

MINUTES for:

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

DATE: Thursday, July 23, 2009

TIME: 5:00 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 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"/> Roger Hanson | <input checked="" type="checkbox"/> Ken Donovan |
| <input type="checkbox"/> Bill Rediger | <input type="checkbox"/> Rita Cavanagh | <input checked="" type="checkbox"/> Mary Gibson |
| <input type="checkbox"/> Sheri Hatfield | <input type="checkbox"/> Sharon Minger | <input checked="" type="checkbox"/> Libby Tuel |
| <input checked="" type="checkbox"/> Lenfred Phelps* | <input checked="" type="checkbox"/> Shelley Knepper * | |

EIDC BOARD PRESENT:

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

OTHERS PRESENT: Robert F. Canty, Mary Shear

STAFF PRESENT: Michelle Schnier, Sharon Nesteby, Kelley Deutmeyer

***A Quorum was present**

Call to Order

The meeting was called to order at 5:20 p.m. by Chairperson Smock. Introductions were made at this time.

Review and Approve Minutes of EIRHA, EIRHC and EIDC March 26, 2009 Meeting

Motion by Donovan, second by Gibson to approve the minutes from the EIRHA, EIRHC and EIDC Board meeting March 26, 2009. The motion passed unanimously.

Report on Housing Programs

Public Housing Lease-up and vacancies

Schnier reported that the Public Housing program had twelve (12) vacancies last month, but are all filled now. The Public Housing program currently has a 98.42% lease-up rate for the year. She credits the staff for their hard work to achieve this rate.

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

Schnier reported that the Section 8 HCV program currently has 1,380 individuals on the waiting list. She indicated that the yearly lease-up was at 102.19% with expenditures at 53.35% (target 50%). She noted that the FY'09 budget was not approved until May 2009; prior to that time, the program was operating under a Continuing Resolution. During this time, \$100,000 was borrowed from the Public Housing program to the Section 8 program. The funds borrowed from Public Housing were reimbursed prior to the end of the fiscal year. The Housing Authority is currently over budget and is taking the following measures to reduce costs: No additional new tenants will be added to the program; there are no port-outs being accepted, the Housing Authority is billing for port-ins, and the payment standard has been lowered to 100% instead of 110%.

USDA Lease-up

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

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 Homeownership Program

The Section 8 Homeownership Program has received one hundred and seventy (170) requests for applications and, of those 170 applicants, seventy five (75) applications have been returned. Sixteen (16) applicants have purchased homes; thirty two (32) 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 (20) 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 gave an update on the ROSS Family Homeownership program stating that currently there are seventeen (17) families that have enrolled into the program. Of those seventeen, one family has closed on a home. The others are working on rebuilding their credit scores.

Schnier indicated that in conjunction with the Iowa Finance Authority, a NSP2 grant was written to assist with home foreclosures in the City of Clinton. This area is targeted due to the high number of home foreclosures in the City of Clinton. The grant, if funded, will be administered by ECIA staff with EIRHA's Homeownership Specialist providing the housing counseling.

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 fifty (50) with an average monthly escrow balance of \$158.00. There were also two new enrollments to the program since the last update.

A Borrowed Beginning Program has been implemented for the program participants. The goal is to offer gently used clothing, toys and books to individuals being served by the Housing Authority, especially dress clothes for interviewing purposes.

ROSS Public Housing Family Self-Sufficiency (FSS)

Schnier said there have been eighty-one (81) Public Housing clients served; with an average monthly escrow balance of \$1,352.54. Schnier noted there have been nine successful completions. Two successful completions have moved to home ownership and the other seven have completed their goals and moved to non-subsidized housing.

Elderly Self-Sufficiency

Schnier reported that several summer potlucks are being held for senior residents living in Public Housing units owned by EIRHA. She is also looking into applying for more grant funding for elderly support services.

Housing Development

Schnier said the home in Manchester is almost complete and will be put on the market through a realtor. The Dyersville home has been sold on land contract to a young couple. The Lost Nation home is still being rehabbed; the maintenance staff have been dividing their time between mowing grass, preparing vacant units and working on the home. Schnier noted that seven homes have been constructed and one home has been rehabbed; all are occupied by first time home buyers.

Review and Approve Public Housing and Section 8 Housing Choice Voucher (HCV) program expenditures for March through June 2009

Schnier reviewed the cash account balances for the Section 8 Housing Choice Voucher and Public Housing programs as of June 30, 2009.

