

**COMMUNITY SOLUTIONS OF EASTERN IOWA
SECRETARIAL NOTES**

DATE Thursday, March 23, 2023

TIME 11:00 a.m.

PLACE Zoom/Phone/7600 Commerce Park, Dubuque, Iowa

MEMBERS PRESENT:

- Martha Donnelly Sister, Presentation BVMs
- Martha Doyle, Community Volunteer
- Beth Bonz, City Manager, City of Asbury
- Connie Behnken, Mayor, City of Manchester
- Mindy Wiley, ECIA/EIRHA
- Cori Burbach, Assistant City Manager, City of Dubuque
- Stephanie Ottavi, Community Volunteer
- Andy Mozena, Premier Bank
- Nicole Recker, Mental Health Advocate, Delaware County
Community Services
- Rick Mihm, Executive Director, Dubuque Rescue Mission
- Sam Wooden, RHS Legal

OTHERS PRESENT: None

STAFF PRESENT:

- Kelley Deutmeyer, Executive Director, ECIA
- Jennifer Walker, Manager of Special Programs
- Steve Stoffel, Director of Finance and Administration
- Shelby Eipperle, Community Service Advocate
- Ashley Noonan, Regional Homeless Coordinator
- Sharon Nesteby, Executive Assistant

1. - CALL TO ORDER/INTRODUCTIONS

Chair Bonz called the CSEI meeting to order at 11:02 a.m. Introductions followed by board members and staff.

The members of the CSEI are holding this session by electronic means pursuant to the provisions of the Iowa Open Meetings Law, Section 21.8, Code of Iowa, and due to the limited agenda for this meeting, relatively short period of time that this meeting is expected to be held, the expense of transporting the board members in person is impractical. The meeting is being held by phone or internet means originating from the ECIA offices in Dubuque. It is open to the public and those in attendance can hear the proceedings. Public notice of the meeting has been issued in accordance with Iowa Code Section 21.4.

2. – REVIEW/APPROVE CSEI MINUTES AND SECRETARIAL NOTES FOR JANUARY 26, 2023

Motion by Behnken, second by Mozena to approve the Minutes and Secretarial Notes of the January 26, 2023 CSEI Meeting. The motion passed unanimously.

3. – REVIEW/APPROVE APPOINTMENT OF SAM WOODEN TO THE CSEI BOARD

Sam Wooden explained he is an attorney with RHS Legal based in Cedar Rapids but works in Dubuque frequently.

Motion by Doyle, second by Behnken to approve Sam Wooden, RHS Legal, to the CSEI Board. The motion passed unanimously.

4. – REVIEW/APPROVE CSEI BUDGET

Walker referred to the FY2023 Revenues & Expenses with FY2021 and FY2022 Actual Budgets, FY2023 Budget, FY2023 Amended Budget, and FY2023 Actual as of March 13, 2023. Year-to-date percentage should be 66% of the budget. The Amended Budget for Revenues carries over \$2,434 from the previous year; revenues from Dubuque County, United Way, Private Gifts, Theisen’s Grant, Community Foundation, City of Dubuque Community Development Block Grant Covid (CDBG CV), Emergency Solutions Grant (ESG Covid 2), and Emergency Rental Assistance 2 Rapid Re-Housing (ERA2 RRH) for a total of \$793,832. Actual Revenue as of March 13, 2023 is \$358,062 received which is 45.11% year-to-date. Walker continued with the Amended Expenses of ECIA Management including Salaries, Benefits and Overhead, ESG Client Assistant, City of Dubuque CDBG CV, ERA2 RRH Rent, Deposits, Pass Throughs to Clinton YWCA, and miscellaneous office expenses for a total of \$754,756. Actual Expenses as of March 13, 2023 is \$331,913 expended which is 43.98% year-to-date. Excess Revenue (Expense) is \$26,148 as of March 13, 2023.

Discussion followed concerning the approximate \$42,000 gap at the beginning of the fiscal year closed through fundraising efforts; the program is operated on a reimbursement basis; and staff providing a balance sheet to the board members at future meetings.

Motion by Recker, second by Ottavi to approve the CSEI Budget. The motion passed unanimously.

5. – REVIEW/APPROVE CSEI PROCUREMENT POLICY

Bonz said the enclosed Procurement and Purchasing Policy, which is the same policy for ECIA and other boards, details standard purchase policies which meet Federal grant requirements.

Motion by Behnken, second by Wiley to approve the CSEI Procurement Policy. The motion passed unanimously.

