

MINUTES for:

-EASTERN IOWA REGIONAL HOUSING CORPORATION (EIRHC)
-EASTERN IOWA REGIONAL HOUSING AUTHORITY (EIRHA)
-EASTERN IOWA DEVELOPMENT CORPORATION (EIDC)
Board Meeting

DATE: Thursday, May 23, 2019

TIME: 4:30 pm

PLACE: ECIA Administrative Offices

EIRHA/EIRHC

DIRECTORS PRESENT:

X=present

**=alternate*

***=present by phone*

<input type="checkbox"/> John Soenksen	<input checked="" type="checkbox"/> Joanne Guise	<input type="checkbox"/> Angela Rangel
<input checked="" type="checkbox"/> Donna Boss*/**	<input type="checkbox"/> Deb McDonough	<input checked="" type="checkbox"/> Bill Rediger
<input checked="" type="checkbox"/> Cliff Bunting	<input checked="" type="checkbox"/> Kathy Seyfert*/**	<input checked="" type="checkbox"/> Leo Roling
<input checked="" type="checkbox"/> Linda Duesing	<input type="checkbox"/> Pat Johnson*	<input checked="" type="checkbox"/> Al Schilling
<input checked="" type="checkbox"/> Jim Fogel	<input checked="" type="checkbox"/> Cheryl Kastantin	<input checked="" type="checkbox"/> Richard Waterman*
<input checked="" type="checkbox"/> Linda Gaul*/**	<input checked="" type="checkbox"/> Chuck Niehaus	<input type="checkbox"/> Terry Creegan
<input checked="" type="checkbox"/> Mary Gibson	<input type="checkbox"/> Mark Brockway	
<input type="checkbox"/> Laura Twing		

EIDC BOARD PRESENT:

<input checked="" type="checkbox"/> Bill Rediger	<input checked="" type="checkbox"/> Cliff Bunting	<input type="checkbox"/> Rhonda Seibert
<input type="checkbox"/> Pat Johnson	<input type="checkbox"/> Cindy Recker	<input type="checkbox"/> Deb McDonough

OTHERS PRESENT: None

STAFF PRESENT: Michelle Schnier, Kelley Deutmeyer, Sharon Nesteby

***A Quorum was present**

Call to Order

The meeting was called to order at 4:45 p.m. by Chair Rediger.

Review and Approve Minutes of EIRHA, EIRHC and EIDC March 28, 2019 Meeting

Motion by Gaul, second by Bunting to approve the minutes from the EIRHA, EIRHC and EIDC March 28, 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 one unit vacant, with an individual from the waiting list ready to move in. The Public Housing program is presently at 97.74% 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 4,198 families on the waiting list as of May 6, 2019. The yearly lease-up is currently at 93.95% with expenditures at 99.80%, based on the current projected budget figures.

USDA and Evergreen Meadows Lease-up

The Worthington, Grand Mound USDA units are at 100% lease-up. The Evergreen Meadows are also at 100% lease-up.

Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program

Schnier said there are currently one hundred thirty-one (131) clients enrolled in the Section 8 Housing Choice Voucher (HCV) FSS program with an average monthly escrow balance of \$287. 41% of the clients have escrow accounts, with the high balance of \$18,741. Since the last update, there were five successful completions with four of the five receiving escrow payouts of \$3,710; \$22,910; \$9,933; and \$6,342. One did not have an escrow balance, but is working full time and is in the process of owning his own business. Four of the five reached full contract rent and no longer need housing assistance.

Public Housing Family Self-Sufficiency (FSS) Program

Schnier reported that forty-three (43) clients are currently being served by the Public Housing FSS program with an average monthly escrow balance of \$237 and the highest escrow of \$18,469. Clients can be on the FSS program for up to five years. There have

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 twenty-six (126) participants to date with fifty-nine (59) current active clients. The first grant of \$246,000 was received in September 2011 and closed out in September 2014. The second grant for \$246,000 was received in March 2015 and closed out in February 2018. A third grant application for continuation of services to this population was submitted and awarded in August, 2018 for three additional years through March 2021 in the amount of \$246,000. Staff keeps in monthly contact with participants and continue to schedule program activities. Upcoming events will focus on nutrition through the Iowa State Extension Services.

