

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

Date: Thursday, September 19, 2024
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park, Dubuque, IA

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|---|--|--|---|
| <input checked="" type="checkbox"/> Abigail Spiegel
<i>Dubuque County</i> | <input type="checkbox"/> Dawn Smith**
<i>Cedar County</i> | <input checked="" type="checkbox"/> Sarah Maurer*
<i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Jake Ellwood**
<i>Jones County</i> |
| <input checked="" type="checkbox"/> Sue Hoeger
<i>Dubuque County</i> | <input type="checkbox"/> Heather Jones
<i>Cedar County</i> | <input 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 type="checkbox"/> Linda Duesing (VC)
<i>Clinton County</i> | <input checked="" type="checkbox"/> Linda Gaul
<i>Delaware County</i> | <input checked="" type="checkbox"/> Kathy Seyfert
<i>Jackson County</i> | |

Others Present: Chandra Ravada; Mindy Wiley

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 4:43 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC July 18, 2024, Meeting

Motion by Creegan, second by Spiegel to approve the minutes from the EIRHA and EIRHC July 18, 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 seven units vacant with waiting lists for all units to fill the vacancies. The Public Housing program is presently at 98.16% lease-up for the year.

Housing Choice Voucher (HCV) lease-up and waiting list

Schnier noted that the HCV program has 5,369 families on the waiting list as of September 2024. The yearly lease-up expenditure is currently at 100.05%. The estimated wait time is 18 to 24 months.

Housing Choice Voucher and Mainstream Voucher Program Family Self Sufficiency (FSS) Program

Schnier said there are currently ninety-two (92) clients enrolled in the HCV and Mainstream Voucher FSS program with an average monthly escrow balance of \$495. Since the last update, there were no successful completions.

Public Housing FSS Program

Schnier reported that forty-one (41) clients are currently being served by the Public Housing FSS program with an average monthly escrow of \$301. There was one successful completion since the last update with an escrow payout totaling \$2,986.

ROSS Elderly Self-Sufficiency Program

The ROSS Elderly Self-Sufficiency (ESS) program has served one hundred seventy-two (172) participants to date with sixty-one (61) current active clients. Schnier indicated staff continue to coordinate services with participants and work with the ISU extension to provide training and services for clients.

Mainstream Voucher Program

Schnier highlighted the Mainstream Voucher Program indicating that the program assists individuals between the ages of 18-61 with disabilities. Schnier reported that 83 of the 89 vouchers are currently under lease with 104.70% expended.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Housing Choice Voucher program waiting list. Families are assisted through TBRA until they can transition over to the Housing Choice Voucher program. Currently there are fifty-six (56) participants being served with monthly Housing Assistance Payments, and 38.0% of the grant has been expended to date.

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 100% yearly lease-up with 854 individuals on the waiting list. Evergreen Meadows has one vacancy at this time. Additional information on residents: ten (10) are currently enrolled in the FSS Program; eight (8) residents are students; and twenty (20) are employed either part-time or full-time.

Schnier indicated that Asbury Meadows is currently at 95.31% yearly lease-up with 1,028 individuals on the waiting list. Asbury Meadows has one vacancy currently. Additional information on residents: fourteen (14) are currently enrolled in the FSS Program; two (2) 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 Housing Choice Voucher (HCV) Homeownership Program purchased a home using their HCV for mortgage assistance, 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 was recently awarded another Housing Counseling grant in

the amount of \$12,675.00 to be expended by March 31, 2025. Schnier also indicated one hundred thirty-four (134) households that were assisted, went on to purchase a home. Presently, there are thirty-one (31) active households using the Housing Counseling services.

EIRHC 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. A HTF award of \$498,359 was received in January 2023. Projects include owner-occupied rehabilitation for one (1) single family homeowner; lead reduction for three (3) units through the ECIA CDBG program; 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) units at Asbury and Evergreen Meadows; and ten (10) units for EIRHC USDA program. These funds must be fully expended by December 31, 2024.

An additional HTF award of \$501,190 was awarded in January 2024. Projects include down payment assistance for one (1) single family unit; owner-occupied rehabilitation for two (2) single family homeowners; lead reduction for eight (8) units; and rental rehab/new development for twenty-eight (28) units. These funds will need to be fully expended by December 31, 2025.

Staff will be submitting another application for an HTF award of \$548,074 which is anticipated to be awarded in January 2025. Projects include down payment assistance for four (4) single family units; owner-occupied rehabilitation for ten (10) single family homeowners, six (6) of them within the City of DeWitt; and rental rehab/new development for fifty-six (56) units at Asbury/Evergreen Meadows, ten (10) units for USDA and fifty-six (56) units at Keystone Incorporated. These funds will need to be fully expended by December 31, 2026.

Lead Based Paint Risk Assessment Demonstration (LRAD) Program

Schnier indicated that the purpose of the LRAD Program is to demonstrate the feasibility of conducting lead-based paint risk assessments in units built prior to 1978 that are occupied by families receiving assistance through either the Housing Choice Voucher or Mainstream Voucher Program. EIRHA received a three-year grant to contract up to 125 lead-based paint risk assessments. The grant was awarded January 1, 2024, and ends January 1, 2027.

