

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

Date: Thursday, May 26, 2022
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> James Fogel (vice-chair) <i>Dubuque County</i> | <input type="checkbox"/> Joanne Guise <i>Clinton County</i> | <input checked="" type="checkbox"/> Sarah Maurer* <i>(alternative for Delaware County)</i> | <input checked="" type="checkbox"/> Tom Yeoman <i>Jones County</i> |
| <input type="checkbox"/> Vacant <i>Dubuque County</i> | <input type="checkbox"/> Cliff Bunting <i>Delaware County</i> | <input 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 (chair) <i>Cedar County</i> | <input checked="" type="checkbox"/> Leo Roling <i>Delaware County</i> | <input type="checkbox"/> Vacant <i>Jackson County</i> | <input type="checkbox"/> Kelley Deutmeyer <i>ECIA</i> |
| <input 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> | <input type="checkbox"/> Karen Adams <i>(alternative for Dubuque County)</i> |

Others Present: Rhonda Seibert

Staff Present:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Michelle Schnier *Alternative | <input checked="" type="checkbox"/> Sarah Berning **Present by phone |
|---|--|

A quorum was present for EIRHA/EIRHC Board

Call to Order

The EIRHA and EIRHC Board meeting was called to order at 4:34 p.m. by Board Chair, Laura Twing. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC March 24, 2022 meeting

Motion by Ploehn, second by Niehaus to approve the minutes from the EIRHA and EIRHC March 24, 2022 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 98.04% 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 2,856 families on the waiting list as of May 2022. The yearly expenditure is currently at 99.53% with lease up at 95.3%.

Section 8 HCV Family Self-Sufficiency (FSS)

Schnier said there are currently one hundred twenty-one (121) clients enrolled in the Section 8 HCV FSS program with an average monthly escrow balance of \$322. Since the last update, there were eight successful completions.

Public Housing ROSS Family Self-Sufficiency (FSS) Program

Schnier reported that forty-eight (48) clients are currently being served by the Public Housing FSS program with the highest escrow of \$45,252.

ROSS Elderly Self-Sufficiency Program

The ROSS ESS program has served one hundred fifty-six (156) participants to date with sixty-two (62) current active clients. Schnier indicated in April 2021, EIRHA was awarded funding in the amount of \$239,250 to cover the Service Coordinator position. The three-year grant is from April 2021 to April 2024.

Mainstream Voucher Program

Schnier stated the Mainstream Voucher Program is a relatively new program as of February 2020 that assists individuals between the ages of 18-61 with disabilities.

Schnier reported that seventy-eight (78) families have been housed. EIRHA has an Annual Contributions Contract (ACC) to assist 79 families. In accordance with PIH Notice 2022-07 EIRHA has applied for an addition thirty (30) Mainstream Housing Choice Vouchers.

Foster Youth to Independence (FYI) Program

Schnier informed the Board the FYI Program through the Department of Housing and Urban Development (HUD) has applications available for youth identified by the local Public Child Welfare Agency (PCWA) for assistance. EIRHA can receive up to 25 vouchers within a fiscal year. The applicants must be youth who are between the ages of 18-24 who have left Foster Care or will leave Foster Care within 90 days and are homeless or are at risk of becoming homeless. Applicants must also be at or below 50% of the Area Median Income guideline. Currently there are two clients receiving assistance through the Foster Youth to Independence Program.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Section 8 HCV program waiting list. Families are assisted through TBRA until they can transition over to the Section 8 HCV program. Currently there are thirty-three (33) participants being served with monthly Housing Assistance Payments, thirty-five (35) participants received security deposit assistance and 90% of the grant has been expended to date.

EIRHC USDA lease-up

The Worthington and Grand Mound USDA units are at 100% lease-up. Schnier noted the Grand Mound site has 6 units and the Worthington site has 4 units of one bedroom housing for the elderly/handicapped/disabled.

