

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

Date: Thursday, January 16, 2020
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Bill Rediger (chair)
<i>City of Dyersville</i> | <input checked="" type="checkbox"/> Joanne Guise
<i>City of Delmar</i> | <input checked="" type="checkbox"/> Linda Gaul**
<i>(alternative for Delaware County-Earlville)</i> | <input type="checkbox"/> Angela Rangel
<i>City of Bettendorf</i> |
| <input checked="" type="checkbox"/> James Fogel (vice-chair)
<i>City of Dubuque</i> | <input type="checkbox"/> Cheryl Kastantin
<i>City of Wheatland</i> | <input checked="" type="checkbox"/> Sarah Maurer**
<i>(alternative for Delaware County-Manchester)</i> | <input type="checkbox"/> John Soenksen
<i>City of Bettendorf</i> |
| <input checked="" type="checkbox"/> Al Schilling
<i>City of Worthington</i> | <input checked="" type="checkbox"/> Cliff Bunting
<i>City of Manchester</i> | <input checked="" type="checkbox"/> Mary Gibson
<i>City of Preston</i> | <input type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input checked="" type="checkbox"/> Pat Johnson*
<i>(alternative for DBQ County-Asbury)</i> | <input type="checkbox"/> Chuck Niehaus
<i>City of Colesburg</i> | <input checked="" type="checkbox"/> Terry Creegan
<i>City of Maquoketa</i> | |
| <input type="checkbox"/> Laura Twing
<i>City of Tipton</i> | <input checked="" type="checkbox"/> Leo Roling
<i>City of Colesburg</i> | <input type="checkbox"/> Tim Roth
<i>City of Bellevue</i> | |
| <input type="checkbox"/> Linda Duesing
<i>City of DeWitt</i> | <input checked="" type="checkbox"/> Donna Boss**
<i>(alternative for Delaware County-Manchester)</i> | <input checked="" type="checkbox"/> Kathy Seyfert**
<i>Jackson County-Maquoketa</i> | |

EIDC Board of Directors Present:

- | | | | |
|--|---|---|---|
| <input checked="" type="checkbox"/> Bill Rediger (chair)
<i>City of Dyersville</i> | <input checked="" type="checkbox"/> Pat Johnson
<i>City of Asbury</i> | <input type="checkbox"/> Cindy Recker
<i>City of Peosta</i> | <input type="checkbox"/> Kelley Deutmeyer
<i>ECIA</i> |
| <input checked="" type="checkbox"/> Cliff Bunting (vice-chair)
<i>City of Manchester</i> | <input checked="" type="checkbox"/> Rhonda Seibert
<i>NICC</i> | <input checked="" type="checkbox"/> Deb McDonough
<i>City of Peosta</i> | |

Others Present:

- Staff Present:**
 Michelle Schnier *Alternative
 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 4:44 p.m. by Board Chair, Bill Rediger. Introductions were made at this time.

Review and Approve Minutes of EIRHA, EIRHC and EIDC annual meeting November 6, 2019

Motion by Johnson, second by Gibson to approve the minutes from the EIRHA, EIRHC and EIDC November 6, 2019 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 individuals ready to move in. The Public Housing program is presently at 97.65% 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 5,273 families on the waiting list as of January 1, 2020. The yearly lease-up is currently at 89.42% with expenditures at 86.70%, based on the current projected budget figures.

EIRHC USDA and Evergreen Meadows Lease-up

The Worthington and Grand Mound USDA units are at 100% lease-up. Schnier reported there will be an eviction due to non-payment of utilities and failure to cooperate with the site rules and regulations.

Evergreen Meadows is currently at 96.21% yearly lease-up.

Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (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 \$270. 45% of the clients have escrow accounts, with the high balance of \$12,017. Since the last update, there were two successful completions with one individual receiving a payout of \$7,485 and one moving due to a better employment opportunity.

Public Housing Family Self-Sufficiency (FSS) Program

Schnier reported that thirty-eight (38) clients are currently being served by the Public Housing FSS program with an average monthly escrow balance of \$344 and the highest escrow of \$20,697. Clients can be on the FSS program for up to five years. There has not been any successful completions since the last update. Staff are currently working to enroll additional clients into the program.

