

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

Date: Thursday, March 21, 2023
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park

EIRHC/EIRHA Board of Directors Present:

Abigail Spiegel
Dubuque County

Dawn Smith
Cedar County

Sarah Maurer*
(alternative for Delaware County)

Jake Ellwood
Jones County

Sue Hoeger
Dubuque County

Heather Jones
Cedar County

Donna Boss*
(alternative for Delaware County)

Mark Hunt
City of Bettendorf

Karen Adams
Dubuque County

Chuck Niehaus (chair)
Delaware County

Terry Creegan
City of Maquoketa

Ploehn Ploehn
City of Bettendorf

Joanne Guise
Clinton County

Leo Roling
Delaware County

Jessica Franzen
Jackson County

Michelle Schnier
ECIA

Linda Duesing (VC)
Clinton County

Linda Gaul
Delaware County

Kathy Seyfert
Jackson County

Others Present: Rick Hoeger

Staff Present:

Sarah Berning
*Alternative

**Present by phone

A quorum was present for EIRHC/EIRHA Board

Call to Order

The EIRHA and EIRHC Board meeting was called to order at 4:36 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC January 18, 2024 and January 31, 2024 special board meeting

Motion by Duesing, second by Gaul to approve the minutes from the EIRHA and EIRHC January 18, 2024 and January 31, 2024 special board meeting. The motion passed unanimously.

Review and Approve Public Housing and Section 8 HCV program expenditures for January and February 2024

Schnier began by reviewing Public Housing January and February 2024 expenditures which included the following highlighted disbursements: \$2,280.00 to Coyles Contracting for kitchen remodel; \$37,619.78 to East Iowa Mechanical for service calls and CFP Housing Hazards Grant work; and \$8,440.00 to Kitchen & Bath Solutions for bath repairs.

She continued with the Section 8 HCV January and February 2024 expenditures highlighting the following: \$442.00 to Happy Software for the utility allowance review. There were no other unusual expenditures noted.

Motion by Ploehn, second by Hunt to approve Public Housing and Section 8 HCV program expenditures for January and February 2024. The motion passed unanimously.

Review and Approve EIRHA Annual Plan (including Capital Fund Program Annual Statement and Budget) – EIRHA Resolution #5-2024 and Civil Rights Certification

Schnier indicated that every year EIRHA is required by HUD to update their Annual Plan. Schnier reviewed the contents of the Annual Plan along with the Capital Fund Program Statement and Budget, with the board members. Schnier stated that EIRHA currently has two ACOP's in place, one that is updated for HOTMA and the Pre-HOTMA policy. Once HUD has replaced the Information Management System/PIH Information Center (IMS/PIC) with the Housing Information Portal (HIP) and its software is compliant, the EIRHA will implement the HOTMA policies. There were no other significant changes made to the Annual Plan from the prior year.

Motion by Franzen, second by Seyfert to approve EIRHA Annual Plan (including Capital Fund Program Annual Statement and Budget) – EIRHA Resolution #5-2024 and Civil Rights Certification. The motion passed unanimously.

Review and Approve Public Housing Admissions and Continued Occupancy Policy (ACOP) Revision to include updated HOTMA policies – EIRHA Resolution #6-2024

Schnier stated the Public Housing HOTMA ACOP has had a 2nd revision to include the Housing Opportunity through Modernization Act (HOTMA) policy changes. Some of the changes included adding additional information on HOTMA, accounting for the implementation of the National Standards for the Physical Inspection and Real Estate (NSPIRE) and revisions to various areas of the chapters.

Motion by Hunt, second by Guise to approve the Public Housing Admissions and Continued Occupancy Policy Revision to include updated HOTMA policies – EIRHA Resolution #6-2024. The motion passed unanimously.

Review and Approve Section 8 HCV Administrative Plan (AP) Revision to include updated HOTMA policies – EIRHA Resolution #7-2024

Schnier stated the Section 8 HCV HOTMA AP has had a 2nd revision to include a list of owner responsibilities to account for the NSPIRE. Schnier indicated that NSPIRE inspections will start in October, 2024.

Motion by Spiegel, second by Hunt to approve the Section 8 Administrative Plan Revision to include updated HOTMA policies – EIRHA Resolution #7-2024. The motion passed unanimously.

Review and Approve FY’25 Public Housing Budget – EIRHA Resolution #8-2024

Schnier detailed the proposed FY’25 Public Housing Budget – EIRHA Resolution #8-2024, for the 163 Public Housing units to the board members. Total projected operating income is \$534,530 with total projected operating expenditures at \$1,048,050, leaving a deficit of (\$513,520). The infusion of Operating Subsidy funds is projected at \$516,000; this would then result in an estimated FY’25 bottom line surplus of \$2,480 with a final projected Operating Reserve balance of \$258,917.

