

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

**Date:** Thursday, March 24, 2022  
**Time:** 4:30 p.m.  
**Place:** ECIA, 7600 Commerce Park

**EIRHC/EIRHA Board of Directors Present:**

- |                                                                                              |                                                                                         |                                                                                                      |                                                                                        |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <b>James Fogel (vice-chair)</b><br><i>Dubuque County</i> | <input type="checkbox"/> <b>Joanne Guise</b><br><i>Clinton County</i>                   | <input checked="" type="checkbox"/> <b>Sarah Maurer*</b><br><i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> <b>Tom Yeoman</b><br><i>Jones County</i>           |
| <input type="checkbox"/> <b>Al Schilling (chair)</b><br><i>Dubuque County</i>                | <input type="checkbox"/> <b>Cliff Bunting</b><br><i>Delaware County</i>                 | <input checked="" type="checkbox"/> <b>Linda Gaul*</b><br><i>alternative for Delaware County)</i>    | <input checked="" type="checkbox"/> <b>Mark Hunt</b><br><i>City of Bettendorf</i>      |
| <input type="checkbox"/> <b>Pat Johnson*</b><br><i>(alternative for DBQ County)</i>          | <input checked="" type="checkbox"/> <b>Chuck Niehaus</b><br><i>Delaware County</i>      | <input checked="" type="checkbox"/> <b>Terry Creegan</b><br><i>City of Maquoketa</i>                 | <input checked="" type="checkbox"/> <b>Decker Ploehn</b><br><i>City of Bettendorf</i>  |
| <input checked="" type="checkbox"/> <b>Laura Twing</b><br><i>Cedar County</i>                | <input type="checkbox"/> <b>Leo Roling</b><br><i>Delaware County</i>                    | <input type="checkbox"/> <b>Tim Roth</b><br><i>Jackson County</i>                                    | <input checked="" type="checkbox"/> <b>Kelley Deutmeyer</b><br><i>ECIA</i>             |
| <input checked="" type="checkbox"/> <b>Linda Duesing</b><br><i>Clinton County</i>            | <input type="checkbox"/> <b>Donna Boss*</b><br><i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> <b>Kathy Seyfert</b><br><i>Jackson County</i>                    | <input type="checkbox"/> <b>Karen Adams</b><br><i>(alternative for Dubuque County)</i> |

**Others Present:** Mark Breitbach, Rhonda Seibert

**Staff Present:**

- |                                                                             |                                                                                |
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| <input checked="" type="checkbox"/> <b>Michelle Schnier</b><br>*Alternative | <input checked="" type="checkbox"/> <b>Sarah Berning</b><br>**Present by phone |
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**A quorum was present for EIRHC/EIRHA Board**

## **Call to Order**

The EIRHA and EIRHC Board meeting was called to order at 4:38 p.m. by Board Vice-Chair, James Fogel. Introductions were made at this time.

## **Review and Approve Minutes of EIRHA and EIRHC January 20, 2022 meeting**

Motion by Hunt, second by Duesing to approve the minutes from the EIRHA and EIRHC January 20, 2022 meeting. The motion passed unanimously.

## **Review and Approve Public Housing and Section 8 HCV program expenditures for January and February 2022**

Schnier began by reviewing disbursements for January and February 2022 Public Housing which included the following highlighted expenditures: \$6,585.80 to East Iowa Mechanical for service calls; \$1,270 to tenants for cleaning and painting contracts; \$34,411.10 to tenants for escrow payouts; \$1,464.16 to the City of Miles for reimbursement on a PILOT payment that was inadvertently returned by the City Clerk; \$6,662.00 to Coyles Contracting for Manchester Manor to repair damage from frozen pipes; \$1,555.00 to Schueller Auction Co. for relocation of a tenant from DeWitt to Grand Mound due to a unit inhabitable as the result of frozen pipes and water damage; \$10,272.04 to ServPro of Davenport for repairing damages from frozen pipes; and \$239.00 to Nan McKay & Associates for the model ACOP revision.

