

MINUTES for:

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

DATE: Thursday, May 13, 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 checked="" type="checkbox"/> Linda Gaul	<input checked="" type="checkbox"/> Roger Hanson	<input checked="" type="checkbox"/> Ken Donovan
<input checked="" type="checkbox"/> Bill Rediger	<input type="checkbox"/> Rita Cavanagh	<input checked="" type="checkbox"/> Mary Gibson
<input checked="" 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 type="checkbox"/> Carol Schmitt
<input type="checkbox"/> Bob Blok	<input type="checkbox"/> Cindy O'Bryon	

OTHERS PRESENT: Lucy Donovan

STAFF PRESENT: Michelle Schnier, Gail Kuhle

***A Quorum was present**

Call to Order

The meeting was called to order at 4:41 p.m. by Chairperson Smock.

Review and Approve Minutes of EIRHA, EIRHC and EIDC March 25, 2010 Board meeting

Motion by Bunting, second by Gibson to approve the minutes from the EIRHA, EIRHC and EIDC March 25, 2010 Board meeting. The motion passed unanimously.

Report on Housing Programs

Public Housing Lease-up and vacancies

Schnier reported that the Public Housing program has three vacancies, two at the Manchester Family location and one at the Dyersville Elderly location. Schnier indicated that staff is currently working with potential applicants to fill the vacancies. The Public Housing program currently has a 98.85% 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 1,857 individuals on the waiting list. She indicated that the yearly lease-up was at 97.71% with expenditures at 39.70% (target 41.66%).

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 ninety-one (191) requests for applications and, of those 191 applicants; eighty-five (85) applications have been returned. Eighteen (18) applicants have purchased homes; thirty nine (39) applicants have been given the opportunity to attend homeownership counseling and the remainder are clearing up credit issues or are no longer interested.

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-one (71) with an average monthly escrow balance of \$178.00. Schnier explained that staff is diligently working 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 ninety-one (91) Public Housing clients served; with an average monthly escrow balance of \$1,455.24. Schnier noted there have been eleven (11) successful

completions. Two successful completions have moved to home ownership and the other nine have completed their goals and moved to non-subsidized housing.

Elderly Self-Sufficiency

Schnier reported that several spring potlucks will be held in May for senior residents living in Public Housing units owned by EIRHA. Schnier also noted that on May 27, 2010 EIRHA will be providing a trip for the Public Housing residents to Loras College Planetarium and to lunch.

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 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 at 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 100 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 597 to 796. She also noted that as of May 1, 2010 four families have purchased homes. The others are working on rebuilding their credit scores.

Housing Development

Schnier stated that the home on 300 West Marion Street in Manchester has been sold and staff is continuing to work with the City of Manchester to acquire additional lots. Schnier noted that the Housing Authority purchased a lot in the City of Maquoketa for \$7,250.00 for the construction of a single-family home. She indicated that construction on the new single-family Maquoketa home will begin in July 2010. Schnier then gave an update to the Board on the Lost Nation rehab home stating that the exterior is completed and the maintenance men are wrapping up the inside. She indicated that staff is working with a potential buyer for the Lost Nation rehab home.

Discussion followed regarding “Sustainable Communities” and the possibility of developing a community such as the one located in Fairfield, Iowa.

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

Schnier began first by reviewing the cash account balances for Section 8 HCV, Public Housing, Corporation and Tax Credit as of May 2010.

Schnier continued with reviewing the Section 8 Housing Choice Voucher (HCV) expenditures for March and April 2010. Schnier highlighted the March disbursement of \$192.00 and \$712.00 to two landlords for HAP adjustments which were inadvertently missed on the HAP checkrun and the expenditure of \$1,012.50 for staff NAHRO conference expenses. Schnier noted that there were no unusual expenditures for April 2010.

Discussion followed.

Schnier then reported on the Public Housing expenditures for March and April 2010. She began by noting the March 2010 expenditure of \$3,500 for earnest money and \$3,750 for closing cost to Caraway Realty for the purchase of the Maquoketa property. Schnier continued with highlighting the expenditure of \$27,317.92 to Kitchen and Bath Solutions for the kitchen remodel of the DeWitt Elderly units. She noted that remodel expenditures were paid out of CFP09/ARRA 09 (stimulus funds). She then highlighted the cash disbursement of \$53.86 to Trophy World for the NAHRO Tags which will be reimbursed through NAHRO. She noted that the \$10,000 expenditure to Carr and Carr was the ADDI funds for the closing of the Manchester home. Schnier then reviewed the Public Housing expenditures for April 2010 by highlighting the cash disbursement of \$5,962.00 to Case Construction for sheet rock and the \$3,333.17 expenditure to J. Noonan Interest for insulation. She indicated that both expenses were for the Lost Nation rehab home. She then highlighted the \$150.00 expenditure to Clemens, Walters, Conlon and Meyers for the legal advice for the potential eviction of a tenant and the cash disbursement of \$500.00 to Twiggs Tree Trimming for the removal of a tree at the DeWitt units.