Review and Approve Public Housing and Housing Choice Voucher program expenditures for July and August 2024

Schnier highlighted the disbursements for July and August Public Housing which included the following expenditures: a total of \$700.00 to IA NAHRO for HOTMA Training; \$8,296.00 to Beckwith Commercial for roof replacement; \$26,164.42 to East Iowa Mechanical for service

calls; \$33,245.00 to Coyles Contracting for bathroom remodel and window replacement; \$13,284.63 to ServPro of Dubuque for a service call on a deceased tenant unit; \$9,500.00 to Willenborg Tree for tree removal; and \$71,853.25 to MidAmerica Basement Systems for waterproofing.

Schnier noted the July and August HCV financials that include the following highlighted expenditure: \$375.38 to State of Iowa Department of Inspection for a client case. There were no other unusual HCV expenditures for July and August.

Motion by Hunt, second by Guise to approve Public Housing and HCV program expenditures for July and August 2024. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for July and August 2024

Schnier reviewed the Mainstream expenditures for July and August 2024, highlighting one disbursement of \$175.00 to IA NAHRO for HOTMA training. There were no other unusual cash disbursements.

Motion by Spiegel, second by Hoeger to approve the Mainstream Voucher expenditures for July and August 2024. The motion passed unanimously.

Review and Approve Housing Choice Voucher Fair Market Rents – EIRHA Resolution #17-2024

Schnier referred to the handout with HCV Fair Market Rents stating these will go into effect October 1, 2024. EIRHA has a HUD approved waiver at 120% of the Payment Standard as of 5/18/23 through 12/31/23 and this was extended through 12/31/24. Schnier is proposing the FMR for October 1, 2024, to be at the 120% level. If HUD does not allow for the extension, the Payment Standard will go back to 110% for January 1, 2025.

Motion by Creegan, second by Spiegel to approve the HCV Fair Market Rents – EIRHA Resolution #17-2024. The motion passed unanimously.

Review and Approve FY'24 Public Housing Operating Budget Revision - EIRHA Resolution #16-2024

Schnier presented the Public Housing FY'24 Operating Budget Revision. Schnier indicated the revision was due to work getting completed prior to the estimated completion date, which fell before the fiscal year end, so a budget amendment had to be completed. Schnier indicated the operating reserve was utilized with a current balance of \$193,297.00.

Motion by Spiegel, second by Hoeger to approve the Public Housing FY'24 Operating Budget Revision - EIRHA Resolution #16-2024. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for July and August 2024

Schnier reported on the EIRHC USDA program expenditures for July and August 2024, indicating no unusual disbursements.

Motion by Decker, second by Spiegel to approve the EIRHC USDA program expenditures for July and August 2024. The motion passed unanimously.

Review and Approve EIRHC USDA Management Agreement, Management Plan and Management Certification

Schnier presented to the board the EIRHC Management Plan, Management Agreement and Management Certification, updating the board on changes made to the plans. The only major change made was an increase to the management fee, site manager fee, and the maintenance fee to reflect the USDA approved rate.

Motion by Guise, second by Spiegel to approve the EIRHC Management Agreement, Management Plan and Management Certification. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for July and August 2024

Schnier reviewed the cash disbursements for Asbury Meadows for July and August 2024 highlighting the cash disbursements of \$365.00 to Eric Esser Construction for kitchen remodel; \$500.00 to Eric Esser Construction for a painting contract; and \$679.64 to MidAmerica Basement Systems for a service call.

Schnier reviewed the cash disbursements for Evergreen Meadows for July and August 2024, highlighting the cash disbursement of \$3,625.00 to Eric Esser Construction for removal and installation of a window. No other unusual disbursements.

Motion by Decker, second by Hunt to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for July and August 2024. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for July and August 2024

Schnier reviewed the cash disbursements for the EIRH TC Corp and indicated there were no unusual charges.

Motion by Decker, second by Gaul to approve the EIRHC TC Corp program expenditures for July and August 2024. The motion passed unanimously.

Review and Approve the Tenant Based Rental Assistance (TBRA) expenditures for July and August 2024

Schnier reviewed the cash disbursements for the TBRA Program and indicated that there were no unusual TBRA expenditures.

Motion by Creegan, second by Guise to approve the Tenant Based Rent Assistance (TBRA) expenditures for July and August 2024. The motion passed unanimously.

Other Business

Grants awarded

Schnier updated the board on the grants written and awarded to the housing authority within the past year:

- Emergency Safety and Security Grant, awarded on June 25, 2024, for \$104,300, to fund security systems, fencing, lighting, emergency alarms, deadbolt locks, doors, and CO2 detectors.
- Housing Related Hazards Grant, awarded on September 21, 2023, for \$377,800, to fund CO2 detectors, mold removal, radon removal, and replace gas with electric stoves.
- Housing Related Hazards Grant, awarded on September 17, 2024, for \$277,100 to fund removal of radon, remove mold, and replace gas with electric stoves on the ones that were not completed with the September 21, 2023, grant.
- Lead Risk Assessment Demonstration Grant awarded on January 1, 2024, for \$300,000 to fund removal of lead paint within HCV assisted units.
- Operating Fund Shortfall, awarded on September 11, 2024, for \$141,775.00 to help with shortfall funds.

Future Meeting Dates

Schnier noted the date for the next meeting is the annual meeting on Wednesday, November 6, 2024, at 4:30 p.m.

Adjournment

Motion by Creegan, second by Spiegel to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:25 p.m.

Respectfully Submitted,

Michelle Schnier

Michelle Schnier
Director of Housing and Support Services