

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 20, 2011

TIME: 4:30 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 type="checkbox"/> Linda Gaul	<input checked="" type="checkbox"/> Lloyd Deahl	<input type="checkbox"/> Ken Donovan
<input type="checkbox"/> Bill Rediger	<input checked="" type="checkbox"/> Rita Cavanagh	<input checked="" type="checkbox"/> Mary Gibson
<input type="checkbox"/> Sheri Hatfield	<input type="checkbox"/> Mary Ann West	<input type="checkbox"/> Steve Hines
<input checked="" type="checkbox"/> Lenfred Phelps	<input type="checkbox"/> Shelley Knepper	<input type="checkbox"/> Gary Hamilton

EIDC BOARD PRESENT:

<input checked="" type="checkbox"/> Merrill Smock	<input checked="" type="checkbox"/> Cliff Bunting	<input checked="" type="checkbox"/> Carol Schmitt
<input type="checkbox"/> Bob Blok	<input checked="" type="checkbox"/> Amy Esterhuizen	

OTHERS PRESENT: Mary Shear, Robert Canty

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

***A Quorum was present**

Call to Order

The meeting was called to order at 4:57 p.m. by Chairperson Smock.

Review and Approve Minutes of EIRHA, EIRHC and EIDC annual meeting November 9, 2010

Motion by Bunting second by Cavanagh to approve the minutes from the EIRHA, EIRHC and EIDC annual meeting November 9, 2010. The motion passed unanimously.

Report on Housing Programs

Public Housing Lease-up and vacancies

Schnier reported that the Public Housing program has two vacancies at the Manchester Elderly location. Schnier indicated that staff is currently working with potential applicants to fill the vacancies. The Public Housing program currently has a 98.69% lease-up rate for the year.

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

Schnier reported that the Section 8 HCV program currently has 2,025 individuals on the waiting list. She indicated that the yearly lease-up was at 100.9% with expenditures at 98.2%.

USDA Lease-up

The Worthington and Grand Mound properties currently have no vacancies with a 100% lease-up for FY'10.

Homeownership Programs

Public Housing Homeownership

Schnier stated that under the Public Housing Homeownership Program, five units have been sold in Manchester and Dyersville.

Section 8 HCV Homeownership Program

The Section 8 HCV Homeownership Program has received two hundred twenty-five (225) requests for applications and, of those 225 applicants; one hundred (100) applications have been returned. Eighteen (18) applicants have purchased homes; forty-six (46) applicants have been given the opportunity to attend homeownership counseling and the remainder are clearing up credit issues or are no longer interested.

ROSS Family Homeownership

Schnier explained that the ROSS Family Homeownership program was designed to help families currently on either of the rental programs, Section 8 HCV or Public Housing, to gain skills they need to become economically self-sufficient with the ultimate goal of home ownership. Schnier stated that at the conception of the program, fifteen goals were established to be met by the contract end date of June 29, 2011, and at this time the Housing

Authority has achieved or exceeded eleven of those goals. Schnier indicated that since the implementation of the program 117 families have completed the initial application and are receiving assistance at various levels. Schnier then reported that the average initial credit scores have increased from 535 to 601, with a high score of 796. She also noted that as of December 31, 2010, six families have purchased homes. The others 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 for the program. The current number of clients on the Section 8 Housing Choice Voucher (HCV) FSS program is seventy-nine (79) with an average monthly escrow balance of \$150.00. Schnier noted that there have been three successful completions since the last update.

Schnier explained that staff continues to work on increasing the number of families enrolled in the program to 75 or above. She stated that if the number of families enrolled in the program increased to 75 or above, then the HA would qualify for a second FSS Coordinator position, depending on HUD funding availability.

ROSS Public Housing Family Self-Sufficiency (FSS)

Schnier said there have been one hundred and four (104) Public Housing clients served; with an average monthly escrow balance of \$1,512.26. Schnier noted there have been fourteen (14) successful completions. Two successful completions have moved to home ownership and the other twelve have completed their goals and moved to non-subsidized housing.

Elderly Self-Sufficiency

Schnier reported that in December the Elderly Public Housing residents went to Perkins Restaurant and to see the holiday light display "Reflections in the Park". The cost of the dinner and transportation through the Regional Transit Authority (RTA) was provided by EIRHA.

Housing Development

Schnier stated that the Housing Authority purchased a lot in the City of Maquoketa and they will begin construction on the home in the summer of 2011. She noted that the lot will also be marketed with the ECIA Single Family New Production Program (NP2).

Review and Approve Public Housing and Section 8 Housing Choice Voucher (HCV) program expenditures for November and December 2010

Schnier began by reviewing the cash account balances for Section 8 HCV, Public Housing, Corporation and Tax Credit as of January 2011.

She continued with reviewing the Section 8 Housing Choice Voucher (HCV) program expenditures for November and December 2010, noting the November cash disbursement of \$4,096.46 and the December cash disbursement of \$3,759.00 for FSS payout. She then highlighted the November expenditure of \$42.00 for an over payment by a tenant on a repayment agreement, the disbursement of \$5,970.00 to ITS for computers and the December expenditure of \$350.00 to Happy Software for the Section 8 Utility Schedule Review. Schnier explained that

every three years the computers for staff are upgraded and the cost is proportionally divided between the Section 8 HCV and the Public Housing programs.

