

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

Date: Thursday, July 21, 2022
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|--|--|---|---|
| <input checked="" type="checkbox"/> James Fogel (vice-chair)
<i>Dubuque County</i> | <input checked="" 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 type="checkbox"/> Vacant
<i>Dubuque County</i> | <input type="checkbox"/> Cliff Bunting
<i>Delaware County</i> | <input type="checkbox"/> Linda Gaul*
<i>alternative for Delaware County)</i> | <input checked="" 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 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 type="checkbox"/> Vacant
<i>Jackson County</i> | <input checked="" type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input checked="" type="checkbox"/> Linda Duesing
<i>Clinton County</i> | <input checked="" type="checkbox"/> Donna Boss*
<i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Kathy Seyfert
<i>Jackson County</i> | <input checked="" type="checkbox"/> Karen Adams
<i>(alternative for Dubuque County)</i> |

Others Present: Rhonda Seibert, Sharon Nesteby

Staff Present:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Michelle Schnier
*Alternative | <input type="checkbox"/> Sarah Berning
**Present by phone |
|---|---|

A quorum was present for EIRHA/EIRHC Board

Call to Order

The EIRH and EIRHC Board meeting was called to order at 4:41 p.m. by Board Vice-Chair, James Fogel. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC May 26, 2022 Meeting

Motion by Boss, second by Niehaus to approve the minutes from the EIRHA and EIRHC May 26, 2022 meeting. The motion passed unanimously.

Review and sign HUD Code of Conduct

Schnier referred to the Code of Conduct, stating each year ECIA requires all employees and board members to review and sign the HUD Code of Conduct. Schnier explained that the Code of Conduct states that Employees, Board members and Commissioners are required to conduct business in a manner consistent with professional codes of conduct and in a manner that does not present a conflict of interest or promote a personal gain. Schnier asked that the Board Members to review the Code of Conduct and sign the signature page.

Review and Approve Board Chair replacement to complete the term until the annual meeting and elections on November 2, 2022

Schnier informed the board that the Cedar County Board of Supervisors did not re-appoint Laura Twing, current EIRHA chair, to serve on the EIRHA Board. As a result, the board will need to appoint a new chair to finish out the current term, which expires November 2, 2022.

Schnier stated that Chuck Niehaus, representative from Delaware County has offered to fill the chair position for the remainder of the term. Schnier asked if there were any other members that would be interested in serving as chair for the EIRHA board. There were no further nominations to fill the board chair position.

Motion by Boss, second by Fogel to approve Niehaus as board chair replacement to complete the term until the annual meeting and elections on November 2, 2022. The motion passed unanimously.

Review and Approve Public Housing and Section 8 (HCV) program expenditures for May and June 2022

Schnier referred to the account balance statement and reviewed the current cash balance for all programs.

Disbursements for May and June Public Housing include the following expenditures: a total of \$31,407.20 for EIMC service calls; \$125.00 for snow removal; \$7,685.80 for temporary help through Sedona and Express for two maintenance workers; \$2,280.65 for professional services; \$74.89 for reimbursement for work boots for the temp workers; \$1,223.00 for flood insurance; and \$8,070.00 for welding repair on railings at various sites. There were no other unusual Public Housing expenditures for May and June.

Schnier noted there were no other unusual Section 8 HCV expenditures for May and June.

Motion by Duesing, second by Guise to approve Public Housing and Section 8 (HCV) program expenditures for May and June 2022. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for May and June 2022

Schnier reviewed the Mainstream expenditures for May and June 2022, explaining there were no unusual cash disbursements.

Motion by Niehaus, second by Roling to approve the Mainstream Voucher expenditures for May and June 2022. The motion passed unanimously.

Review and Approve Foster Youth to Independence expenditures for May and June 2022

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

Motion by Boss, second by Roling to approve the Foster Youth to Independence expenditures for March and April 2022. The motion passed unanimously.

Review and Approve Section 8 SEMAP Certification – EIRHA Resolution #8-2022

Schnier stated that each year the Department of Housing and Urban Development (HUD) requires EIRHA to submit an annual Section 8 Management Assessment Program (SEMAP) certification within 60 days after the end of its fiscal year. The SEMAP Certification is a self-assessment report to measure the following management performance indicators; selection from waiting list, reasonable rent, determination of adjusted income, utility allowance schedule, HQS quality control, HQS enforcement, expanding housing opportunities, payment standards, timely annual reexaminations, correct tenant rent calculations, pre-contract HQS inspections, continuing HQS inspections, lease-up and Family Self-Sufficiency.

Motion by Duesing, second by Guise to approve the Section 8 SEMAP Certification – EIRHA Resolution #8-2022. The motion passed unanimously.

Review and Approve Public Housing FY'22 Operating Budget Revision – EIRHA Resolution #9-2022

Schnier presented the Public Housing FY'22 Operating Budget Revision. She stated that the total operating income was increased. Schnier went on to highlight some of the line item revisions. With the infusion of \$483,600.00 in Operating Subsidy, it gave a net surplus of \$360.00. The Operating Reserve increased to \$758,682.00.

Motion by Guise, second by Niehaus to approve Public Housing FY'22 Operating Budget Revision – EIRHA Resolution #9-2022. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for May and June 2022

Schnier reported on the EIRHC USDA program expenditures for May and June 2022, indicating there were no unusual expenditures.

Motion by Hunt, second by Boss to approve the EIRHC USDA program expenditures for May and June 2022. The motion passed unanimously.

Review and Approve ERIHC Evergreen Meadows and Asbury Meadows program expenditures for May and June 2022

Schnier reviewed the cash disbursements for Evergreen Meadows in May and June 2022 indicating there were no other unusual expenditures.

Schnier reviewed the cash disbursements for Asbury Meadows in May and June 2022, highlighting the cash disbursement of \$1,384.98 for EIMC service calls; and \$700.00 for repairing and replacing soffit.

Motion by Hunt, second by Roling to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for May and June 2022. The motion passed unanimously.

Review and Approve EIRHC TC Corp program expenditures for May and June 2022

Schnier reviewed the cash disbursements for EIRHC TC Corp program expenditures for May and June 2022 highlighting the cash disbursements of \$390.00 for catering of board meetings; and \$162.00 for alarm monitoring.

Motion by Duesing, second by Guise to approve the EIRHC TC Corp program expenditures for May and June 2022. The motion passed unanimously.

Review and Approve the Tenant Based Rental Assistance expenditures for May and June 2022

Schnier indicated that there were no unusual TBRA expenditures.

Motion by Hunt, second by Duesing to approve the Tenant Based Rent Assistance expenditures for May and June 2022. The motion passed unanimously.

Other Business

FSS Program

Schnier informed the board that the FSS Program was revamped by HUD and staff had to revise the Action Plan has been submitted for public input.

Staff update

Schnier informed the board that one of the maintenance managers has retired and a replacement will be hired to fill the position.

Housing Trust Fund

Schnier informed the board that EIRHC HTF is eligible to receive \$498,359 for the next funding round. The application deadline is 8/1/22.

Pocket Neighborhood

Schnier informed that the board the ribbon cutting for the Pocket Neighborhood will be on September 27, 2022 at 9:00 a.m.

Future Meeting Dates

Schnier noted the date for the next housing meeting is Thursday, September 29, 2022 at 4:30 p.m.

Adjournment

Motion by Yeoman, second by Niehaus to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:16 p.m.

Respectfully Submitted,



Kelley Hutton Deutmeyer
Executive Director