ROSS Elderly Self-Sufficiency (ESS) Program

The ROSS Elderly Self-Sufficiency (ESS) program has served one hundred thirty-three (133) participants to date with sixty-four (64) current active clients. Staff maintain monthly contact with the participants and schedule various program activities. In November and December 2019, residents attended the Christmas Light Tour and educational events hosted by the Iowa State University Extension staff.

Housing Development

Schnier updated the Board on the Housing Development activities which include the Pocket Neighborhood in the City of Maquoketa. Currently EIRHA has closed on nine (9) newly constructed homes and two (2) homes were rehabbed and are being rented out.

Homeownership Programs

Schnier reported the Housing Authority has sold six (6) Public Housing units to date. A total of twenty-six (26) applicants in the Section 8 Housing Choice Voucher (HCV) Homeownership Program purchased a home using their HCV for mortgage assistance. Thirteen (13) participants are still active on the program. Staff also provide housing counseling 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 150 households who have completed the pre and post homeownership counseling course, with 120 households that went on to purchase a home. Presently, there are 30 active households using the Housing Counseling services. She informed board members that a 2019 Housing Counseling Grant of \$14,624 was recently awarded.

Eastern Iowa Regional Housing Corporation Housing Trust Fund (EIRHC HTF)

The Eastern Iowa Regional Housing Corporation Housing Trust Fund (EIRHC HTF) has received awards since FY2015 to assist with providing down payment assistance, and constructing or rehabilitating units for affordable housing.

The FY'2018 award was for \$361,865. Projects included down payment assistance for three single family homeowners; owner-occupied rehab for six single family units in the City of Durant; lead reduction for five single family units through the ECIA Lead Paint Program; rental rehab/new development for twenty-eight (28) rental units in Maquoketa through Catholic Charities, and new windows for the ten EIRHC rental units in Worthington and Grand Mound. These funds were fully expended by December 31, 2019.

The FY2019 HTF of \$326,554 was granted in January 2019. Projects include down payment assistance for three single family homeowners; owner-occupied rehab for three single family units; rehabilitation for fourteen Area Substance Abuse units in the City of Maquoketa; and rental rehab/new development for five homes to be constructed in the Pocket Neighborhood in the City of Maquoketa. These funds must be fully expended by December 31, 2020.

The FY2020 funding was just awarded January 1, 2020 with an award of \$284,181. Projects include down payment assistance for seven single family homeowners; lead reduction for three single family units through ECIA; rental rehab/new development for five homes to be constructed in the Pocket Neighborhood in the City of Maquoketa; and rental rehab for 13 units at Evergreen Meadows. These funds must be fully expended by December 31, 2021.

Tenant Based Rent Assistance (TBRA) 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 fifty-five (55) participants being served with monthly Housing Assistance Payments, thirty-five (35) participants received security deposit assistance and 33% of the grant has been expended to date. Schnier informed the Board that the contract end date for the TBRA current grant funds is March 31, 2021.

Evergreen Meadows and Asbury Meadows Lease-up and Waiting List

Schnier indicated that Evergreen Meadows is currently at 96.21% yearly lease-up with 2,027 individuals on the waiting list. Evergreen Meadows has two (2) vacancies at this time. Additional information on residents: Ten (10) are currently enrolled in the FSS Program; seven (7) residents are students; and twenty (20) are employed either part-time or full-time.

Schnier indicated that Asbury Meadows is currently at 98.3% yearly lease-up with 1,101 individuals on the waiting list. Asbury Meadows has three (3) vacancies at this time. Additional information on residents: Ten (10) are currently enrolled in the FSS Program; three (3) residents are students; and twenty-four (24) are employed either part-time or full-time.

Maquoketa Pocket Neighborhood

Schnier updated the Board on the Maquoketa Pocket Neighborhood development stating that the foundation has been poured for lot 5 and the underground plumbing is being installed. All the building materials have been purchased. Black Hills Energy have begun running gas lines through the development and Maquoketa Municipal Electric Utility has been contacted to start running the underground electric.

Review and Approve Public Housing and Section 8 HCV program expenditures for November and December 2019

Schnier began by reviewing the cash account balances for Section 8 HCV and Public Housing.

