

MINUTES for:

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

DATE: Thursday, November 12, 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 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 type="checkbox"/> Bill Rediger | <input checked="" type="checkbox"/> Rita Cavanagh | <input checked="" type="checkbox"/> Mary Gibson |
| <input type="checkbox"/> Sheri Hatfield | <input type="checkbox"/> Libby Tuel | <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 checked="" type="checkbox"/> Bob Blok | <input type="checkbox"/> Cindy O'Bryon | |

COMMISSIONERS PRESENT:

Mary Shear, Mary Jo Einwalter, Alan Schilling, Marilyn Kern, Lucy Donovan, Sue Hoeger, Jim Flogel, Pat Hentges, Donna Weydert, Lorriane Miller, Maryetta Lampe, Andrew Leheny, Jenny Jansen, Bonnie Grau, Larry Miller

OTHERS PRESENT:

Jim Olson, Robert F. Canty, Jim Weydert, Marilyn Bunting, Donna Hanson

STAFF PRESENT:

Michelle Schnier, Kelley Deutmeyer, Gail Kuhle, Lisa Weinhold

***A Quorum was present**

Call to Order

The meeting was called to order at 5:37 p.m. by Chairperson Smock. Introductions were made at this time.

Review and Approve Minutes of EIRHA, EIRHC and EIDC annual meeting November 12, 2008 and EIRHA, EIRHC and EIDC September 24, 2009 meeting

Motion by Hanson, second by Phelps to approve the minutes of the EIRHA, EIRHC and EIDC annual meeting November 12, 2008 and EIRHA, EIRHC and EIDC September 24, 2009 meeting. The motion passed unanimously.

Election of EIRHA and EIRHC Board of Directors

Schnier stated that according to the EIRHA & EIRHC Bylaws at the annual meeting, up to three commissioners from each county are elected to serve on the board. From this group, the Board of Directors would be appointed to serve a one-year term.

Schnier explained that Linda Duesing, from Clinton County and Bill Rediger, from Dubuque County were unable to attend the meeting but expressed interest in staying on the Board of Directors. Schnier also noted that there was no one present to represent Cedar or Jones County.

After the caucus, by county, the following Commissioners were elected to serve on the EIRHA and EIRHC Board of Directors:

Clinton County	Linda Duesing, Joanne Guise and Cheryl Kastantin
Delaware County	Cliff Bunting, Roger Hanson and Linda Gaul with Lenny Phelps as an alternate
Dubuque County	Robert Brunkan, Bill Rediger and Merrill Smock with Shelley Knepper as an alternate
Jackson County	Rita Cavanaugh, Ken Donovan and Mary Gibson
Jones County	Sheri Hatfield and Libby Tuel
Cedar County	no members were present to elect

Motion by Gaul, second by Cavanagh to approve the elected EIRHA and EIRHC Board of Directors. The motion passed unanimously.

Election of EIDC Board of Directors

Schnier explained that in accordance with the Eastern Iowa Development Corporation (EIDC) Bylaws there shall be no more than five nor less than one director to serve as officers for EIDC. One individual must represent Northeast Iowa Community College (NICC), two individuals from the community and two individuals from the EIRHA/EIRHC Board. Schnier asked the current directors if they were still interested in maintaining their positions, all directors agreed to remain in their current positions. Schnier then asked if anyone else would be interested in

serving as an EIDC Director and no interest was expressed.

The current directors are:

Merrill Smock; Chair (EIRHA/EIRHC Board representative)
Cliff Bunting; Vice Chair (EIRHA/EIRHC Board representative)
Carol Schmitt; Treasurer (Community representative)
Kelley Deutmeyer; Secretary (ECIA staff)
Cindy O'Bryon (NICC representative)
Bob Blok (Community representative)

Motion by Cavanagh, second by Gibson to approve the elected EIDC Board of Directors. The motion passed unanimously.

Elections of EIRHA and EIRHC Officers

Schnier reviewed the procedures on the election of officers. She noted that Linda Duesing was unable to attend but she expressed interest in continuing to serve as the Vice-Chair. Schnier then asked the remaining current officers if they were still interested in maintaining their positions, all agreed to remain in their current positions.

The current officers are:

Merrill Smock; Chair
Linda Duesing; Vice Chair
Robert Brunkan; Treasurer
Kelley Deutmeyer; Secretary

Schnier then asked for any further nominations. There were none.