EIRHC Evergreen Meadows Lease-up and Waiting List

Evergreen Meadows is currently at 100% yearly lease-up with 1,853 individuals on the waiting list. Additional information on residents: Twelve (12) are currently enrolled in the FSS Program; six (6) residents are students; and seventeen (17) are employed either part-time or full-time.

Asbury Meadows Tax Credit Lease-up and Waiting List

Schnier said that Asbury Meadows is currently at 98.44% yearly lease-up with 880 individuals on the waiting list. Asbury Meadows has no vacancies at this time. Additional information on residents: Nine (9) are currently enrolled in the FSS Program; two (2) residents are students; and twenty-one (21) are employed either part-time or full-time. Schnier commented that the Borrowed Beginning Program offering gently-used clothing continues to be available at both Evergreen Meadows and Asbury Meadows, along with the library located at Evergreen Meadows.

Housing Development

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. Funding is in place and the land has been purchased from the Jackson County Board of Supervisors. The preliminary plat has been approved, and the engineering phase and infrastructure installation will be underway. Homes are being marketed for sale, with two approved applicants to date. Construction is anticipated to start in August 2019, with Habitat for Humanity to construct one home in the Pocket Neighborhood. ECDC has also been awarded HTF funds for down payment and construction assistance.

Homeownership Programs

Schnier reported the Housing Authority has sold five (5) Public Housing units to date, with a signed purchase agreement for another property in Dyersville. 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 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 forty-two (142) households who have completed the pre and post homeownership counseling course, with one hundred twenty (120) households that went on to purchase a home. Presently, there are thirty-three (33) active households using the Housing Counseling services. She informed board members that the 2018 Housing Counseling Grant of \$19,018 was recently closed out and staff will reapply for funds when they become available.

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 constructing or rehabilitating units for affordable housing. Another award of \$361,865 was granted in January 2018. Projects include 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 ECIA; and rental rehab/new development for twenty-eight (28) rental units in Maquoketa through Catholic Charities, and new windows for ten rental units in Worthington and Grand Mound for EIRHC. These funds must be fully expended by December 31, 2019.

Staff submitted an application for FY2019 funding to the State Housing Trust Fund with an award of \$326,554 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.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Section 8 Housing Choice Voucher program waiting list with a preference for those that are disabled. Families are assisted through TBRA until they can transition over to the Section 8 Housing Choice Voucher program. An application to the Iowa Finance Authority (IFA) for \$503,025 was awarded to EIRHC in 2017. Of this, \$442,500 is to cover one year of Housing Assistance

Payments and \$7,000 for security deposit assistance through June 30, 2019 (an extension from the May 31, 2019 end date). Currently there are fifty (50) participants being served with monthly Housing Assistance Payments and thirty-five (35) who have received security deposit assistance.

The 2018 TBRA application was awarded for \$999,175 to cover two years and will begin expending funds in June 2019.

Maquoketa Pocket Neighborhood

Schnier said two applicants have qualified for the Pocket Neighborhood, with several more finishing up the applications. Construction is scheduled to start in August 2019. She explained the features and partnerships of the program to the board members.

Review and Approve Public Housing and Section 8 Housing Choice Voucher (HCV) program expenditures for March and April 2019

Schnier began by reviewing the cash account balances for Section 8 HCV, Public Housing, Corporation and Tax Credit as of May 1, 2019.

Disbursements for March and April Public Housing include the following expenditures: \$23,180.54 and \$391.79 to Jeff Knutson Construction for Public Housing rehab work to be paid out of CFP dollars; \$479.98 to Staples for a computer desk chair through the ROSS ESS grant; and \$199.00 to Nan McKay & Associates for the Model ACOP Revision. There were no other unusual Public Housing expenditures for March and April.

She noted one April Section 8 HCV disbursement: \$199.00 to Nan McKay & Associates for the Model Admin Plan Revision. There were no other unusual Section 8 HCV expenditures for March and April.

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

Review and Approve updated income limits – EIRHA Resolution #4-2019

Schnier reviewed the income limits for Public Housing and Section 8 HCV, which were not published by HUD at the last meeting, and were tabled to the current meeting. She stated the income limits will be implemented retroactive to April 24, 2019.

