubuque County</i> | <input type="checkbox"/> Pat Johnson
<i>City of Asbury</i> | <input type="checkbox"/> Cindy Recker
<i>City of Peosta</i> | <input checked="" type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input type="checkbox"/> Cliff Bunting
<i>Delaware County</i> | <input checked="" type="checkbox"/> Rhonda Seibert
<i>NICC</i> | <input checked="" type="checkbox"/> Deb McDonough
<i>City of Peosta</i> | |

Others Present: Lisa Weinhold, ECIA; Mike Temp, Tostrud & Temp

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/EIDC Board

Call to Order

The EIRHA, EIRHC and EIDC Board meeting was called to order at 4:34 p.m. by Board Chair, James Fogel. Introductions were made at this time.

Review and Approve Minutes of EIRHA, EIRHC and EIDC March 25, 2021 meeting

Motion by Ploehn, second by Niehaus to approve the minutes from the EIRHA, EIRHC and EIDC March 25, 2021 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 units vacant. The Public Housing program is presently at 98.16% lease-up for the year.

Section 8 HCV lease-up and waiting list

Schnier noted that the Section 8 HCV program has 5,470 families on the waiting list as of May 2021. The yearly lease-up is currently at 90.21% with expenditures at 96.09%, based on the current projected budget figures.

Section 8 HCV and PH FSS Program

Schnier said there are currently one hundred twenty (120) clients enrolled in the Section 8 Housing Choice Voucher (HCV) FSS program with an average monthly escrow balance of \$291. Since the last update, there were three successful completions.

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 the highest escrow of \$25,093. Clients can be on the FSS program for up to five years.

ROSS Elderly Self-Sufficiency Program

The ROSS Elderly Self-Sufficiency (ESS) program has served one hundred forty-six (146) participants to date with sixty-one (61) 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 grant is from April 2021 to April 2024.

Mainstream Voucher Program

Schnier stated the Mainstream Voucher Program is a new program as of February 2020 that assists individuals between the ages of 18-61 with disabilities. Schnier reported one hundred sixty-three vouchers have been issued for the Mainstream program and seventy-nine families have been housed.

Foster Youth Initiative – Tenant Protection Voucher Program

Schnier informed the Board the FYI-TPV Program through the Department of Housing and Urban Development (HUD) and is currently processing applications of youth identified by the local Public Child Welfare Agency (PCWA) for assistance. EIRHA can receive up to 25 vouchers within a fiscal year. The applicants 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. Currently there are two clients receiving assistance through the Foster Youth to Independence Program.

Tenant Based Rent Assistance Program

Schnier indicated that TBRA clients are pulled from the Section 8 Housing Choice Voucher program waiting list. Families are assisted through TBRA until they can transition over to the Section 8 Housing Choice Voucher program. Currently there are sixty-four (64) participants being served with monthly Housing Assistance Payments, thirty-five (35) participants received security deposit assistance and 93.34% of the grant has been expended to date.

Schnier informed the Board that due to little interest in the TBRA Derecho Program, the awarded contract with IFA has been terminated.

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 95.83% yearly lease-up with 2,295 individuals on the waiting list. Evergreen Meadows has no vacancies at this time. Additional information on residents: eleven (11) are currently enrolled in the FSS Program; three (3) residents are students; and seventeen (17) are employed either part-time or full-time.

Schnier indicated that Asbury Meadows is currently at 99.06% yearly lease-up with 1,426 individuals on the waiting list. Asbury Meadows has one (1) vacancy currently.

Additional information on residents: Fifteen (15) are currently enrolled in the FSS Program; one (1) resident is a student; and sixteen (16) are employed either part-time or full-time.

Housing Development/Maquoketa Pocket Neighborhood

Schnier said staff continue to work with the East Central Development Corporation (ECDC) in partnership with the EIRHC Housing Trust Fund (HTF) on site development of a Pocket Neighborhood in Maquoketa. Schnier informed the Board that Nemmers Realty has been secured to assist with the sale of the homes. Currently seven homes have started construction, 2 of which have closed, 3 homes will be ready to close within the next month and 2 home have potential buyers.

Homeownership Programs

Schnier reported the Housing Authority has sold six (6) Public Housing units to date. A total of twenty-nine (29) applicants in the Section 8 Housing Choice Voucher (HCV) Homeownership Program purchased a home using their HCV for mortgage assistance. Fifteen (15) participants remain active on the program. Staff also provide housing counseling services 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 one hundred sixty-four (164) households who have completed the pre and post homeownership counseling course, with one hundred twenty-five (125) households that went on to purchase a home. Presently, there are thirty-two (32) active households using the Housing Counseling services. She informed board members that in June of 2020 EIRHA was awarded a Housing Counseling Grant in the amount of \$12,096, these funds were expended as of March 2021.

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. Another award of \$284,181 was granted in January 2020. Projects include down payment assistance for six single family homeowners; lead reduction for three single family units; rehabilitation for rental rehab/new development for five homes to be constructed in the Pocket Neighborhood in the City of Maquoketa; and Evergreen Meadows rental rehab for thirteen (13) units. These funds must be fully expended by December 31, 2021.