Schnier reported on the Section 8 Housing Choice Voucher (HCV) program expenditures for March through June 2009. She noted several payments to Express Personnel for temporary help with data entry during the software conversion. There were no other unusual expenditures for the Section 8 Housing Choice Voucher (HCV) program for March through June 2009.

She continued with reviewing the report on the Public Housing expenditures for March thru June 2009. She noted some disbursements: Express Personnel again for temporary help with data entry during the software conversion; a summer intern to assist with grass mowing; NAHRO date tags from Trophies Unlimited which has been reimbursed by NAHRO to Public Housing; and the \$100,000 loan to Section 8, which has also been reimbursed to Public Housing. Several disbursements involved the recently sold homes: Eastern Iowa Mechanical, Inc., for licensed electric work on the home in Lost Nation; MetLife Auto and Home for flood insurance—this payment has been reimbursed by the new owners; and Dubuque Home Improvements for roof work on the Wheatland home through the CFP program.

Motion by Bunting, second by Blok to approve the Public Housing and Section 8 Housing Choice Voucher (HCV) program expenditures for March through June 2009. The motion passed unanimously.

Review and Approve Memorandum of Understanding between Resident Advisory Board and EIRHA regarding participation funding

Schnier presented an annual memorandum of understanding between the Resident Advisory Board (RAB) and EIRHA. The RAB is a group composed of Public Housing tenants that meet quarterly to address public housing needs and issues.

Motion by Gibson, second by Kastantin to approve a Memorandum of Understanding between Resident Advisory Board and EIRHA regarding participation funding. The motion passed unanimously.

Review and Approve Section 8 SEMAP Certification – EIRHA Resolution #11-2009

Schnier stated that each year the Department of Housing and Urban Development requires EIRHA to submit an annual Section Eight 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 PHA's management performance in 15 key areas of the HCV program. Schnier reported that since 2002, EIRHA has scored 100% and is designated a high performer. She then briefly reviewed the 15 key areas.

Motion by Bunting, second by Hanson to approve the Section 8 SEMAP Certification, Resolution #11-2009. The motion passed unanimously.

Review and Approve Public Housing FY'09 Operating Budget Revision

Schnier indicated that a revision to the Public Housing FY'09 operating budget was not needed.

Review CFP stimulus fund contracts

Schnier said the American Recovery and Reinvestment Act (ARRA) has provided \$289,000 in CFP stimulus funds to the Housing Authority. The elderly complexes in Wheatland, Bellevue, Manchester, Dyersville, Sabula and Miles all had their roofs replaced with the ARRA funds. Schnier detailed the list of bids and contractor awards for each project to the board members.

Review and Approve Public Housing PHAS Certification – EIRHA Resolution #12-2009

Schnier stated that every other year the Department of Housing and Urban Development requires EIRHA to submit an annual Public Housing Assessment System (PHAS) Certification within 60 days after the end of its fiscal year. The PHAS is a complete annual assessment of the PHA's physical, financial, resident services and management operations. This provides HUD with the data to award an overall score to the PHA. Schnier noted that since 2002 EIRHA has scored a 94 or higher and is considered a high performer. Schnier then reviewed the six sub-indicators used for the assessment.

Motion by Hanson, second by Phelps to approve the Public Housing PHAS Certification – EIRHA Resolution #12-2009. The motion passed unanimously.

Review and Approve Public Housing Flat Rent Policy – EIRHA Resolution #13-2009

Schnier presented the Public Housing Flat Rent Policy and Resolution to the board members. HUD requires Housing Authorities to adopt a choice of flat rents which are based on actual market value of the rental unit or income-based rent. Tenants may choose to pay either a flat rent and utilities or the fair market rent based on their income for a unit.

Motion by Bunting, second by Donovan to approve the Public Housing Flat Rent Policy – EIRHA Resolution #13-2009. The motion passed unanimously.

Review and Approve updated EIRHA procurement policy – EIRHA Resolution #14-2009

Schnier referred board members to the updated EIRHA procurement policy which was included in their agenda packets. She noted that the HUD Procurement Handbook recommends a limit of \$100,000 for small purchases and \$2,500 for micro purchases.

Motion by Hanson, second by Gibson to approve the updated EIRHA procurement policy – EIRHA Resolution #14-2009. The motion passed unanimously.

