

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

Date: Thursday, May 21, 2020
Time: 4:30 p.m.
Place: Zoom meeting/phone call

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|---|--|--|--|
| <input checked="" type="checkbox"/> Bill Rediger (chair)**
<i>City of Dyersville</i> | <input 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"/> Vacant
<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 checked="" type="checkbox"/> Kelley Deutmeyer**
<i>ECIA</i> |
| <input type="checkbox"/> Pat Johnson*
<i>(alternative for DBQ County-Asbury)</i> | <input checked="" type="checkbox"/> Chuck Niehaus**
<i>City of Colesburg</i> | <input type="checkbox"/> Terry Creegan**
<i>City of Maquoketa</i> | |
| <input checked="" 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 type="checkbox"/> Pat Johnson
<i>City of Asbury</i> | <input checked="" type="checkbox"/> Cindy Recker
<i>City of Peosta</i> | <input checked="" type="checkbox"/> Kelley Deutmeyer**
<i>ECIA</i> |
| <input checked="" type="checkbox"/> Cliff Bunting (vice-chair)**
<i>City of Manchester</i> | <input 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 meeting was called to order at 4:33 p.m. by Chair Rediger.

Review and Approve Minutes of EIRHA, EIRHC and EIDC March 26, 2020 Meeting

Motion by Gaul, second by Bunting to approve the minutes from the EIRHA, EIRHC and EIDC March 26, 2020 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 two units vacant. The Public Housing program is presently at 97.91% 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 5,150 families on the waiting list as of May 2020. The yearly lease-up is currently at 89.68% with expenditures at 98.99%, based on the current projected budget figures.

Mainstream Voucher Program lease-up

Schnier stated the Mainstream Voucher Program is a new program as of February 2020 that assists individuals between the ages of 18-61 with disabilities. Schnier reported all 30 vouchers are leased up, resulting in a 100% lease up rate. Schnier stated \$155,279.00 was received for HAP funding to assist this population with rent assistance.

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

Schnier said there are currently one hundred thirty-two (132) clients enrolled in the Section 8 Housing Choice Voucher (HCV) FSS program with an average monthly escrow balance of \$399. 40% of the clients have escrow accounts, with the high balance of \$14,908. Since the last update, there were two successful completions with both completing their contracts without escrow accounts. Schnier informed the Board due to the pandemic more case management services have been needed; in addition, a list of emergency resources was distributed to all clients and extra contact made for those who needed it in order to maintain their mental health.

Public Housing Family Self-Sufficiency (FSS) Program

Schnier reported that forty-four (44) clients are currently being served by the Public Housing FSS program with the highest escrow of \$23,608. Clients can be on the FSS

program for up to five years. Since the last update there was one successful completion, with an escrow balance of \$7,407.

ROSS Elderly Self-Sufficiency (ESS) Program

The ROSS Elderly Self-Sufficiency (ESS) program has served one hundred thirty-five (135) participants to date with sixty-three (63) current active clients. Schnier stated the COVID-19 virus brought about some interesting challenges for the ESS program. Due to the social restrictions the Spring 2020 events with ISU Extension were postponed. Staff stepped up contact with clients, provided resources for clients, did additional mailings and delivered encouragement packages.

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. Schnier informed the Board that Nemmers Realty has been secured to assist with the sale of the homes. Currently three homes have buyers and two additional lots have started construction process. Schnier stated the CDBG department at ECIA has applied for additional down payment assistance, if received, it would be an additional \$18,500 plus \$300 for home inspection assistance.

Homeownership Programs

Schnier reported the Housing Authority has sold six (6) Public Housing units to date. A total of twenty-eight (28) applicants in the Section 8 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 as an approved HUD Housing Counseling Agency since July 30, 2010, EIRHA has provided Housing Counseling Services to one hundred fifty (150) 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 (30) active households using the Housing Counseling services. She informed board members that the 2019 Housing Counseling Grant of \$14,624 was recently closed out and staff have submitted an expression of interest for the 2020 Housing Counseling Grant.

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 \$326,554 was granted in January 2019. Projects

include down payment assistance for three single family homeowners; owner-occupied rehab for three single family; Area Substance Abuse fourteen (14) rehab units in the City of Maquoketa; and rental rehab/new development for five (5) Pocket Neighborhood homes. These funds must be fully expended by December 31, 2020.

Staff applied for FY2020 funding to the State Housing Trust Fund with an award of \$284,181 granted in January 2020. Projects include down payment assistance for seven single family homeowners; lead reduction 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; and Evergreen Meadows rental rehab for thirteen (13) units. 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 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. Currently there are sixty-one (61) participants being served with monthly Housing Assistance Payments and thirty-five (35) who have received security deposit assistance.

To date, the 2019 TBRA has expended 50% of the funds with the contract end date of March 31, 2021.

USDA and Evergreen Meadows Lease-up

The Worthington, Grand Mound USDA units were at 100% lease-up. There currently is one vacancy at both the Grand Mound and Worthington sites.

The Evergreen Meadows lease-up is at 97.22%, with 2,117 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. Schnier commented that gift bags made up of snacks and games were delivered to all units in response to the COVID-19 pandemic.

Asbury Meadows Tax Credit Lease-up and Waiting List

Schnier said that Asbury Meadows is currently at 96.88% yearly lease-up with 1,210 individuals on the waiting list. Asbury Meadows currently has three (3) vacancies. Additional information on residents: twelve (12) are enrolled in the FSS Program; four (4) residents are students; and fifteen (15) are employed either part-time or full-time. Schnier commented that gift bags made up of snacks and games were delivered to all units in response to the COVID-19 pandemic.