Disbursements for November and December Public Housing include the following highlighted expenditures: \$5,136.97 to Clinton County Treasurer for PILOT payments; \$7,705.45 to Delaware County Treasure for PILOT payments; \$6,194.57 to Dubuque County Treasure for PILOT payments; \$13,370.00 to Coyles Contracting for rental unit repairs; \$30.00 to Iowa Secretary of State for notary public recertification; \$5,741.32 to Jackson County Treasure for PILOT payments; \$950.00 to Property Rescue for tree removal; and \$28,830.00 to AHRMA for insurance.

She continued with November and December Section 8 HCV expenditures highlighting the following: \$822.50 to ITS for a Lenovo Think Pad.

Motion by Flogel, second by Johnson to approve Public Housing and Section 8 HCV program expenditures for November and December 2019. The motion passed unanimously.

Review and Approve Mainstream Voucher award – EIRHA Resolution #1-2020

Schnier informed the Board that the Mainstream Voucher Program is designed to provide HAP assistance to non-elderly person ages 18-61 with disabilities. The Mainstream Voucher clients are pulled from the Section 8 Housing Choice Voucher program waiting list. Schnier stated that EIRHA received \$155,279.00 in HAP to assist up to 30 families.

Motion by Bunting, second by Gibson to approve Mainstream Voucher award – EIRHA Resolution #1-2020. The motion passed unanimously.

Review and Approve Section 8 HCV Admin Plan revisions to include Mainstream Vouchers – EIRHA Resolution #2-2020

Schnier stated that the revisions to the Section 8 HCV Administrative Plan were made to provide for the inclusion of the Mainstream Voucher Program. Updates to the Plan include:

Chapter 4, Page 9:

- The PHA will provide a preference for the Mainstream Voucher Program for non-elderly (ages 18-61) persons with disabilities (1 preference point).
- An additional preference for the Mainstream Voucher Program will include non-elderly (ages 18-61) person with disabilities who are either currently experiencing homelessness, and/or have previously experienced homelessness and are currently a client in a permanent supportive housing or rapid rehousing project (1 preference point).

Motion by Bunting, second by Johnson to approve Section 8 Admin Plan revisions to include Mainstream Vouchers – EIRHA Resolution #2-2020. The motion passed unanimously.

Review and Approve CFP Purchases

There were no CFP purchases for approval.

Review and Approve EIRHC USDA program expenditures for November and December 2019

Schnier reported on the EIRHC USDA program expenditures for November and December 2019, there were no other unusual expenditures.

Motion by Flogel, second by Guise to approve the EIRHC USDA program expenditures for November and December 2019. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows program expenditures for November and December 2019

Schnier presented the EIRHC Evergreen Meadows expenditures for November and December 2019. Noting the cash disbursements of \$1,273.00 to Dubuque Home Improvement for installation of doors and windows and \$1,225.00 to contracted clients for painting and cleaning units.

Motion by Schilling, second by Guise to approve the EIRHC Evergreen Meadows program expenditures for November and December 2019.

Review and Approve Asbury Meadows and EIRH TC Corp program expenditures for November and December 2019

Schnier presented on the Asbury EIRP, LLLP highlighting the cash disbursements of \$1,150.00 to clients for painting and cleaning contracts and \$90.00 to Deutmeyer Nursery for tree removal.

Schnier went on to review the EIRH TC Corp expenditures for November and December noting \$1,520.00 to Creative Catering for September and November Board meetings. There were no other unusual EIRH TC Corp expenditures.

Motion by Flogel, second by Roling to approve the Asbury Meadow and EIRH TC Corp program expenditures for November and December 2019. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for November and December 2019

Schnier stated there were no unusual TBRA expenditures for the months of November and December.

Motion by Bunting, second by Johnson to approve the Tenant Based Rent Assistance Expenditures for November and December 2019. The motion passed unanimously.

Other Business

Landbank

Schnier updated the Board on the status of the proposed land bank legislation. Senator Mark Lofgren from Muscatine has taken the lead on the bill and is helping see it through the state legislative process. Schnier informed the Board that Kelley and herself will be going to Des Moines to sit in on a committee meeting to discuss landbanks and hopefully push it through to the full committee.

Next Meeting – Thursday, March 26, 2020 at 4:30 pm

Schnier noted the date of Thursday, March 26, 2020 at 4:30 p.m. for the next Housing meeting.

Adjournment

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

Respectfully Submitted,



Michelle Schnier
Director of Housing and Support Services