EIRHC Asbury Meadows and Evergreen Meadows lease-up

Schnier indicated that Evergreen Meadows is currently at 100% yearly lease-up with 459 individuals on the waiting list. Additional information on residents: eleven (11) are currently enrolled in the FSS Program; six (6) residents are students; and nineteen (19) are employed either part-time or full-time.

Schnier indicated that Asbury Meadows is currently at 97.19% yearly lease-up with 508 individuals on the waiting list. Asbury Meadows has one (1) vacancy currently. Additional information on residents: Eighteen (18) are currently enrolled in the FSS Program; two (2) residents are students; and seventeen (17) are employed either part-time or full-time.

Housing Development/Maquoketa Pocket Neighborhood

Schnier said staff continue to work with the East Central Development Corporation (ECDC) in partnership with the EIRHC Housing Trust Fund (HTF) on development of a

Pocket Neighborhood in Maquoketa. Schnier informed the Board that all ten homes have completed construction, with the remaining home to close by mid-June. The grading, landscaping, fence installation, final concrete work and gazebo will be completed early this summer.

Homeownership Programs

Schnier reported the Housing Authority has sold six (6) Public Housing units to date. A total of thirty (30) applicants in the Section 8 HCV Homeownership Program purchased a home using their HCV for mortgage assistance. Sixteen (16) participants remain active on the program. Staff also provide housing counseling services to the homeowners.

Housing Counseling

Schnier explained that EIRHA has been an approved HUD Housing Counseling Agency since July 30, 2010. EIRHA has provided Housing Counseling Services to one hundred seventy-two (172) households who have completed the pre and post homeownership counseling course, with one hundred thirty-two (132) households that went on to purchase a home. Presently, there are twenty-six (26) active households using the Housing Counseling services. She informed board members that in January 2022 EIRHA was awarded a Housing Counseling Grant in the amount of \$16,912, these funds need to be expended by September 30, 2022.

Housing Trust Fund

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 \$359,295 was granted in January 2021. Projects include owner-occupied rehabilitation for five (5) single family homeowners; and rental rehab/new development for thirty-two (32) units at Asbury Meadows; twelve (12) units at Evergreen Meadows; ten (10) units at West Ridge Apartments/Churchview Apartments; sixteen (16) units at Yankee Settlement; and four (4) units at Lawrence Investments. These funds must be fully expended by December 31, 2022.

Another award of \$406,865 was granted in January 2022. Projects include down payment assistance for 1 home; owner occupied rehabilitation for nine (9) single family homeowners; and rental rehab/new development for ten (10) units at West Ridge Apartments/Churchview Apartments; one (1) unit at Mars Rental; four (4) units at LaCasa; one (1) unit at JDT Development; and five (5) homes in Maquoketa. These funds must be fully expended by December 31, 2023.

Review and Approve Public Housing and Section 8 HCV program expenditures for March and April 2022

Disbursements for March and April Public Housing include the following highlighted expenditures: \$100.00 to tenant for cleaning; \$29,830 to Coyles Contracting for repairs/replacing doors; \$4,738.37 to a client for escrow payout; \$239.00 to Nan McKay & Associates for model admin plan revisions; \$2,418.00 to a client for escrow payout and security deposit refund; and \$1,155.00 to ITS for purchase of a ProBook and Docking Station for the new FSS Coordinator.

She continued with March and April Section 8 HCV expenditures highlighting the following: A combined total of \$66,924.54 to four clients for escrow payouts.

Motion by Yeoman, second by Roling to approve Public Housing and Section 8 HCV program expenditures for March and April 2022. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenditures for March and April 2022

Schnier reviewed the March and April expenditures for Mainstream Vouchers, indicating there were no unusual expenditures.

Motion by Niehaus, second by Roling to approve the Mainstream Voucher Program expenditures for March and April 2022. The motion passed unanimously.