She continued with January and February 2022 Section 8 HCV expenditures highlighting the following: \$4,850.00 to CWCRH for professional services; and \$25,755.87 to tenants for escrow payouts.

Motion by Niehaus, second by Gaul to approve Public Housing and Section 8 HCV program expenditures for January and February 2022. The motion passed unanimously.

## **Review and Approve EIRHA Annual Plan (including Capital Fund Program Annual Statement and Budget) – EIRHA Resolution #1-2022 and Civil Rights Certification**

Schnier said that every year EIRHA is required by HUD to update their Annual Plan. Schnier reviewed the contents of the Annual Plan with the Capital Fund Program Statement and Budget, with the board members. Schnier stated that there were no significant changes made to the Annual Plan from the prior year. Schnier indicated the five-year plan was completed last year.

Motion by Hunt, second by Gaul to approve EIRHA Annual Plan (including Capital Fund Program Annual Statement and Budget) – EIRHA Resolution #1-2022 and Civil Rights Certification. The motion passed unanimously.

### **Review and Approve FY'23 Public Housing Budget – EIRHA Resolution #2-2022**

Schnier detailed the proposed FY'23 Public Housing Budget – EIRHA Resolution #2-2022, for the 163 Public Housing units to the board members. Total projected operating income is \$498,250 with total projected operating expenditures at \$926,600, leaving a deficit of (\$428,350). The infusion of Operating Subsidy funds is projected at \$435,000; this would then result in an estimated FY'23 bottom line surplus of \$6,650 with a final projected Operating Reserve balance of \$802,822.

Motion by Duesing, second by Gaul to approve FY'23 Public Housing Budget – EIRHA Resolution #2-2022. The motion passed unanimously.

### **Review and Approve updated income limits – EIRHA Resolution #3-2022**

Schnier stated that HUD has not yet published the new income limits, therefore this item will be tabled until the next meeting.

### **Review and Approve Section 8 Voucher Utility Allowance Schedule – EIRHA Resolution #4-2022**

Schnier presented the Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #4-2022 to the board members. She indicated that every year EIRHA is required by HUD to review the utility allowances for the Section 8 HCV Program and in areas where there is a 10% change or more in the utility rates, that appropriate adjustments are made. There were some rate changes, so adjustments were made which will be effective July 1, 2022.

Motion by Niehaus, second by Gaul to approve the Section 8 Voucher Utility Allowance Schedule – EIRHA Resolution #4-2022. The motion passed unanimously.

### **Review and Approve Public Housing Utility Allowance Schedule – EIRHA Resolution #5-2022**

Schnier presented the Public Housing Utility Allowance Schedule – EIRHA Resolution #5-2022. She indicated that every year EIRHA is required by HUD to review the utility allowances for the Public Housing Program and in areas where there is a 10% change or more in the utility rates, that appropriate adjustments are made. There were some rate changes, so adjustments were made which will be effective July 1, 2022.

Motion by Gaul, second by Duesing to approve the Public Housing Utility Allowance Schedule – EIRHA Resolution #5-2022. The motion passed unanimously.

**Review and Approve Mainstream Voucher Program expenses for January and February 2022**

Schnier reviewed the January and February 2022 expenditures for the Mainstream Voucher Program, indicating there were no other unusual expenditures.

Motion by Twing, second by Gaul to approve the Mainstream Voucher expenditures for January and February 2022. The motion passed unanimously.

**Review and Approve Foster Youth to Independence expenditures for January and February 2022**

Schnier reviewed January and February 2022 expenditures for the Foster Youth to Independence Program, indicating there were no expenditures yet for this program, other than for HAP and URP.

Motion by Gaul, second by Niehaus to approve the Foster Youth to Independence expenditures for January and February 2022. The motion passed unanimously.

**Review and Approve EIRHC USDA program expenditures for January and February 2022**

Schnier reviewed January and February 2022 expenditures for EIRHC USDA, indicating the following expenditures, \$30.00 to Loucks & Schwartz for electronic submission of data; and \$300.00 to a contracted tenant for painting of a unit.

Motion by Gaul, second by Duesing to approve the EIRHC USDA program expenditures for January and February 2022. The motion passed unanimously.

