

MINUTES for:

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

DATE: Thursday, January 15, 2009

TIME: 12:00 pm

PLACE: ECIA Administrative Offices

EIRHA/EIRHC

DIRECTORS PRESENT:

X=present

**=alternate*

***=present by phone*

<input checked="" type="checkbox"/> Merrill Smock	<input type="checkbox"/> Linda Duesing	<input type="checkbox"/> Bob Brunkan
<input checked="" type="checkbox"/> Joanne Guise**	<input checked="" type="checkbox"/> Cheryl Kastantin **	<input checked="" type="checkbox"/> Cliff Bunting
<input checked="" type="checkbox"/> Linda Gaul	<input type="checkbox"/> Roger Hanson	<input type="checkbox"/> Ken Donovan
<input checked="" type="checkbox"/> Bill Rediger	<input checked="" type="checkbox"/> Rita Cavanagh	<input checked="" type="checkbox"/> Mary Gibson**
<input type="checkbox"/> Sheri Hatfield	<input type="checkbox"/> Sharon Minger	
<input type="checkbox"/> Fred 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 checked="" type="checkbox"/> Bob Blok	<input type="checkbox"/> Cindy O'Bryon	

OTHERS PRESENT: Robert F. Canty,

STAFF PRESENT: Michelle Schnier, Kelley Deutmeyer, Gail Kuhle,

***A Quorum was present**

Call to Order

The meeting was called to order at 12:02 p.m. by Chairperson Smock. Introductions were made at this time.

Review and Approve Minutes of EIRHA, EIRHC and EIDC annual meeting November 12, 2008

Motion by Gibson second by Guise to approve the minutes from the EIRHA, EIRHC and EIDC annual meeting November 12, 2008. The motion passed unanimously.

Report on Housing Programs

Public Housing Lease-up and vacancies

Schnier reported that the Public Housing Program currently has four vacancies, one at each of the following complexes: Miles Elderly, Manchester Elderly, Sabula Family and Worthington Family. She noted that staff is working with potential renters for these units.

Section 8 Housing Choice Voucher (HCV) lease-up and waiting list

Schnier reported that the Section 8 HCV program currently has 700 individuals on the waiting list. She indicated that the yearly lease-up was at 102.04% with the expenditures at 8.89% (target 8.30%).

USDA Lease-up

The Worthington and Grand Mound properties currently have no vacancies with a 100% lease-up for FY'09.

Homeownership Program

Public Housing Homeownership

Schnier stated that under the Public Housing Homeownership Program, eighteen (18) applications have been received and five (5) units have been sold. Schnier indicated that staff is working with several applicants to clean up credit issues and become financially ready to purchase a home.

Section 8 Homeownership Program

The Section 8 Homeownership Program has received one hundred and fifty-three (153) requests for applications and of those 153 applicants; sixty-seven (67) applications have been returned. Fifteen (15) applicants have purchased homes; twenty-seven (27) applicants have been given the opportunity to attend homeownership counseling and the remainder are clearing up credit issues or are no longer interested.

Schnier reported that the Administrative Plan has a cap of twenty-five (25) vouchers for the Section 8 Homeownership program. She indicated that with the increasing demand for this program, the cap on the vouchers may need to be reevaluated.

ROSS Homeownership Program

Schnier reported that EIRHA has received a ROSS Family and Homeownership grant in the amount of \$204,000. This grant will be disbursed over a three-year period with a 25% match. This grant will be used to support the salary of the Homeownership Coordinator to help families with the skills they need to become economically self-sufficient and secure affordable housing. Schnier then gave her update on the ROSS Family and Homeownership program by stating that currently there are 15 families that have enrolled into the program. Of those fifteen applicants, two are close to purchasing their first home. The other applicants are working on rebuilding their credit scores.

Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS)

Schnier indicated that the initial goal of fifty (50) mandatory slots has been achieved and the program has been operating as a volunteer program. The current number of clients on the Section 8 Housing Choice Voucher (HCV) FSS program is forty-eight (48) with an average monthly escrow balance of \$247.00.

Schnier also indicated that there has been one successful completion since the last update.

ROSS Public Housing Family Self-Sufficiency (FSS)

Schnier stated that there are currently seventy-five (75) Public Housing clients being served, with an average monthly escrow balance of \$1,820. Schnier noted there have been six successful completions. Two successful completions have moved to home ownership and the remaining four have completed their goals and moved to non-subsidized housing.

Elderly Self-Sufficiency

Schnier reported that in conjunction with the Regional Transit Authority (RTA), day trips are being offered to the Public Housing elderly/disabled residents. The most recent trips include the Decker Restaurant and Maquoketa Ohnwards Fine Art Center, Bishop's restaurant and the Festival of Trees and a trip to Perkins Restaurant and to view the Festival of Trees. She also noted that the winter potlucks for the elderly sites have been completed.

