

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

Date: Thursday, November 3, 2021
Time: 4:30 p.m.
Place: Zoom meeting/phone call

EIRHC/EIRHA Board of Directors Present:

<input checked="" type="checkbox"/> James Fogel (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 type="checkbox"/> Vacant <i>Jackson County</i>
<input checked="" type="checkbox"/> Al Schilling (vice-chair) <i>Dubuque County</i>	<input checked="" type="checkbox"/> Cliff Bunting <i>Delaware County</i>	<input checked="" 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 <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 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>	

Others Present: Marilyn Kern, Sue Hoeger, Mike Temp, Nancy Corlis, Tom Yeoman, Michelle Spencer, Diane Quiran, Gary Langel, Ken Schoon, Mark Breitbach, Lisa Weinhold, Karen Adams

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 4:46 p.m. by Board Chair, James Fogel. Introductions were made at this time.

Review and Approve Minutes of EIRHA, EIRHC and EIDC annual meeting November 4, 2020 and EIRHA, EIRHC and EIDC September 16, 2021 meeting

Motion by Hunt, second by Guise to approve the minutes from the EIRHA, EIRHC and EIDC November 4, 2020 and September 16, 2021 meeting. The motion passed unanimously.

Election of EIRHA/EIRHC Board of Directors

Schnier stated that according to the EIRHA & EIRHC Bylaws, at the annual meeting, up to three commissioners from each county are elected to serve on the board. From this group, the Board of Directors would be appointed to serve a one-year term.

After review of the commissioners and current board, the following Commissioners were elected to serve on the EIRHA and EIRHC Board of Directors:

Cedar County	Laura Twing
Clinton County	Linda Duesing, Joanne Guise
Delaware County	Cliff Bunting, Leo Roling and Chuck Niehaus with Sarah Maurer, Linda Gaul, and Donna Boss as alternates.
Dubuque County	Jim Fogel and Al Schilling with Pat Johnson and Karen Adams as alternates
Jackson County	Tim Roth, Kathy Seyfert and Terry Creegan as the City of Maquoketa representative, per the MOU
Jones County	Tom Yeoman
City of Bettendorf	Mark Hunt and Decker Ploehn

Motion by Niehaus, second by Bunting to approve the election of the EIRHA/EIRHC Board of Directors. The motion passed unanimously.

Schnier stated both Asbury and Evergreen Meadows are no longer under the Eastern Iowa Development Corporation therefore the EIDC Board will be dissolved so there will be no need to elect a Board of Directors or Officers.

Election of EIRHA/EIRHC Officers

Schnier reviewed the procedures on the election of EIRHA and EIRHC officers. Schnier asked the officers present if they were still interested in maintaining their positions, Chair and Vice-chair requested to swap their current positions. Schnier then asked for any further nominations.

Motion by Bunting, second by Boss to approve the election of EIRHA/EIRHC Officers as follows:

- Chair - Al Schilling
- Vice-Chair – James Fogel
- Treasurer – Mark Hunt
- Secretary – Kelley Deutmeyer

The motion passed unanimously.

Review and Approve EIRHA FY 2021 Audit – Tostrud and Temp

Mike Temp, a Certified Public Accountant for Tostrud & Temp, S.C., presented the Financial Statements and Independent Audit Report for FY 2021. This report gives an overall picture of the financial information for the Housing Authority as well as a Management Discussion and Analysis (MD&A). Temp reviewed the auditor’s report in detail including the standards as required by HUD and the Auditor’s opinion. Temp then reported that the Eastern Iowa Regional Housing Authority had a clean audit as well as complying with the Government Auditing Standards and the OMB Circular A-133.

Motion by Niehaus, second by Hunt to approve the EIRHA FY 2021 Audit – Tostrud & Temp. The motion passed unanimously.

Presentation of FY 2021 Annual Report

Schnier presented the FY 2021 Annual Report with a brief update on all the programs and services the Housing Authority has to offer, including, Section 8 Housing Choice Voucher, Mainstream Voucher, Foster Youth to Independence, Public Housing, Tenant Based Rental Assistance (TBRA), Family and Elderly Self-Sufficiency programs, Home Ownership/Housing Counseling programs, EIRHC Housing Trust Fund (HTF), USDA, EIRHC Evergreen Meadows and the Asbury Meadows and an update on the Pocket Neighborhood construction.