**Review and Approve FY'2023 Operating Budgets – Grand Mound and Worthington**

Schnier presented the Grand Mound budget for FY'2023 with the projected cash sources of \$25,234, the cash uses of \$25,204 resulting in a total net cash surplus of \$30. Current cash on hand is \$6,548. A proposed rent increase of \$10.00 per month for Grand Mound has been requested for approval from USDA. The projected Operating Reserve account ending balance is \$18,544. The utility allowance for Grand Mound will remain at \$83.00.

She then reviewed the Worthington budget for FY'2023 with the projected cash sources of \$17,369, the cash uses of \$17,240 resulting in a total net cash surplus of \$129. Current cash on hand is \$9,913.57. A proposed rent increase of \$10.00 per month for Worthington has been requested for approval from USDA. The projected operating reserve account ending balance is \$11,222. The utility allowance for Worthington will decrease to \$70.00.

Motion by Niehaus, second by Gaul to approve the FY'2023 Operating Budgets – Grand Mound and Worthington. The motion passed unanimously.

**Review and Sign Identity of Interest Certification for USDA properties**

Schnier reviewed the Identity of Interest form with the board members for the USDA properties of Grand Mound and Worthington. By signing the form, board members indicate they do not have a conflict of interest with either of the USDA properties.

**Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for January and February 2022**

Schnier presented the EIRHC Evergreen Meadows expenditures for January and February 2022, which include the following cash disbursements that totaled \$10.00 to Loucks & Schwartz for electronic submission of data; \$2,696.56 to Mississippi Valley Pump for replacing and installing a new pump; and \$850.61 to East Iowa Mechanical for service calls. All other cash disbursements were routine expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures for January and February 2022 highlighting the cash disbursements of \$10.00 to Loucks & Schwartz for submission of documents; \$15,663.60 to East Iowa Mechanical for service calls; \$745.00 to Trac Solutions LLC for air duct cleaning; \$7,334.00 to Dubuque County Treasurer for property taxes; and \$650.00 to a contracted tenant for painting a unit.

Motion by Gaul, second by Duesing to approve the EIRHC Evergreen Meadows program expenditures for January and February 2022. The motion passed unanimously.

**Review and Approve EIRH TC Corp program expenditures for January and February 2022**

Schnier reviewed the EIRH TC Corp expenditures for January and February 2022, noting the following expenditures, \$595.00 to NeighborWorks America for membership renewal; and \$250.00 to Tides Center National Hsg Resource Ctr for membership renewal. All other cash disbursements were routine expenditures.

Motion by Ploehn, second by Twing to approve EIRH TC Corp program expenditures for January and February 2022. The motion passed unanimously.

**Review and Approve Tenant Based Rent Assistance Expenditures for January and February 2022**

Schnier stated there were no unusual TBRA expenditures for the months of January and February, 2022.

Motion by Gaul, second by Duesing to approve the Tenant Based Rent Assistance Expenditures for January and February 2022. The motion passed unanimously.

**Other Business**

**Al Schilling/New Board Chair**

Schnier informed the board that Schilling has had some health issues where he feels he is not able to continue as chair of the EIRHA/EIRHC Board. Therefore, the board will need to appoint a new chair. Schnier stated Laura Twing has indicated she would be willing to serve as board chair for the duration of the term. Schnier asked if there were any additional members that would like to serve as Chair, there were no further nominations.

Motion by Decker, second by Duesing to approve Laura Twing as the Board Chair of the EIRHA/EIRHC Board. The motion passed unanimously.

**New Hire**

Schnier informed the board she has hired a new staff member, Kristi Oberhoffer, she will be a Housing Support Specialist working with the Public Housing FSS program and tenant files.

**Next Meeting – Thursday, May 26, 2022 at 4:30 pm**

Schnier noted the date of Thursday, May 26, 2022, at 4:30 p.m. for the next housing meeting which will be conducted in-person/via zoom.

**Adjournment**

Motion by Gaul, second by Duesing to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:11 p.m.

Respectfully Submitted,



Kelley Deutmeyer  
Executive Director