Schnier indicated that she has submitted an application for a ROSS Elderly Self-Sufficiency Grant. This grant would be for \$204,000 over a three-year period. The grant would be used to support the salary of an Elderly Coordinator who would work closely with the elderly to provide support services to further assist them with their daily living skills and to remain living independently.

Housing Development

Schnier gave a recap on the Housing Development activities. She stated that the remaining two lots in Manchester have been combined into one lot, with construction of a single-family home beginning in the spring of 2009. Schnier also noted that the Housing Authority is in the final stages of acquiring an additional lot west of the current property on West Marion St. which will be used to construct an additional home.

Schnier then reported on the Lost Nation and Dyersville rehab home projects. She indicated that the Lost Nation exterior is finished and maintenance staff has begun working on the

interior. At the Dyersville home, the work has been completed and is on the market to be sold.

Schnier indicated that staff continues to explore other options to make affordable housing available to first time homeowners.

Discussion followed.

Review and Approve Public Housing and Section 8 Housing Choice Voucher (HCV) program expenditures for November and December 2008

Schnier reported on the Public Housing expenditures for November and December 2008; she highlighted the November cash disbursement of \$175.00 to Dan's Welding for the ECIA flag pole. She noted the flag pole disbursement was equally divided between Public Housing and Section 8 HCV. Schnier continued her review of the November expenditures by noting the cash disbursement of \$450.00 to McKeon and Company for furnace training for two of the maintenance men. Schnier then noted that there were no unusual Public Housing expenditures for December 2008.

She continued with reviewing the Section 8 Housing Choice Voucher (HVC) program expenditures for November and December 2008, noting the \$175.00 disbursement to Dan's Welding for the partial payment for the ECIA flag pole. Schnier then indicated there were no other unusual expenditures for the Section 8 Housing Choice Voucher program for November or December 2008.

Schnier also reviewed the cash account balances for Section 8 HCV, Public Housing, Corporation and Tax Credit as of January 1, 2009.

Motion by Bunting, second by Shear to approve the Public Housing and Section 8 HCV program expenditures for November and December 2008. The motion passed unanimously.

Review and Approve EIRHA Section 8 lease up stipend-EIRHA Resolution #1-2009

Schnier reviewed EIRHA Resolution #1-2009 Section 8 HCV lease-up stipend.

Schnier stated that a Section 8 HCV staff stipend was implemented in FY'02 as a means of enhancing the Section 8 HVC lease-up percentage. At the end of each year, if the average lease-up or program expenditure rate and delinquency reporting rate has been maintained at or above 98% for the entire calendar year, staff then receive a stipend. The yearly program expenditure rate for FY'08 was at 100.58 %, lease-up was at 98% and the delinquency reporting for the year at 102.97%, therefore meeting the criteria set forth in Resolution #1-2009.

Schnier continued her review of EIRHA Resolution #1-2009 with her assessment of the supporting documents.

Motion by Rediger, second by Bunting to approve EIRHA Section 8 lease-up stipend-EIRHA Resolution #1-2009. The motion passed unanimously.

Review and Approve Section 8 Administrative Plan revision-EIRHA Resolution #2-2009

Schnier reviewed EIRHA Resolution #2-2009, indicating the Section 8 Administrative Plan has been reviewed and updated to include revisions to Chapters 3, 6, 7 and 16 and the Table of Contents. These revisions are a result of wording and formatting changes and text content.

Motion by Bunting, second by Shear to approve Section 8 Administrative Plan revision-EIRHA Resolution #2-2009. The motion passed unanimously.

Review and approve EIRHA Public Housing Admissions and Continued Occupancy Policy (ACOP) revision-Resolution #3-2009

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, 12, 13, 16 and the Table of Contents. The changes were a result of the following:

- Modifications were made to Chapter 6 and 7 to reflect a change in HUD guidance on the use of up-front income verifications (UIV) information to project income.
- Modifications were made to Chapter 12 to reflect sentence structure and wording changes.
- Modifications were made to Chapter 3, 13 and 16 to reflect guidance issues by HUD on the Violence against Women Reauthorization Act.

Discussion followed.

A motion by Bunting, second by Gibson to approve the revision to the Public Housing Admissions and Continued Occupancy Policy (ACOP) – EIRHC Resolution #3-2009. The motion passed unanimously.

Review and Approve EIRHC USDA Program Expenditures for November and December 2008

Schnier presented the EIRHC USDA program expenditures for November and December 2008 noting that there were no unusual expenditures for November. She then noted the December expenditure of \$3,039 to EIRHA for a portion of the management agreement between EIRHA and the USDA properties.

Motion by Bunting, second by Shear to approve the EIRHC USDA program expenditures for November and December 2008. The motion passed unanimously.