Motion by Rediger second by Gaul to approve the Public Housing and Section 8 HCV program expenditures for March and April 2010. The motion passed unanimously.

Review and Approve the 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 Hanson, second by Phelps to approve a Memorandum of Understanding between Resident Advisory Board and EIRHA regarding participation funding. The motion passed unanimously.

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

Schnier indicated that at this time HUD has not published the new income limits for the Public Housing and Section 8 Housing Choice Voucher programs therefore EIRHA Resolution #4-2010 was tabled.

Review and Approve Public Housing Flat Rent Policy – EIRHA Resolution #10-2010

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 Hanson, second by Donovan to approve the Public Housing Flat Rent Policy – EIRHA Resolution #10-2010. The motion passed unanimously.

Review and Approve write off of outstanding Public Housing tenant past due balances

Schnier reviewed the outstanding Public Housing tenant balances that are over one year old and is requesting those charges be written off the books. Schnier noted the total write-off for the current fiscal year was \$1,441.45.

Motion by Rediger, second by Hatfield to approve the write-off of the Public Housing tenant past due balances. The motion passed unanimously.

Review CFP contracts

There were no CFP contracts to review at this time.

Review and Approve EIRHC USDA Program Expenditures for March and April 2010

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

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

Review and Approve EIRHC Tax Credit Program Expenditures for March and April 2010

Schnier reviewed the expenditures for March and April 2010, Asbury EIRP, LLLP, (Asbury Meadows) and Eastern Iowa Regional Housing Partnership, LLLP, (Evergreen Meadows) noting that there was no unusual expenditures for March and April 2010.

Motion by Bunting, second by Brunkan to approve the EIRHC expenditures for March and April 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 280 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.
- Nine (9) residents are students.
- Seventeen (17) 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 391 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:

- Thirteen (13) 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 of Asbury and Evergreen Meadows location have again planted community gardens at each site. The gardens will be maintained by the residents and staff with the produce being distributed among the residents.

Other Business

City of Dubuque Housing

Schnier explained that the City of Dubuque Housing has reduced the number of vouchers that they will be serving in the City of Dubuque. As a result, the Dubuque City Manager, Michael Van Milligen, was concerned that the reduction in vouchers would negatively affect the County Housing Program; therefore he called for a meeting with numerous City Staff and EIRHA Staff to discuss housing issues/concerns. Van Milligen also asked to review EIRHA's Administrative Plan (AP) and to share information on the procedures that EIRHA follows. Schnier noted that EIRHA and the City Housing Staff will continue to meet monthly to discuss housing issues.

Bunting requested that a Housing fact sheet which details pertinent information regarding the Housing programs be created for each of the Board members. Schnier indicated that she would create a Housing fact sheet and mail it to each of the Board members.

Non-Elderly Handicapped Voucher

Schnier reported that the Housing Authority (HA) is eligible to apply for an additional 100 non-elderly handicap vouchers. She explain that in order for the HA to be eligible for the additional vouchers the HA would need to have 20% of their waiting list applicants to be considered non-elderly handicap persons. Schnier confirmed that she has reviewed the waiting list and the HA would meet those requirements.

Motion by Hanson, second by Hatfield to approve the application for the Non-Elderly Handicap Vouchers program. The motion passed unanimously.

Keyline Transit update

Schnier reported that the City of Dubuque awarded ECIA the management contract for Keyline Transit. She indicated that the ECIA Executive and Council needed to approve the management contract at the next ECIA Council meeting. The Management contract would be effective July 1, 2010.

City of Dyersville Tenant issues

Schnier explained that there have been some issues with an apartment complex located in the City of Dyersville. She said that currently staff and the City of Dyersville are working to resolve these issues.

Discussion followed.

Next meeting date

Schnier stated that the next EIRHA-EIRHC-EIDC meeting will be held on Thursday, July 22, 2010 at 4:30 p.m.

Adjournment

Motion by Rediger, second by Brunkan to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 6:07 p.m.

Respectfully Submitted,

Michelle Schnier