

MINUTES for:

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

DATE: Thursday, March 26, 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 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 type="checkbox"/> Sharon Minger	<input checked="" type="checkbox"/> Libby Tuel
<input checked="" type="checkbox"/> Fred 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, Lucy Donovan, Mary Shear

STAFF PRESENT: Michelle Schnier, Gail Kuhle

***A Quorum was present**

Call to Order

The meeting was called to order at 5:10 p.m. by Chairperson Smock. Introductions were made at this time.

Review and Approve Minutes of EIRHA, EIRHC and EIDC January 15, 2009

It was noted that Rita Cavanagh was present at the January 15, 2009 EIRHA, EIRHC and EIDC Board meeting. Kuhle indicated that the minutes would be changed to reflect Cavanagh's participation.

Motion by Rediger, second by Gibson to approve the revised minutes from the EIRHA, EIRHC and EIDC Board meeting January 15, 2009. The motion passed unanimously.

Report on Housing Programs

Public Housing Lease-up and vacancies

Schnier reported that the Public Housing Program currently has two vacancies, one at the Dyersville Elderly and one at the Miles Elderly complex. The Public Housing Program currently has a 98.58% lease-up rate for the year. 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 844 individuals on the waiting list. She indicated that the yearly lease-up was at 102.94% with the expenditures at 30.23% (target 25%).

USDA Lease-up

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

Homeownership Program

ROSS Homeownership Program

Schnier gave her update on the ROSS Family Homeownership program stating that currently there are fifteen (15) families that have enrolled into the program. Of those fifteen, one family has closed on a home. The others are working on rebuilding their credit scores.

Section 8 Homeownership Program

The Section 8 Homeownership Program has received one hundred and sixty-three (163) requests for applications and of those 163 applicants; seventy-one (71) applications have been returned; sixteen (16) applicants have purchased homes; thirty (30) 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.

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 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 fifty-two (52) with an average monthly escrow balance of \$186.00.

Schnier also indicated that there have been five new enrollments to the program 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 \$1278.37. 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 included the Decker Restaurant and Maquoketa Ohnward Fine Art Center, Bishop's restaurant and the Festival of Trees and a trip to Perkins Restaurant and the Festival of Trees. She also noted that the winter potlucks for the elderly sites have been completed. Schnier indicated that the elderly activities will resume in April 2009.

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 and construction has begun. 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 the home has been sold through a rent to own contract to an existing Public Housing tenant, with a move-in date of April 1, 2009.

Discussion followed.

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

Schnier reported on the Section 8 Housing Choice Voucher (HVC) program expenditures for January and February 2009. She noted the January disbursement of \$225,000 to Fidelity Bank for renewal of a Certificate of Deposit and the cash disbursement of \$177.57 to Callahan Construction for an oil change for two Housing Authority vehicles. She then highlighted the February cash disbursement of \$925 to Collection Services. She indicated that a landlord owed money to the State of Iowa; therefore payment was made to the State rather than the landlord. Schnier then noted there were no other unusual expenditures for the Section 8 Housing Choice Voucher program for January and February 2009.

Schnier continued with reviewing the report on the Public Housing expenditures for January and February 2009. She began by highlighting the January cash disbursement of \$668.25 to All Seasons Trucking for salt for the parking lots. Schnier noted the February cash disbursement of \$12.00 to Leonard O'Connell for his CDL license. She then reported on the numerous Tenmast disbursements noting that the expenditures were for the new computer software and training.

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

Motion by Bunting, second by Donovan to approve the Public Housing and Section 8 Housing Choice Voucher program expenditures for January and February 2009. The motion passed unanimously.

Review and Approve EIRHA Streamlined Annual Plan (includes FY'2009 Capital Fund Program Annual Statement and Budget) – EIRHA Resolution #4-2009

Schnier stated that each year EIRHA is required by HUD to provide a Streamlined Annual Plan. Schnier then went on to review the contents of the EIRHA Streamlined Annual Plan noting the only change to the Plan is a revision to the Capital Fund Program (CFP) budget. She continued by referring to Part II, Supporting Pages-Physical Needs Work Statement to review the CFP estimate costs.

Discussion followed.

Motion by Rediger, second by Donovan to approve the EIRHA Streamlined Annual Plan (includes FY'2009 Capital Fund Program Annual Statement and Budget) - EIRHA Resolution #4-2009. The motion passed unanimously.

