

MINUTES for:

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

DATE: Thursday, July 22, 2010

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 checked="" type="checkbox"/> Linda Duesing	<input checked="" 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"/> Roger Hanson	<input checked="" 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 checked="" 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 checked="" type="checkbox"/> Carol Schmitt
<input checked="" type="checkbox"/> Bob Blok	<input type="checkbox"/> Amy Esterhuzien	

COMMISSIONERS PRESENT:

Lucy Donovan, Leo Roling, May Jo Einwalter, Larry Lampe, Maryette Lampe, Loraine Miller, Mary Groth, Donna Weydert, Mary Shear, James Flogel

OTHERS PRESENT:

Bob Canty

STAFF PRESENT:

Michelle Schnier, Gail Kuhle

***A Quorum was present**

Call to Order

The meeting was called to order at 4:55 p.m. by Chairperson Smock.

Review and Approve Minutes of EIRHA, EIRHC and EIDC May 13, 2010 Board meeting

Motion by Bunting, second by Hansen to approve the minutes from the EIRHA, EIRHC and EIDC May 13, 2010 Board meeting. The motion passed unanimously.

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

Schnier first began by reviewing the Public Housing expenditures for May and June 2010. She highlighted the May cash disbursements for the Lost Nation rehab home of \$984.45 to First Supply for material/supplies and \$1,150.00 to Wagener Concrete for a driveway and patio. She continued with noting the expenditures of \$2,144.31 to Probuild and \$1,570.00 to Riniker Construction for repairs to a Public Housing unit due to fire damage. Schnier indicated that the tenant is being billed for the fire damages. She then reviewed the June cash disbursements highlighting Express Services expenditure for \$524.80 for the lawn care assistant and the expenditure for \$27.29 for placing a Rain Garden bid notice in the Dyersville Commercial.

Schnier continued with reviewing the Section 8 Housing Choice Voucher (HCV) expenditures for May and June 2010. She highlighted the May disbursement to Asbury Meadows of \$144 for a tenant's past due rent and the disbursement of \$1,325.00 to Bird Chevrolet. She explained that both disbursements will be paid out of the client's FFS escrow accounts and are paid directly to the vendors. Schnier noted that there were no unusual expenditures for June 2010.

Discussion followed.

Motion by Rediger second by Gibson to approve the Public Housing and Section 8 HCV program expenditures for May and June 2010. The motion passed unanimously.

Review and Approve New Income Limits Published by HUD – Resolution #4-2010

Schnier reviewed the new income limits published by HUD for the Public Housing and Section 8 Housing Choice Voucher programs. She stated that they will be implemented retroactive to May 14, 2010.

Motion by Gibson, second by Rediger to approve the New Income Limits published by HUD – Resolution #4-2010. The motion passed unanimously.

Review and Approve updated Code of Conduct and inclusion in the Section 8 Administrative Plan-EIRHA Resolution #11-2010

Schnier stated that EIRHA has reviewed and updated their Administrative Plan to add Chapter 17 to include the Code of Conduct for employees, board members and commissioners. Schnier continued with reviewing the Code of Conduct stating the employees, board 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. Employees, the board and commissioners are prohibited from accepting gifts, monies and gratuities from persons receiving benefits or services from ECIA or from other persons performing service under contract with or in a position to benefit from an employee/board/commissioner or agents action. Schnier noted that ECIA requires all employees, board members and commissioners to sign a Code of Conduct.

Discussion followed.

Motion by Hanson, second by K. Donovan to approve the updated Code of Conduct and inclusion in the Section 8 Administrative Plan-EIRHA Resolution #11-2010. The motion passed unanimously.

Review and Approve Section 8 SEMAP Certification-EIRHA Resolution #12-2010

Schnier stated that each year the Department of Housing and Urban Development (HUD) 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 for the past five years, EIRHA has scored 100% and is designated a high performer. She then briefly reviewed the 15 key areas.

Motion by Einwalter, second by Brunkan to approve the Section 8 SEMAP Certification, Resolution #12-2010. The motion passed unanimously.

Review and Approve Public Housing Operating Budget Revision

Schnier indicated that a revision to the Public Housing FY' 10 operating budget was not needed.

Review CFP contracts

There were no CFP contracts to review at this time.

Review and Approve Public Housing PHAS Certification – EIRHA Resolution #13-2010

Schnier stated that every other year the Department of Housing and Urban Development (HUD) 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.