Review and Approve Foster Youth to Independence expenditures for March and April 2022

Schnier reviewed March and April expenditures for Foster Youth to Independence, indicating there were no unusual expenditures.

Motion by Creegan, second by Roling to approve the Foster Youth to Independence expenditures for March and April 2022. The motion passed unanimously.

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

Schnier reviewed the HUD income limits for Public Housing and Section 8 HCV, which were retroactive to April 18, 2022, when they were published by HUD. Schnier stated that the income limits have increased substantially this year.

Motion by Niehaus, second by Maurer to approve updated income limits – EIRHA Resolution #3-2022. The motion passed unanimously.

Review and Approve Public Housing Flat Rent Policy – EIRHA Resolution #6-2022

Schnier referenced the Public Housing Flat Rent Policy-EIRHA Resolution #6-2022, noting that this is an annual requirement by HUD to review and update. 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, 2022.

Motion by Creegan, second by Niehaus to approve the Public Housing Flat Rent Policy – EIRHA Resolution #6-2022. The motion passed unanimously.

Review and write off outstanding Public Housing tenant past due balances-EIRHA Resolution #7-2022

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, 2021 through June 30, 2022 for two tenants will be \$1,561.31.

Motion by Niehaus, second by Roling to approve write-off outstanding Public Housing tenant past due balances – EIRHA Resolution #7-2022. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for March and April 2022

Schnier reviewed March and April expenditures for EIRHC USDA, indicating there were no unusual expenditures.

Motion by Creegan, second by Roling to approve the EIRHC USDA program expenditures for March and April 2022. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2022

Schnier presented the EIRHC Evergreen Meadows expenditures for March and April 2022, indicating there were no unusual expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures for March and April 2022, highlighting the following disbursements, \$525.00 to Tostrud & Temp for document preparation; \$7,038.95 to East Iowa Mechanical for service calls and replacement of mechanicals which a portion is being reimbursed out of Housing Trust Fund Program dollars.

Motion by Yeoman, second by Niehaus to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for March and April 2022. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for March and April 2022

Schnier reviewed the EIRH TC Corp expenditures for March and April highlighting the following disbursements, \$431.25 to J&D Catering for catering the board meeting; \$10,371.65 to ECIA for USDA 2021 grant match.

Motion by Roling, second by Niehaus to approve EIRH TC Corp program expenditures for March and April 2022. The motion passed unanimously.

Review and Approve Asbury Meadows and Evergreen Meadows delinquent accounts – EIRHC Resolution #1-2022

Schnier reviewed Asbury Meadows and Evergreen Meadows delinquent accounts and requested that those charges be written off the books. The total write-off for July 1, 2021 through June 30, 2022, is \$7,836.00 for two tenants at Asbury Meadows and a total of \$13,686.00 for six tenants at Evergreen Meadows.

Motion by Niehaus, second by Roling to approve Asbury Meadows and Evergreen Meadows delinquent accounts – EIRHC Resolution #1-2022. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for March and April 2022

Schnier stated there were no unusual TBRA expenditures for the months of March and April.

Motion by Creegan, second by Niehaus to approve the Tenant Based Rent Assistance Expenditures for March and April 2022. The motion passed unanimously.

Other Business

Temporary Workers

Schnier informed the board that EIRHA hired two temporary workers through the local staffing agencies to assist the maintenance staff with catching up on work orders throughout the summer.

September Board meeting

Schnier informed the board that the September board meeting needs to be moved to September 29, 2022 as she has a conflict with a training conference that she will be attending.

Next Meeting – Thursday, July 21, 2022 at 4:30 p.m.

Schnier noted the date of Thursday, July 21, 2022 at 4:30 p.m. for the next Housing meeting which will be conducted through both options of in person or via zoom.

Adjournment

Motion by Creegan, second by Ploehn to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:14 p.m.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Michelle Schnier". The signature is written in a cursive style and is positioned above the typed name and title.

Michelle Schnier
Director of Housing and Support Services