Review and Approve Public Housing and Section 8 Housing Choice Voucher (HCV) program expenditures for March and April 2020

Schnier began by reviewing the cash account balances for Section 8 HCV, Public Housing, Corporation and Tax Credit as of May 1, 2020. Schnier noted that the Public Housing and Section 8 HCV programs received CARE COVID-19 funds to be utilized on COVID related expenses, to be expended by December 31, 2020. PH received \$63,306.00 and S8 received \$121,748.00.

Disbursements for March and April Public Housing include the following expenditures: \$239 to Nan McKay & Associates for Model ACOP revision; \$65 to Bernie's Heating and Cooling for service call; \$3,825 to Coyles Contracting for repairs; \$4,192.13 to East Iowa Mechanical for service calls; and \$506.67 and \$1,113.33 to MRI Software for adding the IVR system and SaaS Migration. There were no other unusual Public Housing expenditures for March and April.

Schnier noted the March and April disbursements for Section 8 HCV: \$239 to Nan McKay & Associates for the Model Admin Plan; and \$3,735.67 to MRI Software for adding the IVR system and SaaS migration. There were no other unusual Section 8 HCV expenditures for March and April.

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

Review and Approve Mainstream Voucher expenditures for March and April 2020

Schnier indicated that there were no unusual Mainstream Voucher expenditures for March and April, 2020.

Motion by Bunting, second by Gaul to approve Mainstream Voucher expenditures for March and April. The motion passed unanimously.

Review and Approve updated income limits – EIRHA Resolution #5-2020

Schnier reviewed the HUD income limits for Public Housing and Section 8 HCV, which were retroactive to April 1, 2020. Income guidelines went up roughly \$500 per household.

Motion by Gaul, second by Roling to approve updated income limits – EIRHA Resolution #5-2020. 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.

Motion by Gibson, 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 #9-2020

Schnier referenced the Public Housing Flat Rent Policy-EIRHA Resolution #9-2020, 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, 2020.

Motion by Twing, second by Schilling to approve the Public Housing Flat Rent Policy – EIRHA Resolution #9-2020. The motion passed unanimously.

Review and write off outstanding Public Housing tenant past due balances-EIRHA Resolution #10-2020

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, 2019 through June 30, 2020 for seven tenants will be \$7,371.21.

Motion by Gaul, second by Boss to approve write-off outstanding Public Housing tenant past due balances – EIRHA Resolution #10-2020. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for March and April 2020

Schnier reported on the EIRHC USDA program expenditures for March and April 2020; she highlighted the MRI Software expense of \$49.80 for the SaaS migration.

Motion by Gibson, second by Niehaus to approve the EIRHC USDA program expenditures for March and April 2020. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows program expenditures for March and April 2020

Schnier presented the March and April 2020, EIRHC Evergreen Meadows program expenditures to the board members, noting a disbursement of \$3,726.85 to Mississippi Valley Pump for a new pump and capacitor at the left station; \$139.43 to MRI Software for SaaS migration. All other cash disbursements are normal and routine.

Motion by Twing, second by Gaul to approve the EIRHC Evergreen Meadows program expenditures for March and April 2020. The motion passed unanimously.

Review and Approve Asbury Meadows Tax Credit and EIRHC-Tax Credit program expenditures for March and April 2020

Schnier presented the Asbury EIRP, LLLP (Asbury Meadows) March and April 2020 expenditures to the board members. She noted the following cash disbursements: \$5,000.00 to Iowa Finance Authority for the HOME loan payment; and \$139.44 to MRI Software for the SaaS migration. All other cash disbursements are normal and routine expenditures.

She then continued with the EIRH Tax Credit, Corp March and April 2020 expenditures to the board members, highlighting the following cash disbursements: \$374.66 to MRI Software for the SaaS migration. There were no other unusual cash disbursements.

Motion by Schilling, second by Boss to approve the Tax Credit program expenditures for March and April 2020. The motion passed unanimously.

Review and Approve Asbury Meadows delinquent accounts – EIRHC Resolution #1-2020

Schnier reviewed Asbury Meadows delinquent accounts and requested that those charges be written off the books. The total write-off for July 1, 2019 through June 30, 2020 for two tenants will be \$8,545.

Motion by Gaul, second by Niehaus to approve Asbury Meadows delinquent accounts – EIRHA Resolution #1-2020. The motion passed unanimously.

Review and Approve the Tenant Based Rental Assistance (TBRA) program expenditures for March and April 2020

Schnier reviewed the TBRA expenditures for March and April 2020, there were no other unusual cash disbursements.

Motion by Flogel, second by Roling to approve the Tenant Based Rent Assistance expenditures for March and April 2020. The motion passed unanimously.

Other Business

Section 8 Admin Plan – Schnier reviewed updates to the plan implemented during COVID-19 as follows:

- **Income Changes**
Staff are working hard to process income changes quickly, due to COVID-19 and the decrease of income for tenants. Currently income changes will be processed by the 1st of the next month.
- **Rent Increases**
Currently a \$25 rent increase is being allowed for landlords.

Depository Resolution

Schnier informed the Board that the depository resolution needed to be updated. When funds are deposited for Section 8 HCV or Public Housing Program, a general depository agreement needs to be in place.

Motion by Gibson, second by Boss to approve the General Depository Agreement - EIRHA Resolution #11-2020 and the EIRHC Resolution #2-2020. The motion passed unanimously.

Next Meeting – Thursday, July 16, 2020 at 4:30 pm

Schnier noted the date of Thursday, July 16, 2020 at 4:30 p.m. for the next Housing meeting.

Adjournment

Motion by Boss, second by Niehaus to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:06 p.m.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Kelley Hutton Deutmeyer", with a long horizontal flourish extending to the right.

Kelley Hutton Deutmeyer
Executive Director