6. – UPDATE ON STAFFING/CALL VOLUME AND PROGRAM ADDITIONS/CONTINUATIONS/EXITS

Walker said Noonan and Eipperle continue to work full-time with the various programs and clients on rental and case management. They currently have nineteen households with about 48-50 people and an additional eight potential enrollments. The intern, Recker, is staffing the CSEI Hot Line three days a week through mid-May. There were 161 hotline calls in February 2023; 45 qualified and are on the program lists; with other calls being referred to another agency or ineligible for assistance. One hundred fifteen callers live in the City of Dubuque; twenty-two in Dubuque County; eighteen were unknown; two in Delaware County; and four out of the CSEI region. Walker explained the CSEI voice mail has also been changed to state exactly what services CSEI offers to the clients. Staff are working to create partnerships with other agencies so they may understand what the CSEI program may provide; are advocating to landlords on the necessity of available rental units; and dealing with clients and various substance abuse issues such as opioids and alcohol.

Noonan explained two situations to the board members: providing case management for a woman with two daughters in transitional housing; and establishing contact with a homeless man who missed appointments, but finally was able to sign papers for a rental unit. She explained the struggles to document and verify the clients' homeless status for program eligibility and those that disappear leaving staff with no way to reach them. Some rental applications need a unit deposit, but the CSEI programs require landlords to approve the tenancy before receiving deposits which can be a problem. Eipperle noted that some clients resist options, are unwilling to be referred to certain programs, and exhaust their program resources. Walker said after clients exit the housing programs, they can still receive case management.

7. - UPDATE ON GRANTS & GIFTS THIRD QUARTER (January, February, March)

Walker explained an application has been submitted to the Cottingham & Butler (C&B) Initiative for \$12,500. The C&B staff vote on the applications quarterly and fund the selected applications. An application has also been submitted to the Delaware County Future Fund for \$5,000 to create public awareness through CSEI events.

8. – SET DATE FOR UPDATE OF CSEI STRATEGIC PLAN

Bonz said she and Walker discussed the Strategic Plan and noted that with the addition of new board members, the plan should be revisited for direction, organization and ideas to move forward with CSEI. Walker suggested the Strategic Plan be discussed after the end of the fiscal year, June 30, 2023, at the next CSEI meeting in-person on July 20 at 11 a.m. A calendar appointment will be sent to the board members to accept and save the date.

9. – GRANTS & GIFTS

a. Care and Share Results

Walker said in November, which was Homeless Awareness Month, and December 2022, the Theisen's More for your Community corporate grant was used for a Care and Share program to collect new items, such as cleaning supplies, linens, and towels, for people who had recently been housed by CSEI staff and needed essentials for their new homes. Collection bins were located at various sites in the three counties. Funds were also used to purchase tents, tarps and hygiene bags containing personal supplies. Walker appreciated the donations and said the collection will be an annual event.

b. Dupaco Community Credit Union

Dupaco awarded CSEI a donation of \$1,000 with no restrictions on use.

c. City of Dubuque Community Development Block Grant – Covid (CDBG-CV)

Walker said early in March staff were surprised by a funding regulation which prohibits any one tenant from receiving CDBG-CV funds for six consecutive months. Five tenants were past the six months; one received a City of Dubuque voucher; two tenants were terminated from the program. Over \$16,000 was paid back to the City who returned the funds to the Iowa Finance Authority (IFA).

d. CoC RRH

Staff applied for \$240,000 for Dubuque and Delaware Counties from the Continuum of Care Rapid Re-Housing (CoC RRH) program and are waiting to hear the awards.

e. Other Gifts & Grants

Staff are also applying for a Women’s Giving Circle award, a Dubuque Racing Association (DRA) grant, and for the Eastern Iowa Regional Housing Authority (EIRHA) Tenant Based Rental Assistance (TBRA) Home-Based Tenant funding. They will also check on Iowa Cultural Affairs grants.

Walker said she met with Doyle and Ottavi to discuss a CSEI awareness event to let the public know what programs are available. They will continue to work on the details and keep the board members informed.

Deutmeyer noted that the Grant Wood Loop Board signed up for the Community Foundation of Dubuque Great Give Day; she suggested the CSEI board members might be interested to sign up for potential donations. There is no cost involved and the Foundation does not require a percentage. Walker said staff will sign CSEI up for the Great Give Day.

10. – OTHER BUSINESS

Bonz said Mihm will be retiring from the Dubuque Mission with a replacement hired. Mihm plans to stay involved at the Mission and to remain on the CSEI Board.

Walker noted that a new web site cseiowa.org has been created with a page also being on the ECIA web site. Walker also explained that future agenda packets will be available on the internet; board members will be sent a link and log-in to access the documents. Eipperle said a Facebook page separate from ECIA is being created to showcase CSEI partners and efforts to assist the homeless.

a. Next Meeting – May 25, 2023 – 11:00 am – Zoom Only

Bonz said the next meeting will be Thursday, May 25, 2023 at 11 am – zoom only.

11. – ADJOURNMENT

Motion by Recker, second by Doyle to adjourn the CSEI meeting at 11:58 a.m. The motion passed unanimously.

Respectfully submitted,

Kelley Hutton Deutmeyer
President, CSEI