

MINUTES for:

-EASTERN IOWA REGIONAL HOUSING CORPORATION (EIRHC)
-EASTERN IOWA REGIONAL HOUSING AUTHORITY (EIRHA)
-EASTERN IOWA DEVELOPMENT CORPORATION (EIDC)
Teleconference Board Meeting

DATE: Thursday, January 21, 2010

TIME: 5:00 pm

PLACE: ECIA Administrative Offices

Due to the weather conditions the meeting was conducted via conference call.

EIRHA/EIRHC

DIRECTORS PRESENT:

X=present

**=alternate*

***=present by phone*

<input checked="" type="checkbox"/> Merrill Smock**	<input type="checkbox"/> Linda Duesing	<input checked="" type="checkbox"/> Bob Brunkan **
<input checked="" type="checkbox"/> Joanne Guise**	<input type="checkbox"/> Cheryl Kastantin	<input checked="" type="checkbox"/> Cliff Bunting**
<input checked="" type="checkbox"/> Linda Gaul	<input checked="" type="checkbox"/> Roger Hanson**	<input checked="" type="checkbox"/> Ken Donovan**
<input checked="" type="checkbox"/> Bill Rediger**	<input checked="" type="checkbox"/> Rita Cavanagh**	<input type="checkbox"/> Mary Gibson
<input type="checkbox"/> Sheri Hatfield	<input type="checkbox"/> Sharon Minger	
<input type="checkbox"/> Lenfred Phelps*	<input type="checkbox"/> Shelley Knepper *	

EIDC BOARD PRESENT:

<input checked="" type="checkbox"/> Merrill Smock**	<input checked="" type="checkbox"/> Cliff Bunting**	<input type="checkbox"/> Carol Schmitt
<input type="checkbox"/> Bob Blok	<input type="checkbox"/> Cindy O'Bryon	

OTHERS PRESENT:

STAFF PRESENT:

Michelle Schnier, Kelley Deutmeyer, Gail Kuhle

***A Quorum was present**

Call to Order

The meeting was called to order at 5:02 p.m. by Chairperson Smock.

Review and Approve Agenda for January 21, 2010 EIRHA, EIRHC AND EIDC Board meeting

Smock suggested that in the interest of time and changing to a teleconference meeting, due to the inclement weather, that agenda items #3 and #11 be removed from the agenda. The handouts were placed on the EIRHA website for board members to view and follow along with through the meeting.

Motion by Bunting, second by Donovan to approve the revised agenda for the January 21, 2010 EIRHA, EIRHC AND EIDC Board meeting. Motion passed unanimously.

Review and Approve Minutes of EIRHA, EIRHC and EIDC annual meeting November 12, 2009

Motion by Bunting second by Donovan to approve the minutes from the EIRHA, EIRHC and EIDC annual meeting November 12, 2009. The motion passed unanimously.

Review and Approve Public Housing and Section 8 Housing Choice Voucher (HCV) program expenditures for November and December 2009

Schnier reported on the Public Housing expenditures for November and December 2009, noting numerous November and December ARRA (stimulus funding) payouts for roof replacements and parking lot repairs. Schnier then highlighted the November disbursement of \$1,632.00 to Wagener Construction for concrete work at the Lost Nation rehab home. Schnier continued with highlighting the November disbursement of \$26,967.00 to Mike Finnin Ford for the new maintenance vehicle and the December disbursement of \$13,694 to Mike Finnin Ford for the Public Housing vehicle. Schnier indicated that both vehicles were paid out of CFP funds. She then highlighted the December expenditure for \$392.00 to Skyline Construction for salt for the dump truck and the disbursement of \$275.00 to Graves Signs for lettering the new housing vehicles.

She continued with reviewing the Section 8 Housing Choice Voucher (HVC) program expenditures for November and December 2009, noting the \$15,194 cash disbursement to Mike Finnin Ford for the new Ford Fusion. Schnier then indicated there were no other unusual expenditures for the Section 8 Housing Choice Voucher program for November or December 2009.

Schnier also reviewed the cash account balances for Section 8 HCV, Public Housing, Corporation and Tax Credit as of January 2010.

Motion by Bunting, second by Guise to approve the Public Housing and Section 8 HCV program expenditures for November and December 2009. The motion passed unanimously.