Motion by Guise, second by Hoeger to approve FY’25 Public Housing Budget – EIRHA Resolution #8-2024. The motion passed unanimously.

Review and Approve Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #9-2024

Schnier presented the Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #9-2024 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, appropriate adjustments are made. There were some rate changes, so adjustments were made which will be effective July 1, 2024.

Motion by Guise, second by Gaul to approve the Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #9-2024. The motion passed unanimously.

Review and Approve Public Housing Utility Allowance Schedule – EIRHA Resolution #10-2024

Schnier presented the Public Housing Utility Allowance Schedule – EIRHA Resolution #10-2024. 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, 2024.

Motion by Gaul, second by Guise to approve the Public Housing Utility Allowance Schedule – EIRHA Resolution #10-2024. The motion passed unanimously.

Review and Approve updated income limits – EIRHA Resolution #11-2024

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 updated Family Self Sufficiency (FSS) Action Plan – EIRHA Resolution #12-2024

Schnier reviewed the HUD updated changes to the Family Self-Sufficiency Action Plan. She indicated the changes to the plan were as follows: modified language to align with HUD FSS plan requirements, added fair housing and nondiscrimination language to align with HUD required policy language, clarified language to align with HUD FAQ on FSS Final Rule Implementation, and updates to account for the HOTMA implementation guidance in Notice PIH 2023-27.

Motion by Ploehn, second by Hunt to approve the updated FSS Action Plan – EIRHA Resolution #12-2024. The motion passed unanimously.

Review and Approve Mainstream Voucher Program expenses for January and February 2024

Schnier reviewed the January and February 2024 expenditures for the Mainstream Voucher Program, indicating the following expenditure, \$38.00 to Happy Software for utility review, there were no other unusual expenditures.

Motion by Smith, second by Gaul to approve the Mainstream Voucher expenditures for January and February 2024. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for January and February 2024

Schnier reviewed January and February 2024 expenditures for EIRHC USDA, indicating there were no unusual expenditures.

Motion by Gaul, second by Hoeger to approve the EIRHC USDA program expenditures for January and February 2024. The motion passed unanimously.

Review and Approve FY'2025 Operating Budgets – Grand Mound and Worthington

Schnier presented the Grand Mound budget for FY'2025 with the projected cash sources of \$26,315, the cash uses of \$26,259 resulting in a total net cash surplus of \$56. The current cash on hand is \$6,271. The current Operating Reserve account balance is \$32,071. The utility allowance review was completed and will remain at \$83. In addition, a \$10 increase in rent is being requested.

She then reviewed the Worthington budget for FY'2025 with the projected cash sources of \$18,105, the cash uses of \$17,922 resulting in a total net cash surplus of \$183. Current cash on hand is \$7,625. The current operating reserve account balance is \$15,356. The utility allowance was reviewed and will increase from \$70 to \$89. In addition, a \$10 increase in rent is being requested.

Motion by Ellwood, second by Duesing to approve the FY'2025 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 2024

Schnier presented the EIRHC Evergreen Meadows expenditures for January and February 2024, which include the following cash disbursement that totaled \$19,261.60 to Widmeier Lawn Care for snow removal. All other cash disbursements were routine expenditures.

Schnier presented the EIRHC Asbury Meadows expenditures for January and February 2024, \$18,600 to Widmeier Lawn Care for snow removal, and \$1,433.69 to Trac Solutions LLC for mold remediation which was covered under the Housing Trust Fund Grant. All other cash disbursements were routine expenditures.

Motion by Ploehn, second by Gaul to approve the EIRHC Evergreen Meadows program expenditures for January and February 2024. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for January and February 2024

Schnier reviewed the EIRH TC Corp expenditures for January and February 2023, noting no unusual expenditures.

Motion by Ploehn, second by Hunt to approve EIRH TC Corp program expenditures for January and February 2024. The motion passed unanimously.

Review and Approve Tenant Based Rent Assistance Expenditures for January and February 2024

Schnier stated there were no unusual TBRA expenditures for the months of January and February 2024.

Motion by Hoeger, second by Spiegel to approve the Tenant Based Rent Assistance Expenditures for January and February 2024. The motion passed unanimously.

Other Business

Lead Risk Assessment Demonstration Grant (LRAD)

Schnier stated that staff held a Dubuque County meeting for Section 8 HCV landlords and to discuss the LRAD grant to determine their level of interest in assessing their units for lead based paint. Schnier state one landlord attended the meeting and is interested in having the assessment done on 21 of their units.

Schnier stated staff will continue to conduct meetings in all seven counties served by the EIRHA.

Next Meeting – Thursday, May 16, 2024 at 4:30 pm

Schnier noted the date of Thursday, May 16, 2024, at 4:30 p.m. for the next housing meeting which will be conducted in-person/via zoom.

Adjournment

Motion by Ploehn, second by Gaul to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:16 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 printed name and title.

Michelle Schnier
Director of Housing & Support Services