Review and Approve updated EIRHA ACOP policy – EIRHA Resolution #15-2009

Schnier indicated that more detail on the process of determining the flat rent policy was added to the Admissions and Continued Occupancy Policy (ACOP).

Motion by Gibson, second by Kastantin to approve the updated EIRHA ACOP policy – EIRHA Resolution #15-2009. The motion passed unanimously.

Review and Approve EIRHC USDA Program Expenditures for March through June 2009

Schnier presented the EIRHC USDA program expenditures for March through June 2009, noting that there were no unusual expenditures. She said the Grand Mound snow removal contract will need to be re-evaluated as the costs for last winter were exorbitant and over budget.

Motion by Hanson, second by Bunting to approve the EIRHC USDA program expenditures for March through June 2009. The motion passed unanimously.

Review and Approve EIRHC Tax Credit Program Expenditures for March through June 2009

Schnier reviewed the expenditures for March through June 2009, for Asbury EIRP, LLLP, (Asbury Meadows) and Eastern Iowa Regional Housing Partnership, LLLP, (Evergreen Meadows). She began by presenting the Eastern Iowa Regional Housing Partnership, LLLP (Evergreen Meadows), expenditures saying they are routine, and noted a payment to McGladrey for the audit. She continued her review of the Asbury EIRP, LLLP (Asbury Meadows) saying they are also routine, and also noted the payment to McGladrey for the audit, and payment to Spring Green for weed control. Schnier said there were no expenditures for Evergreen Meadows Corporation for March through June 2009.

Motion by Tuel, second by Schmitt to approve the EIRHC Tax Credit program expenditures for March through June 2009. The motion passed unanimously.

Review and Approve EIRHC procurement policy – EIRHC Resolution #2-2009

Schnier referred board members to the EIRHC procurement policy – EIRHC Resolution #2-2009—she said it is Resolution #2-2009, instead of #1-2009 as listed on the agenda. She noted that the Corporation follows the same procurement policy as the Authority.

Motion by Bunting, second by Hanson to approve the EIRHC procurement policy – EIRHC Resolution #2-2009. 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 98% yearly lease-up with 190 individuals on the waiting list. There are three vacancies with two apartments ready to be leased. She relayed the following additional information about the Evergreen Meadows residents:

- Sixteen (16) residents are enrolled in the FSS Program.
- Six (6) residents are students.
- Fourteen (14) 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 166 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 the Asbury Meadows residents:

- Nine (9) residents are enrolled in the FSS Program.
- Two (2) residents are students.
- Nineteen (19) residents are employed part-time or full-time.

Schnier said classes were held January through July for the tenants at each site through the Iowa Workforce Development Center. Each site planted a garden this year to promote healthy lifestyles for the families. Also, a Borrowed Beginning Program has been implemented to provide gently used clothing, toys and books for clients being served by the Housing Authority.

Review and Approve Agreement for Administrative Oversight Services agreement between ECIA and EIRHA

Schnier referred board members to the Agreement for Administrative Oversight Services between ECIA and EIRHA concerning the tax credit compliance file reviews and site inspections for Clinton, Dubuque, Delaware, Jackson and Scott Counties. The work is being completed by the Housing staff for the Iowa Finance Authority (IFA) and needs to be completed by September 2009. Since the Housing Authority paid for the certification training for staff; any net profit will be split 90% EIRHA and 10% ECIA; the same split agreed to with the developer during the construction of our tax credit properties. A net profit for FY'09 is \$8,298; split \$7,469 to the Housing Authority and \$829 to ECIA.

Motion by Bunting, second by Phelps to approve the Agreement for Administrative Oversight between ECIA and EIRHA. The motion passed unanimously.

Other Business

Schnier said the next EIRHA-EIRHC-EIDC Board meeting is scheduled for September 24, 2009 at 5:00 p.m. at ECIA. She also noted that the Annual Meeting will be on November 12, 2009 at 5:00 p.m. at ECIA.

Bunting proposed that a letter be sent to HUD concerning the late approval of the fiscal year budget. He complimented the accountability of the Housing staff in working with the lack of sufficient funding. Board member consensus that a letter be written and signed by the Housing Chairperson and sent to all the local Iowa Representatives and Senators with a copy going to the HUD Department concerning this issue.

Adjournment

Motion by Hanson, second by Bunting to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 6:15 p.m.

Respectfully Submitted,

Kelley H. Deutmeyer
ECIA Executive Director