Review and Approve New Income Limits Published by HUD – Resolution #5-2009

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 March 10, 2009.

Motion by Donovan, second by Hanson to approve the New Income Limits published by HUD – Resolution #5-2009. The motion passed unanimously.

Review Public Housing Statement of Operating Receipts and Expenditures for the first half of the fiscal year

Schnier reviewed the Public Housing Program Operating Budget for the first half of the fiscal year. She stated that as of December 31, 2008, the total operating expenditures equaled (\$425,330.19), operating receipts of \$171,328.74, and operating subsidy of \$184,222.00, giving a deficit of (\$69,749.45). She noted that this was due to the FY'08 CFP grant operations being posted to the FY'08 year end. When the FY'09 CFP funds are dispersed by HUD, it will offset this, provided it arrives prior to the current fiscal year end.

Discussion followed.

Motion by Shear, second by Kastantin to approve the Public Housing Statement of Operating Receipts and Expenditures for the first half of the fiscal year. The motion passed unanimously.

Review and Approve FY'2010 Public Housing Budget – EIRHA Resolution #6-2009

Schnier reviewed the FY 2010 Public Housing Budget – Resolution #6-2009. The total projected operating income is \$521,000, with total projected operating expenditures of (\$882,625). With the infusion of \$362,000 in Operating Subsidy, the projected FY'2010 bottom line would be a net surplus of \$1,375 with a projected operating reserve balance of \$743,931.

Motion by Hanson, second by Gibson to approve FY'2010 Public Housing Budget - EIRHA Resolution #6-2009. The motion passed unanimously.

Review and Approve Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #7-2009

Schnier presented the Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #7-2009. She stated that each year EIRHA is required by HUD to reexamine the utility allowances for the Section 8 HCV Program and in areas where there was a change of 10

percent or more, appropriate adjustments are made. She indicated that there has been an increase in gas and electric allowances and a decrease in bottle gas and heating oil. She noted that the revised utility allowances will be effective July 1, 2009.

Motion by Rediger, second by Cavanagh to approve the Section 8 HCV Utility Allowance Schedule - EIRHA Resolution #7-2009. The motion passed unanimously.

Review and Approve Public Housing Utility Allowance Schedule – EIRHA Resolution #8-2009

Schnier presented the Public Housing Utility Allowance Schedule – EIRHA Resolution #8-2009. She stated that each year EIRHA is required by HUD to reexamine the utility allowances for the Public Housing Program and in areas where there was a change of 10 percent or more, appropriate adjustments are made. She noted that the revised allowances will be effective July 1, 2009.

Motion by Donovan, second by Guise to approve the Public Housing Utility Allowance Schedule – Resolution #8-2009. The motion passed unanimously.

Review and Approve Section 8 Administrative Plan revisions – EIRHA Resolution #9-2009

Schnier reviewed EIRHA Resolution #9-2009, indicating that the Section 8 Administrative Plan has been reviewed and updated to include revisions to Chapters 3, 7, 11, 12, 16 and the Table of Contents. These revisions are a result of changes to the existing policies on the Violence Against Women Reauthorization Act of 2005.

Motion by Bunting, second by Shear to approve Section 8 Administrative Plan revision - EIRHA Resolution #9-2009. The motion passed unanimously.

Review and Approve Public Housing '09 CFP stimulus grant – EIRHA Resolution #10-2009

Schnier indicated that under the American Recovery and Revitalization Act (ARRA) the Public Housing program will receive an additional \$289,892 in stimulus funding administered through the Capital Fund Program. She noted the funds will be used for roof replacement, security lighting, repair of the parking lots at the elderly sites, furnaces at the family sites and to replace Housing Authority vehicles.

Motion by Gibson, second by Guise to approve the Public Housing '09 CFP stimulus grant- EIRHA Resolution #10-2009. The motion passed unanimously.

Review and Approve EIRHC USDA Program Expenditures for January and February 2009

Schnier presented the EIRHC USDA program expenditures for January and February 2009, noting that there were no unusual expenditures for January. She then noted the February expenditure of \$97.22 to Prier Brothers, Inc. for a water leak repair at one of the USDA properties.

Motion by Gibson, second by Tuel to approve the EIRHC USDA program expenditures for January and February 2009. The motion passed unanimously.

Review and Approve FY 2009 Operating Budgets-Grand Mound and Worthington

Schnier reviewed the Grand Mound budget for FY'2010 with the projected revenue at \$16,381.60, and expenditures of (\$16,235.00), reflecting a net balance surplus of \$146.60. The budget reserve account ending balance is projected at \$15,225.87.