Review and approve EIRHA Public Housing Admissions and Continued Occupancy Policy (ACOP) revision-Resolution #1-2010

Schnier stated that revisions were made to the Public Housing Admissions and Continued Occupancy Policy (ACOP). The revisions were made to Chapters 3, 6, 7, 10, 13, 16 and the Table of Contents. The changes were a result of the following:

- Modifications were made to Chapter 3, 13 and 16 to reflect the codification of HUD VAWA regulations.
- Modifications were made to Chapter 6 to add deferred disability benefits from the VA received in a lump sum.
- Modifications were made to Chapter 7 to update changes required for verification procedures.
- Modifications were made to Chapter 10 to add an additional citation under the heading “Part I Assistant Animals” and modify the definition of assistance animals.

Discussion followed.

A motion by Hansen, second by Cavanagh to approve the revision to the Public Housing Admissions and Continued Occupancy Policy (ACOP)-EIRHC Resolution #1-2010. The motion passed unanimously.

Review and Approve updated EIRHA Procurement Policy-EIRHA Resolution #2-2010

Schnier referred to EIRHA Resolution #2-2010 to review the clarifications and updates made by HUD to the Procurement Policy. Schnier indicated that the updated policy provides more detail when procuring purchases.

Discussion followed.

Motion by Rediger, second by Donovan to approve EIRHA Procurement Policy-EIRHA Resolution #2-2010. The motion passed unanimously.

Review CFP contracts

Schnier reviewed the CFP bids for the replacement of cabinets at the Dewitt Elderly units, noting that Kitchen and Bath Solution was awarded the contract with the lowest bid of \$48,344.22. Schnier also noted that the CFP contract was funded through ARRA (stimulus funds).

Review and Approve EIRHC USDA Program Expenditures for November and December 2009

Schnier presented the EIRHC USDA program expenditures for November and December 2009 noting that there were no unusual expenditures for November or December.

Motion by Bunting, second by Cavanagh to approve the EIRHC USDA program expenditures for November and December 2009. The motion passed unanimously.

Review and Approve updated EIRHC Procurement Policy-EIRHC Resolution #1-2010

Schnier stated that revisions were made to the EIRHC Procurement Policy to mirror the changes made to the EIRHA Procurement Policy, excluding Section 17.

Motion by Rediger, second by Cavanagh to approve EIRHC Procurement Policy-EIRHC Resolution #1-2010. The motion passed unanimously.

Review and Approve EIRHC Tax Credit Program Expenditures for November and December 2009

Schnier reviewed the expenditures for November and December 2009, Asbury EIRP, LLLP, (Asbury Meadows) and Eastern Iowa Regional Housing Partnership, LLLP, (Evergreen Meadows).

Schnier began by presenting the Eastern Iowa Regional Housing Partnership, LLLP (Asbury Meadows) financials, noting there were no unusual expenditures for November or December 2009.

Schnier continued with reviewing the Eastern Iowa Regional Housing Partnership, LLLP (Evergreen Meadows) financials, highlighting the disbursement of \$406.80 to Kruser Septic Service for a repair to the Evergreen Meadows lift station. She continued with reviewing the December 2009 expenditures, noting that there were no unusual expenditures for December.

Schnier then presented the Eastern Iowa Regional Housing Corporation expenditures for November and December 2009, noting there were no expenditures for November or December.

Motion by Bunting, second by Hanson to approve the EIRHC expenditures for November and December 2009. The motion passed unanimously.

Other Business

Maintenance Manager-New Hire

Schnier reported that Sean O'Malley was hired as the new maintenance manager and he began working for the Housing Authority (HA) at the end of December. She stated that he has his Master Certification in HVAC and plumbing and will be a great asset to the Housing Authority.

Update on Single Family Housing Development

Schnier gave an update on the Manchester single family home noting that construction has been completed and that staff is currently working with a potential buyer for the home.

She then noted that the exterior on the Lost Nation rehab has been completed and staff is currently waiting for bids on the insulation and sheet rock. Schnier stated that she hopes to have the home completed and ready to sell by spring 2010.

Next meeting date

Schnier stated that the next EIRHA-EIRHC-EIDC meeting will be held on Thursday, March 25, 2010 at 5:00 p.m.

Adjournment

Motion by Hanson, second by Guise to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 5:22 p.m.

Respectfully Submitted,

Kelley H. Deutmeyer