

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

Date: Thursday, July 16, 2020
Time: 4:30 p.m.
Place: Zoom meeting/phone call

EIRHC/EIRHA Board of Directors Present:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Vacant
<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 checked="" type="checkbox"/> Angela Rangel**
<i>City of Bettendorf</i> |
| <input checked="" type="checkbox"/> James Fogel **
<i>City of Dubuque</i> | <input type="checkbox"/> Cheryl Kastantin
<i>City of Wheatland</i> | <input type="checkbox"/> Sarah Maurer**
<i>(alternative for Delaware County-Manchester)</i> | <input checked="" type="checkbox"/> Mark Hunt**
<i>City of Bettendorf</i> |
| <input checked="" type="checkbox"/> Al Schilling**
<i>City of Worthington</i> | <input type="checkbox"/> Cliff Bunting**
<i>City of Manchester</i> | <input type="checkbox"/> Mary Gibson**
<i>City of Preston</i> | <input checked="" type="checkbox"/> Kelley Deutmeyer**
<i>ECIA</i> |
| <input checked="" 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 checked="" type="checkbox"/> Linda Duesing**
<i>City of DeWitt</i> | <input 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 type="checkbox"/> Vacant
<i>City of Dyersville</i> | <input checked="" 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 type="checkbox"/> Cliff Bunting (vice-chair)**
<i>City of Manchester</i> | <input checked="" type="checkbox"/> Rhonda Seibert**
<i>NICC</i> | <input 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 4:34 p.m. by Vice-Chair Jim Fogel.

Review and Approve Minutes of EIRHA, EIRHC and EIDC May 21, 2020 Meeting

Motion by Johnson, second by Roling to approve the minutes from the EIRHA, EIRHC and EIDC May 21, 2020 meeting. The motion passed unanimously.

Accept Resignation of EIRHA/EIRHC/EIDC Chair

Schnier informed the Board that Bill Rediger has resigned from the housing board due to some recent health issues.

Motion by Niehaus, second by Roling to accept the resignation of the EIRHA/EIRHC/EIDC Chair. The motion passed unanimously.

Review and Approve EIRHA/EIRHC Vice-Chair to Chair of EIRHA/EIRHC/EIDC

Schnier stated according to the EIRHA & EIRHC Bylaws if the Chair steps down from their position, the Vice-Chair full-fills the chair position until our annual meeting in November.

Motion by Twing, second by Roling to approve EIRHA/EIRHC Vice-Chair to Chair of EIRHA/EIRHC/EIDC. The motion passed unanimously.

Nominate and Approve Vice-Chair to EIRHA/EIRHC

Schnier stated that Al Schilling indicated that he would be interested in the Vice-Chair position. Schnier asked the Board if anyone else would like to be in the running for the Vice-Chair position. There were no further nominations for the Vice-Chair position.

Motion by Niehaus, second by Roling to approve Schilling as Vice-Chair to the EIRHA/EIRHC Board. Motion passed unanimously.

Review and Approve Chair to represent EIRHA/EIRHC/EIDC on ECIA Exec and Council

Schnier indicated as Chair of the EIRHA/EIRHC/EIDC Board part of your duties include a seat on the ECIA Exec and Council Boards to represent EIRHA/EIRHC/EIDC. Schnier stated if the Chair was not available to attend the ECIA Board meetings then the Vice-Chair would attend.

Motion by Niehaus, second Gaul to approve the EIRHA Board Chair to represent EIRHA/EIRHC/EIDC on ECIA Exec and Council. The motion passed unanimously.

Review and sign HUD Code of Conduct

Schnier referred to the Code of Conduct, stating each year ECIA requires all employees and board members to review and sign the HUD Code of Conduct. Schnier explained that the Code of Conduct states that Employees, Board members and Commissioners are required to conduct business in a manner consistent with professional codes of conduct and in a manner that does not present a conflict of interest or promote a personal gain. Schnier requested the Board Members to review the Code of Conduct and sign the signature page.

Review and Approve General Depository Agreement (HUD-51999 GDA) to reflect the new ownership of American Trust & Savings Bank to MidWestOne Bank

Schnier stated due to American Trust & Savings Bank being bought out by MidWestOne Bank, our general depository agreement needs to reflect the new ownership.

Motion by Johnson, second by Schilling to approve General Depository Agreement (HUD-51999 GDA) to reflect the new ownership of American Trust & Savings Bank to MidWestOne Bank. The motion passed unanimously.

Review and Approve Public Housing and Section 8 (HCV) program expenditures for May and June 2020

Schnier referred to the account balance statement and reviewed the current cash balance for all programs.

Disbursements for May and June Public Housing include the following expenditures: a total of \$2,832.72 for service calls; \$300.00 for Covid supplies; \$240.00 for Covid supplies; \$4,275.00 for repairs; \$110.00 for repair of a water stop box; \$1,211.00 for HP Probook; \$37.50 for supplies; \$770.00 for installation of storm doors; \$4,143.75 for installation of water heaters. There were no other unusual Public Housing expenditures for May and June.

Schnier noted the May and June Section 8 HCV financials that include the following expenditures: \$240.00 for Covid supplies; \$198.00 for front entry way at ECIA; \$112.50 for supplies; \$7,269.00 for HP Probook. There were no other unusual Section 8 HCV expenditures for May and June.