Schnier then reviewed the Worthington budget for FY'2010 with the projected revenue of \$11,300.00 and expenditures of (\$11,232.00) reflecting a net balance surplus of \$68.00. The budget reserve account ending balance is estimated at \$15,119.45.

Schnier noted that staff is proposing a \$5.00/month rate increase to the tenants rent at both the Grand Mound and Worthington facilities, effective July 1, 2009. The utility allowances were reviewed and will not change.

Motion by Bunting, second by O'Bryon to approve the FY'2010 Operating Budgets for Grand Mound and Worthington. The motion passed unanimously.

Review and Approve EIRHC Tax Credit Program Expenditures for January and February 2009

Schnier reviewed the expenditures for January and February 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 (Evergreen Meadows), expenditures noting there were no unusual January or February 2009 cash disbursements. She continued her review of the Asbury EIRP, LLLP (Asbury Meadows) noting there were no unusual expenditures for January or February 2009.

Schnier then presented the Eastern Iowa Regional Housing Corporation expenditures for January and February 2009, highlighting the January disbursement of \$500 to the RTA for the Black Tie Bowling sponsorship and \$4,571.99 for the workout facility treadmills.

Motion by Rediger, second by Gibson to approve the EIRHC expenditures for January and February 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 152 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 329 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:

- Eight (8) residents are enrolled in the FSS Program.
- Six (6) residents are students.
- Twenty-five (25) residents are employed part-time or full-time.

Schnier indicated that there will be classes held in the spring for the tenants at each site through Iowa Workforce Development Center.

IFA Tax Credit Compliance Administrative Agreement

Schnier reported that ECIA has entered into a contract with the Iowa Finance Authority (IFA) to perform physical site inspections and file reviews of the tenant files of the LIHTC properties in Clinton, Dubuque, Delaware, Jackson, and Scott counties. She continued with reviewing the contract between ECIA and IFA, noting that HA staff that are certified tax-credit compliant will be performing the inspections and file reviews. ECIA will be receiving approximately \$175.00 per file review/inspection.

Discussion followed.

Review and Approve Evergreen Meadows Tax Credit audit

Schnier presented the financial report for the Eastern Iowa Regional Partnership, L.L.L.P. (Evergreen Meadows) as of December 31, 2008. She stated that the auditing firm of McGladrey and Pullen conducted their audit and found the financial reports for the Eastern Iowa Regional Partnership, L.L.L.P. to be clean and in conformance with general accounting principles.

Schnier continued her review of the audit with an examination of the balance sheet, statement of income and cash flow.

Motion by Rediger, second by Guise to approve the Evergreen Meadows Tax Credit audit. The motion passed unanimously.

Review and Approve Asbury Meadows Tax Credit audit

Schnier reviewed the financial report for Asbury EIRP, L.L.L.P. (Asbury Meadows) as of December 31, 2008. She stated that the auditing firm of McGladrey and Pullen conducted their audit and found the financial reports for the Asbury EIRP, L.L.L.P. to be clean and in conformance with general accounting principles. Schnier continued her review of the audit with an examination of the balance sheet, statement of income and cash flow.

Motion by O'Bryon, second by Gibson to approve the Asbury Meadows Tax Credit audit. The motion passed unanimously.

Other Business

Staff Stipends/ECIA Budget Update

Schnier informed the Board members that in light of the current economy, housing staff stipends have been suspended. The ECIA FY'10 Budget was presented to the ECIA Council on March 18, 2009 and the budget was approved with the suspension of the Housing and Economic Development stipends.

Discussion followed.

Motion by Shear, second by Hanson to place on record that the EIRHA/EIRHC/EIDC Board of Directors strongly disagrees with the decision made by the ECIA Council to eliminate the stipends for Housing Authority staff. The motion passed unanimously.

Next meeting date

Schnier reported that at this time the EIRHA-EIRHC-EIDC Board meeting scheduled for May 14, 2009 will not be necessary. Therefore, the next EIRHA-EIRHC-EIDC Board meeting is scheduled for Thursday, July 23, 2009 at 5:00 p.m.

Adjournment

Motion by Hanson, second by Cavanagh to adjourn the meeting. Motion passed unanimously.
The meeting adjourned at 6:35 p.m.

Respectfully Submitted,

Michelle Schnier
Director of Housing and Support Services