Schnier reported on the Public Housing expenditures for November and December 2010, noting November expenditures of \$3,485.04 to Cedar Valley Steamatic to eliminate mold in a Manchester Apartment, \$117.20 to Dyersville Commercial for the Dyersville Rain Garden ad and the \$9,712.02 disbursement to ITS for computers. Schnier explained that a portion of the Rain Garden ad disbursement will be reimbursed through the IJOBS grant. Schnier continued with noting the December disbursement of \$1,910.00 to ITS for Adobe Acrobat software.

Motion by Cavanagh, second by Phelps to approve the Public Housing and Section 8 HCV program expenditures for November and December 2010. The motion passed unanimously.

Review and Approve CFP contracts

Schnier noted that there were no CFP contracts to review.

Review and Approve EIRHC USDA Program Expenditures for November and December 2010

Schnier presented the EIRHC USDA program expenditures for November and December 2010 noting the December disbursement of \$325.00 to McAvan's Matag Home for service to a coin operated washing machine. She reported that there were no other unusual expenditures for November and December 2010.

Motion by Bunting, second by Kastantin to approve the EIRHC USDA program expenditures for November and December 2010. The motion passed unanimously.

Review and Approve EIRHC Tax Credit Program Expenditures for November and December 2010

Schnier reviewed the expenditures for November and December 2010, Asbury EIRP, LLLP, (Asbury Meadows) and Eastern Iowa Regional Housing Partnership, LLLP, (Evergreen Meadows).

Schnier began by presenting the Asbury EIRP, LLLP (Asbury Meadows) financials, noting the December expenditure for \$1,165.00 to Kilberg Welding for the new hinges on the trash enclosure. She continued with reviewing the November and December 2010 expenditures, noting that there were no other unusual expenditures for November or December.

Schnier continued with reviewing the Eastern Iowa Regional Housing Partnership, LLLP (Evergreen Meadows) financials, highlighting the November disbursement of \$295.00 to Kruser Septic Service for a repair to the Evergreen Meadows lift station. She continued with reviewing the December 2010 expenditures, noting the cash disbursement to HDC Business Forms Corp for Quickbook checks.

Schnier then presented the Eastern Iowa Regional Housing Corporation expenditures for November and December 2010, noting there were no expenditures for November or December.

Motion by Cavanagh, second by Gibson to approve the EIRHC expenditures for November and December 2010. 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 391 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:

- Seventeen (17) residents are enrolled in the FSS Program.
- Five (5) 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 538 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:

- Ten (10) residents are enrolled in the FSS Program.
- Four (4) residents are students.
- Twenty-six (26) residents are employed part-time or full-time.

Schnier stated that the Borrowed Beginning Program continues to offer gently used adult and children clothes and toys to those who are not able to afford them.

Schnier indicated that residents and their families of the Asbury and Evergreen Meadows location were given small holiday gifts and spring activities such as the community gardens and art projects with the children are currently in the planning stages.

Review and Approve NP3 Housing Counseling Contract

Schnier presented the NP3 Housing Counseling contract (Workforce Homeownership Program contract) for approval. She stated that ECIA has received funding from the Federal Government through IDIED 2008-2010 Flood program to provide 25% down payment assistance to fifty-four (54) qualified buyers for the purchase of a new home in the City of Dubuque. The qualified buyers would be within the 80% and 100% county median income and are required to attend housing counseling. She stated that the Eastern Iowa Regional Corporation (EIRHC) has entered into a contract with ECIA and the Developers to provide the Housing Counseling services to the qualified buyers. The Housing Counseling services would include pre-purchase counseling and education on credit scores, affordability, personal finances, budgeting, home loans, and mortgage documents. She stated that staff would also provide post-closing counseling which would

include sustainable practices, routine maintenance, budgeting for future expenses and warranty information. She continued with explaining that staff would work as a liaison between the homeowner and the developer prior and during the construction period. Schnier stated that the developers would pay EIRHC a fee of 5% of the gross sale price, per housing unit sold for the provision of counseling services.

Discussion followed.

Motion by Gibson, second by Guise to approve the NP3 Housing Counseling Contract. The motion passed unanimously.

Other Business

Update on Rain Garden

Mindy Wiley, FSS Coordinator, gave a power point presentation on the Dyersville Rain Garden. She explained that EIRHA was awarded \$11,099 through an IJOBS grant to construct a rain garden. She noted that EIRHA was required to match 50% of the award with the match being paid out of CFP funds. The total cost of the project was \$18,957.49 with the bid awarded to Wagner Nursery. Construction of the rain garden began September 2, 2010 and was completed on October 1, 2010. Willey continued with explaining that a Rain Garden is a shallow constructed depression filled with native plants and grasses which holds the runoff from hard surfaces and allows the water to naturally infiltrate into the ground. She noted that the Dyersville Rain Garden is anticipated to annually divert 121,600 gallons of water. She indicated that EIRHA was required by the DNR and IJOBS to post pre and post construction signage.

Discussion followed.

Next meeting date

Schnier stated that the next EIRHA-EIRHC-EIDC meeting will be held on Thursday, March 24, 2011 at 4:30 p.m.

Adjournment

Motion by Phelps, second by Cavanagh to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 5:45 p.m.

Respectfully Submitted,

Kelley H. Deutmeyer