Review and Approve EIRHC Tax Credit Program Expenditures for November and December 2008

Schnier reviewed the expenditures for November and December 2008, 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 (Evergreen Meadows), noting there were no unusual November 2008 cash disbursements. She continued with reviewing the December 2008 expenditures, highlighting the cash disbursement for \$4,095 to Enterprise Community Investors for Investor Service fees and the cash disbursement of \$4,623.64 to EIRHC for management fees.

She continued her review of the Eastern Iowa Regional Housing Partnership, LLLP (Asbury Meadows) noting there were no unusual expenditures for November 2008. She highlighted the December 2008 cash disbursement of \$4,095 to Enterprise Community Investment for Investor Service fees and the expenditure for management fees to EIRHC for \$4,623.64.

Schnier then presented the Eastern Iowa Regional Housing Corporation expenditures for November and December 2008, highlighting the November disbursement of \$861.43 to Tenmast Software for EIRHC's portion of the of new software.

Motion by Rediger, second by Gaul to approve the EIRHC expenditures for November and December 2008. The motion passed unanimously.

Review and Approve EIRHC Tax Credit lease-up stipend-EIRHC Resolution #1-2009.

Schnier reviewed EIRHC Resolution #1-2009-EIRHC Tax Credit lease-up stipend.

Schnier stated that a Tax Credit staff stipend was implemented in FY'05 as a means of enhancing the Tax Credit lease-up percentage. At the end of each year if staff maintains the average lease-up at or above 95% for the entire fiscal year they will receive a stipend. She noted that the stipend expenses will be paid out of the EIRHC reserve account. The FY'08 average Tax Credit lease up was 100%.

Schnier continued her presentation with reviewing the Tax Credit lease-up information for January 08 thru December 08 and the Tax Credit Program Balances by the Fiscal Year.

Discussion followed.

Motion by Bunting, second by Rediger to approve EIRHC Tax Credit program lease-up stipend-EIRHC Resolution #1-2009. The motion passed unanimously.

Report on the following Tax Credit Programs

Evergreen Meadows Tax Credit Lease-up and Waiting List

Schnier reported that Evergreen Meadows is currently at 100% yearly lease-up with 161 individuals on the waiting list. She noted that Evergreen Meadows currently has no vacancies. Schnier then relayed the following additional information about the Evergreen Meadows residents:

- Nineteen (19) residents are enrolled in the FSS Program.
- Thirteen (13) residents are students.
- Nineteen (19) residents are employed part-time or full-time.

Asbury Meadows Tax Credit Lease-up and Waiting List

Schnier reported that Asbury Meadows is currently at 100% yearly lease-up with 456 individuals on the waiting list. She also noted that Asbury Meadows has no vacancies at this time. Schnier continued with relaying the following information about Asbury Meadows residents:

- Eight (8) residents are enrolled in the FSS Program.
- Five (5) residents are students.
- Twenty-six (26) residents are employed part-time or full-time.

Schnier stated that this winter both Evergreen and Asbury Meadows will be hosting winter potlucks for the tenants at each site. She also indicated that there will be classes held in the spring for the tenants at each site through Iowa Workforce Development Center.

Other Business

Promoting Wellness of ECIA Staff

Schnier stated that in order to further promote wellness to the ECIA staff, several members of the staff approached Kelley Deutmeyer regarding the possibility of creating a fitness facility in an empty office in the RTA garage. She indicated that staff formed a committee to work out all of the logistics of having a center on site. She noted that approval has been obtained by the RTA Board and the workout center will be presented to the ECIA Executive and Council at their next meeting for approval. She also noted that all fitness center policies and procedures have been reviewed by the ECIA attorney, Jeff Walters. She then requested approval from the EIRHA-EIRHC-EDIC Board to purchase two treadmills for the fitness facility. She noted the two treadmills would be approximately \$3,000 and would be paid for through EIDC Development funds.

Discussion followed.

Motion by Rediger, second by Kastantin to approve using EIRHC funds to purchase two treadmills for the fitness facility. Motion passed unanimously.

Support for RTA Black-Tie Bowling and Silent Auction

Schnier explained that the Regional Transit Authority (RTA) was holding a Black-Tie Bowling Event to raise funds to provide a match for new buses to replace their aging fleet. She indicated they had been asked to be a Level 3 sponsor. The Level 3 sponsorship would cost \$500 and

included dinner and one lane of bowling for four people. The EIRHA/EIRHC/EIDC name will also be placed on all promotional materials and have a banner at the end of the lane.

Discussion followed.

Motion by Bunting, second by Gaul to approve the Level 3 sponsorship of \$500 for the RTA Black-Tie Bowling Event with the cost being covered by the EIDC Development account. Motion passed unanimously.

Next meeting date

Schnier reported that the next EIRHA-EIRHC-EIDC meeting will be held on Thursday, March 26, 2009 at 5:00 p.m.

Adjournment

Motion by Gibson, second by Kastantin to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 1:10 p.m.

Respectfully Submitted,

Kelley H. Deutmeyer