Motion by Twing, second by Seibert to approve Public Housing and Section 8 (HCV) program expenditures for May and June 2020. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for May and June 2020

Schnier reviewed the Mainstream expenditures for May and June 2020, explaining there were no unusual cash disbursements.

Motion by Johnson, second by Seibert to approve the Mainstream Voucher expenditures for May and June 2020. The motion passed unanimously.

Review and Approve Section 8 SEMAP Certification – EIRHA Resolution #11-2020

Schnier stated that each year the Department of Housing and Urban Development (HUD) requires EIRHA to submit an annual Section 8 Management Assessment Program (SEMAP) certification within 60 days after the end of its fiscal year. The SEMAP Certification is a self-assessment report to measure the following management performance indicators; selection from waiting list, reasonable rent, determination of adjusted income, utility allowance schedule, HQS quality control, HQS enforcement, expanding housing opportunities, payment standards, timely annual reexaminations, correct tenant rent calculations, pre-contract HQS inspections, continuing HQS inspections, lease-up and Family Self-Sufficiency.

Motion by Schilling, second by Twing to approve the Section 8 SEMAP Certification – EIRHA Resolution #11-2020. The motion passed unanimously.

Review and Approve Public Housing FY'20 Operating Budget Revision – EIRHA Resolution #12-2020

Schnier presented the Public Housing FY'20 Operating Budget Revision. She stated that the total operating expenditure was increased to \$899,150.00. Schnier went on to highlight some of the line item revisions. With the infusion of \$413,100.00 in Operating Subsidy, it gave a net surplus of \$74,930. The Operating Reserve increased to \$458,613.00.

Motion by Roling, second by Seibert to approve the Public Housing FY'20 Operating Budget Revision – EIRHA Resolution #12-2020. The motion passed unanimously.

Review and Approve CFP contracts

Schnier referred to the CFP contracts for ECIA front entryway. Stating Portzen Construction's bid came in at \$7,600.00 and Coyles Contracting LLC bid came in at \$7,550.00. Schneir stated staff's recommendation was for Portzen Construction to complete the front entryway.

Motion by Seibert, second by Roling to approve CFP contracts. Motion passed unanimously.

Review and Approve Foster Youth Initiative Tenant Protection Voucher (FYI TPV) Memorandum of Understanding between EIRHA and Iowa DHS and Iowa Continuum of Care

Schnier stated the Foster Youth Initiative Tenant Protection Voucher is a new program for youth ages 18-24 with a current or prior history of foster care placement, who are homeless or at risk of homelessness. Staff will work with DHS and COC agencies to receive referrals of clients for the foster youth voucher program. Schnier stated once DHS referred clients to the program, staff will contact HUD with the number of clients referred and HUD will reimburse EIRHA for vouchers given to clients. Schnier informed the board that the MOU is the first step of this program and all but Cedar County COC agency has returned their MOU.

Motion by Twing, second by Schilling to approve Foster Youth Initiative Tenant Protection Voucher (FYI TPV) Memorandum of Understanding between EIRHA and Iowa DHS and Iowa Continuum of Care. Motion passed unanimously.

Review and Approve Section 8 Admin Plan revision to include waiting list preference for Foster Youth – EIRHA Resolution #13-2020

Schnier referred to the admin plan stating the revision to the admin plan is to include a preference for the FYI TPV program to qualify for Section 8 HCV assistance.

Review and Approve EIRHC USDA program expenditures for May and June 2020

Schnier reported on the EIRHC USDA program expenditures for May and June 2020, highlighting the cash disbursements of \$325.00 to Dubuque Home Improvements for roof repairs; and \$1,975.00 to Ness Flooring for flooring in some units.

Motion by Johnson, second by Schilling to approve the EIRHC USDA program expenditures for May and June 2020. The motion passed unanimously.

Review and Approve EIRHC EM program expenditures for May and June 2020

Schnier reviewed the cash disbursements for Evergreen Meadows in May and June 2020 which includes: \$215.00 to Dubuque Home Improvements for roof repair. She indicated there were no other unusual expenditures.

Motion by Johnson, second by Seyfert to approve the EIRHC EM program expenditures for May and June 2020. The motion passed unanimously.

Review and Approve Tax Credit program expenditures for May and June 2020

Schnier presented the Asbury EIRP, LLLP (Asbury Meadows) May and June 2020 expenditures to the Board members, noting the following cash disbursements: \$2,107.32 for service calls; \$2,230.08 for first quarter management fees; and \$2,193.50 for pest control. All other cash disbursements were routine expenditures.

Schnier continued with the EIDC May and June 2020 expenditures, stating there were no other unusual cash disbursements.

Motion by Johnson, second by Schilling to approve the Tax Credit program expenditures for May and June 2020. The motion passed unanimously.

Review and Approve the Tenant Based Rental Assistance (TBRA) expenditures for May and June 2020

Schnier indicated that there were no unusual TBRA expenditures.

Motion by Roling, second by Johnson to approve the Tenant Based Rent Assistance (TBRA) expenditures for May and June 2020. The motion passed unanimously.

Other Business

Deutmeyer thanked Schnier and her staff for all the hard work and dedication they have given during this time with Covid complicating their jobs more than normal.

Future Meeting Dates

Schnier noted the date for the next housing meeting is Thursday, September 17, 2020 at 4:30 p.m.

Adjournment

Motion by Johnson, second by Schilling to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:23 p.m.

Respectfully Submitted,

Kelley Hutton Deutmeyer
Executive Director