Another award of \$312,429 was granted in January 2021. Projects include owner-occupied rehabilitation for five (5) single family homeowners; and rental rehab/new development for thirty-two (32) units at Asbury Meadows; twelve (12) units at Evergreen

Meadows; ten (10) units at West Ridge Apartments/Churchview Apartments; sixteen (16) units at Yankee Settlement; and four (4) units at Lawrence Investments. These funds must be fully expended by December 31, 2021.

Review and Approve Public Housing and Section 8 HCV program expenditures for March and April 2021

Disbursements for March and April Public Housing include the following highlighted expenditures: \$239.00 to Nan McKay & Associates for model ACOP revision; \$2,017.00 to Welter Storage Equipment for office furniture; \$21,456.14 to ServePro of Dubuque for fire-smoke damage; \$13,222.39 to East Iowa Mechanical for service calls; \$17,890.00 to Coyles Contracting for culver repairs.

She continued with March and April Section 8 HCV expenditures highlighting the following: \$239.00 to Nan McKay & Associates for model admin plan.

Motion by Gaul, second by Creegan to approve Public Housing and Section 8 HCV program expenditures for March and April 2021. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenditures for March and April 2021

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

Motion by Ploehn, second by Twing to approve the Mainstream Voucher expenditures for March and April 2021. The motion passed unanimously.

Review and Approve Foster Youth Initiative expenditures for March and April 2021

Schnier reviewed March and April expenditures for Foster Youth to Independence, indicating there were no unusual expenditures.

Motion by Roling, second by Gaul to approve the Foster Youth Initiative expenditures for March and April 2021. The motion passed unanimously.

Review and Approve updated income limits – EIRHA Resolution #3-2021

Schnier reviewed the HUD income limits for Public Housing and Section 8 HCV, which were retroactive to April 1, 2021. Schnier stated for the first time in awhile the income limits have decreased.

Motion by Niehaus, second by Roling to approve updated income limits – EIRHA Resolution #3-2021. The motion passed unanimously.

Review and Approve Public Housing Flat Rent Policy – EIRHA Resolution #6-2021

Schnier referenced the Public Housing Flat Rent Policy-EIRHA Resolution #6-2021, noting that this is an annual requirement by HUD to review. 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, 2021.

Motion by McDonough, second by Gaul to approve the Public Housing Flat Rent Policy – EIRHA Resolution #6-2021. The motion passed unanimously.

Review and write off outstanding Public Housing tenant past due balances-EIRHA Resolution #7-2021

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, 2020 through June 30, 2021 for seven tenants will be \$10,339.92.

Motion by Schilling, second by Gaul to approve write-off outstanding Public Housing tenant past due balances – EIRHA Resolution #7-2021. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for March and April 2021

Schnier reviewed January and February expenditures for EIRHC USDA, indicating there were no unusual expenditures.

Motion by Ploehn, second by Twing to approve the EIRHC USDA program expenditures for March and April 2021. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2021

Schnier presented the EIRHC Evergreen Meadows expenditures for March and April 2021, indicating there were no unusual expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures for March and April 2021, indicating there were no unusual expenditures.

Motion by McDonough, second by Niehaus to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2021. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for March and April 2021

Schnier reviewed the EIRH TC Corp expenditures for March and April highlighting the following disbursements, \$250.00 to Iowa Housing Partnership for membership fees.

Motion by Gaul, second by Roling to approve EIRH TC Corp program expenditures for March and April 2021. The motion passed unanimously.

Review and Approve Asbury Meadows and Evergreen Meadows delinquent accounts – EIRHC Resolution #1-2021

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, 2020 through June 30, 2021. There is a total of \$14,075.39 for four tenants at Asbury Meadows and a total of \$10,996.00 for six tenants at Evergreen Meadows.

Motion by Niehaus, second by Roling to approve Asbury Meadows and Evergreen Meadows delinquent accounts – EIRHC Resolution #1-2021. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for March and April 2021

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

Motion by McDonough, second by Ploehn to approve the Tenant Based Rent Assistance Expenditures for March and April 2021. The motion passed unanimously.

Review Tenant Based Rent Assistance Derecho expenditures for March and April 2021

Schnier stated there were no TBRA-Derecho expenditures for the months of March and April and will be none moving forward.

Other Business

American Rescue Plan

Schnier indicated EIRHA did not receive funding from the American Rescue Plan due to the low number of homeless people within the area.

Asbury Meadows

Schnier informed the board that they have received complaints about the state of the grounds at Asbury Meadows from a concerned neighbor. Schnier informed the board that staff have dealt with the complaint.

Eviction moratorium

The eviction moratorium has been extended to June 30, 2021.

Hosing Specialist position

Schnier informed that board that the housing department will be seeking applications for Housing Specialist position, to add to their team. Schnier stated with all the funding being received staff are becoming busy and the position was never filled when a staff member retired 4 years ago.

September meeting date

Schnier informed the board that the September 23rd meeting has been moved to September 16th due to a NARHO conference.

Next Meeting – Thursday, July 22, 2021 at 4:30 pm

Schnier noted the date of Thursday, July 22, 2021 at 4:30 p.m. for the next Housing meeting which will be conducted via zoom.

Adjournment

Motion by Gaul, second by Ploehn to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:13 p.m.

Respectfully Submitted,

Kelley Deutmeyer
Executive Director