Review and Approve Public Housing and Section 8 (HCV) program expenditures for September and October 2021

Schnier reviewed the cash account balances for Section 8 HCV and Public Housing disbursements.

She began by highlighting the September and October Public Housing disbursements which include the following expenditures: \$2,500.00 to Property Rescue for tree removal and trimming; \$24,252.67 to Scott Chapman for escrow payout; \$163.40 to AAA for membership renewal; \$2,480.00 to Tom Hare for gutter replacement; \$7,013.11 to MRI Software for annual SaaS fee; \$2,040.00 to Tostrud & Temp for audit of accounts; \$14,520.00 to Coyle’s Contracting for door replacement. Schnier noted there were no other unusual expenditures.

She continued with September and October Section 8 HCV highlighted expenditures: \$417.20 to AAA for staff membership renewal; and \$19,815.37 to MRI Software for annual SaaS fees; \$2,093.38 to Tostrud & Temp for audit of accounts. Schnier noted there were no other unusual expenditures.

Motion by Hunt, second by Schilling to approve the Public Housing and Section 8 HCV program expenditures for September and October 2021. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for September and October 2020

Schnier reviewed the September and October expenditures for Mainstream Vouchers, and highlighted the following: \$1,288.25 to MRI Software for annual SaaS fees. Schnier indicated there were no other unusual expenditures.

Motion by Bunting, second by Niehaus to approve the Mainstream Voucher expenditures for September and October 2021. The motion passed unanimously.

Review and Approve Foster Youth to Independence expenditures for September and October 2021

Schnier reviewed September and October expenditures for Foster Youth to Independence and highlighted the following expenses: \$130.45 to MRI Software for annual SaaS fees. Schnier indicated there were no other unusual expenditures.

Motion by Duesing, second by Hunt to approve the Foster Youth to Independence Program expenditures for September and October 2021. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for September and October 2021

Schnier reported on the EIRHC USDA program expenditures for September and October 2021, highlighting the cash disbursements of \$311.68 to MRI Software for annual SaaS fees and \$12,250.00 to Recker Construction for metal roof installation. She indicated there were no other unusual expenditures.

Motion by Duesing, second by Boss to approve the EIRHC USDA program expenditures for September and October 2021. The motion passed unanimously.

Review and Approve financial reports for Grand Mound and Worthington

Schnier reported on the financial reports for Worthington stating the total cash sources is \$16,581.24, total cash usage is \$14,120.25, with a net cash surplus of \$2,460.99. Operating and maintenance expenses \$11,064.03 with a balance for operating reserves currently at \$10,823.71.

Schnier reported on the Grand Mound financials with total cash sources at \$29,683.08, total cash usage at \$21,707.63, with a net cash surplus of \$7,975.45. Operating and maintenance expenses \$12,954.49 with a balance for the operating reserve currently at \$21,203.80.

Motion by Bunting, second by Niehaus to approve the financial reports for Grand Mound and Worthington. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for September and October 2021

Schnier presented the EIRHC Evergreen Meadows expenditures for September and October 2021, noting the cash disbursements of \$175.00 to Dubuque Home Improvement for resealing of a roof; \$4,416.96 to Orkin for pest control. Schnier indicated there were no other unusual expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures highlighting the cash disbursements of \$16,895.95 to East Iowa Mechanical for replacement of mechanicals; \$6,226.78 to Kitchen & Bath Solutions for installation; and \$872.71 to MRI Software for annual SaaS migration. Schnier indicated there were no other unusual expenditures.

Motion by Hunt, second by Duesing to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for September and October 2021.

Review and Approve EIRH TC Corp program expenditures for September and October 2021

Schnier went on to review the EIRH TC Corp expenditures for September and October noting \$2,543.26 to MRI Software for annual SaaS fees and TBRA housing counseling and \$410.00 to J&D Catering for board meeting meals. Schnier indicated there were no other unusual expenditures.

Motion by Duesing, second by Guise to approve the Asbury Meadow and EIRH TC Corp program expenditures for September and October 2021. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for September and October 2021

Schnier stated there were no unusual TBRA expenditures for the months of September and October.

Motion by Bunting, second by Duesing to approve the Tenant Based Rent Assistance Expenditures for September and October 2021. The motion passed unanimously.

Other Business

No other business.

Adjournment

Motion by Hunt, second by Schilling to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 6:12 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Kelley Deutmeyer".

Kelley Deutmeyer
Director of Housing and Support Services