Discussion followed.

Motion by Einwalter, second by Cavanagh to approve the Public Housing PHAS Certification – EIRHA Resolution #13-2010. The motion passed unanimously.

Review and Approve Ballots submitted by Commissioners not in attendance for item #11 of the agenda

Schnier stated that the Housing Authority (HA) has been approved by HUD to be a Housing Counseling Agency, pending the approval of the Board of Commissioners to change the EIRHA Articles of Agreement and Bylaws to include Housing Counseling. After consulting with the HA attorney, it was determined that the HA would need forty-three (43) votes for a majority vote of the commissioners to change the Articles and Bylaws. Therefore, ballots were sent to all commissioners and board members, with thirty (30) yes votes returned and eighteen (18) votes present, a majority vote would be met to change the Articles and Bylaws, provided the Board accepts the ballots made in abstention.

Motion by Phelps, second by Duesing to approve ballots submitted by Commissioners not in attendance for item #11 of the agenda. The motion passed unanimously.

Review and Approve Amendments to the Articles of Agreement and Bylaws to include Housing Counseling

Schnier reviewed the amendments made to the Articles of Agreement and the Bylaws. She noted under Article I, Offices-the HA's address was changed to the current address of 7600 Commerce Park and under Article III; "to perform housing counseling activities" was added to Purpose and Powers.

Schnier noted that three staff are being certified as Housing Counselors for the Housing Counseling Program and their duties will be to assist clients to become financially ready for purchasing a home.

Motion by Einwalter, second by Phelps to approve the amendments to the Articles of Agreement and the Bylaws to include Housing Counseling. The motion passed unanimously.

Review and Approve EIRHC USDA Program Expenditures for May and June 2010

Schnier presented the EIRHC USDA program expenditures for May and June 2010, noting that there were no unusual expenditures for May and June 2010.

Motion by Bunting, second by Gibson to approve the EIRHC USDA program expenditures for May and June 2010. The motion passed unanimously.

Review and Approve EIRHC Tax Credit Program Expenditures for May and June 2010

Schnier reviewed the expenditures for May and June 2010, Asbury EIRP, LLLP, (Asbury Meadows) and Eastern Iowa Regional Housing Partnership, LLLP, (Evergreen Meadows). She began by highlighting the June Asbury EIRP, LLLP expenditure of \$1,236.08 to Clemens, Walters, Conlon and Meyer for legal services. She explained that a tenant brought a dog into the unit and claimed it to be a service animal. Before documentation was received on whether the dog was a service animal, the dog had misbehaved towards another tenant. Therefore, the attorney reviewed the case for liability purposes. Schnier also noted the June expenditure to Spring Green for \$117.70 for weed control service at Asbury Meadows. She indicated there were no other unusual expenditures for May or June 2010.

Schnier continued with reviewing the Eastern Iowa Regional Housing Partnership, LLLP, (Evergreen Meadows) expenditures. She highlighted the May expenditure of \$10.00 to the Dubuque Police Department for doing a criminal history background check. She indicated that there were no other unusual May or June 2010 expenditures for Eastern Iowa Regional Housing Partnership, LLLP, (Evergreen Meadows).

Schnier noted that there were no unusual May or June 2010 expenditures for the EIRHC.

Motion by Bunting, second by Hanson to approve the EIRHC expenditures for May and June 2010. The motion passed unanimously.

Review and Approve Tax Credit ACOP Revision-EIRHC Resolution #2-2010

Schnier stated that staff asked for clarification on resident transfers, therefore the following revisions were made to Chapter 5, Occupancy Guidelines, of the EIRHC Admissions and Continued Occupancy Policy (ACOP).

“In the event that more than one resident has requested to transfer to the same bedroom size unit:

- 1) The resident with the larger household member size will be given first preference for the larger unit size.**
- 2) If there is no difference in household member size, the HC will then reference the date each resident requested to be placed on the transfer list. The resident who requested to be placed on the transfer list first will then be given preference for the available unit.**

Discussion followed.

Motion by Einwalter, second by Cavanagh to approve the Tax Credit ACOP Revision-EIRHC Resolution #2-2010.

Other Business

Next meeting date

Schnier stated that the next EIRHA-EIRHC-EIDC meeting will be held on Thursday, September 23, 2010 at 4:30 p.m.

Adjournment

Motion by Rediger, second by Hansen to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 5:40 p.m.

Respectfully Submitted,

Michelle Schnier