Motion by Bunting, second by Gibson to approve updated income limits – EIRHA Resolution #4-2019. The motion passed unanimously.

Review and Approve Memorandum of Understanding between Resident Advisory Board and EIRHA regarding participation funding

Schnier stated that the annual memorandum provides a written agreement between the Housing Authority and the Resident Advisory Board (RAB) to provide for the use and distribution of HUD funds received for tenant participation. The Housing Authority will provide \$25 per occupied unit per year from its operating budget for the public housing residents. She noted that the Resident Advisory Board is a HUD requirement.

Motion by Niehaus, second by Gaul to approve the Memorandum of Understanding between Resident Advisory Board and EIRHA regarding participation funding. The motion passed unanimously.

Review and Approve Public Housing Flat Rent Policy – EIRHA Resolution #7-2019

Schnier referenced the Public Housing Flat Rent Policy-EIRHA Resolution #7-2019, 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, 2019.

Motion by Flogel, second by Duesing to approve the Public Housing Flat Rent Policy – EIRHA Resolution #7-2019. The motion passed unanimously.

Review and write off outstanding Public Housing tenant past due balances-EIRHA Resolution #8-2019

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, 2018 through June 30, 2019 for six tenants will be \$9,305.12.

Motion by Flogel, second by Gibson to approve a write off of outstanding Public Housing tenant past due balances – EIRHA Resolution #8-2019. The motion passed unanimously.

Review CFP contracts

There were no CFP contracts for approval.

Review and Approve EIRHC USDA program expenditures for March and April 2019

Schnier reported on the EIRHC USDA program expenditures for March and April 2019; she indicated there were no unusual expenditures.

Motion by Gibson, second by Schilling to approve the EIRHC USDA program expenditures for March and April 2019. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows program expenditures for March and April 2019

Schnier said effective January 1, 2019, the Evergreen Meadows General Partner, EIRP, LLLP dissolved as the fifteen-year tax credits were fulfilled for the Syndicator, Enterprise. The new General Partner is the Eastern Iowa Regional Housing Corporation, which assumed the EIRP, LLLP loans. She then presented the March and April 2019 EIRHC Evergreen Meadows program expenditures to the board members, noting a disbursement of \$4,430.00 to Diamonds Edge Landscaping for snow removal and salt. All other cash disbursements are normal and routine.

Motion by Bunting, second by Waterman to approve the EIRHC Evergreen Meadows program expenditures for March and April 2019. The motion passed unanimously.

Review and Approve Asbury Meadows Tax Credit and EIRHC-Tax Credit program expenditures for March and April 2019

Schnier presented the Asbury EIRP, LLLP (Asbury Meadows) March and April 2019 expenditures to the board members. She noted the following cash disbursements: \$3,050.00 to Ness Flooring to replace flooring; and \$5,000.00 to Iowa Finance Authority for the Home loan payment. All other cash disbursements are normal and routine expenditures.

She then continued with the EIRH Tax Credit March and April 2019 expenditures to the board members, highlighting the following cash disbursements: \$20.00 to Iowa Secretary of State for a recording fee and \$165.00 to Clemens, Walters, Conlon, Runde & Hiatt for the Evergreen Meadows Tax Credit closeout. There were no other unusual cash disbursements.

Motion by Niehaus, second by Flogel to approve the Tax Credit program expenditures for March and April 2019. The motion passed unanimously.

Review and Approve the Tenant Based Rental Assistance (TBRA) program expenditures for March and April 2019

Schnier reviewed the TBRA expenditures for March and April 2019, explaining one cash disbursement: \$60.00 to Andrew Ausdemore for interpretation services to assist a hearing impaired client with sign language services. There were no other unusual cash disbursements.

Motion by Duesing, second by Gibson to approve the Tenant Based Rent Assistance expenditures for March and April 2019. The motion passed unanimously.

Next Meeting – Thursday, July 25, 2019 at 4:30 pm

Schnier noted the date of Thursday, July 25, 2019 at 4:30 p.m. for the next Housing meeting.

Adjournment

Motion by Niehaus, second by Waterman to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:08 p.m.

Respectfully Submitted,

Kelley Hutton Deutmeyer
Executive Director