Motion by Bunting, second by Hanson to approve the elected EIRHA and EIRHC officers. The motion passed unanimously.

Election of EIDC Officers

Schnier reviewed the procedures on the election of officers. She asked the current officers if they were still interested in maintaining their positions, all agreed to remain in their current positions.

The current officers are:

Merrill Smock, Chair
Cliff Bunting, Vice-Chair
Carol Schmitt, Treasurer
Kelley Deutmeyer, Secretary

Schnier then asked for any further nominations of other board members. There were none.

Motion by Hanson second by Einwalter to approve the elected EIDC officers. The motion passed unanimously.

Review/Action on EIRHA FY 2009 Audit-Tostrud & Temp

Jim Olson, a Certified Public Accountant for Tostrud & Temp, S.C., presented the Financial Statements and Independent Audit Report for FY2009. This report gives an overall picture of the financial information for the Housing Authority as well as a Management Discussion and Analysis (MD&A). Mr. Olson reviewed the auditor's report in detail including the standards as required by HUD and the Auditor's opinion.

Mr. Olson reported that the Eastern Iowa Regional Housing Authority had a clean audit as well as complying with the Government Auditing Standards and the OMB Circular A-133.

Discussion followed.

Motion by Bunting, second by Blok to approve the EIRHA FY 2009 Audit. The motion passed unanimously.

Presentation of FY 2009 Annual Report

Schnier presented the FY 2009 Annual Report which was done in a calendar format, complimented with photos of the units, clients, and staff. Schnier explained that the annual report is a summary of everything that was done in Fiscal Year 2009. The report explains each program that the Housing Authority offers, and also highlights the Eastern Iowa Regional Housing Corporation, USDA and Tax Credit projects.

Schnier then gave a power point presentation highlighting the Housing Development, Homeownership and the Self-Sufficiency Programs.

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

Schnier reviewed the cash account balances for the Section 8 Housing Choice Voucher and Public Housing programs as of November 1, 2009.

Schnier reported on the Public Housing program expenditures for September and October 2009. She noted several September and October ARRA (stimulus funding) payouts for roof replacements at numerous public housing sites. She also highlighted the September disbursement of \$1,733.05 to Gibbs Engineering for surveying the Marion St. property in Manchester and the \$700.00 disbursement to Palmer Tree Service for the removal of two trees at a Manchester family site.

There were no other unusual expenditures for the Section 8 Housing Choice Voucher (HCV) program for July and August 2009.

She continued with reviewing the report on the Section 8 Housing Choice Voucher (HCV) expenditures for September and October 2009. She highlighted the October cash disbursements of \$925.00 to Collections Services Center for a landlord's child support payment.

There were no other unusual expenditures for the Public Housing Program for September and October 2009.

Motion by Bunting, second by Phelps to approve the Public Housing and Section 8 Housing Choice Voucher (HCV) program expenditures for September and October 2009. The motion passed unanimously.

Review CFP purchases and Section 8 HCV car bids and garage lease

Schnier reviewed the CFP bids for the Section 8 HCV and Public Housing cars. She stated that the lowest bid of \$55,855.00 was received from Mike Finnin Ford for the purchase of two 2010 Ford Fusions and one 2010 F-250 Ford truck for the maintenance men.

Motion by Bunting, second by Einwalter to approve the CFP purchase of two cars and one truck from Mike Finnin Ford for \$55,855.00. The motion passed unanimously.

Schnier stated that at the previous Board of Directors meeting construction of a garage/storage facility to house the Housing Authority cars and ECIA cars was discussed. Schnier continued with reviewing the CFP bids for the garage/storage facility noting that the contract was awarded to the lowest bid of \$48,900 from Portzen Construction. Schnier then reviewed the lease agreement with ECIA. She explained that the Housing Authority will lease the land from ECIA for 99 years for one dollar.

Motion by Einwalter, second by Cavanagh to approve the CFP contract for the garage/storage facility and the land lease with ECIA. The motion passed unanimously.

Review and Approve EIRHC USDA Program Expenditures for September and October 2009

Schnier presented the EIRHC USDA program expenditures for September and October 2009, noting there were no unusual expenditures.

Motion by Hanson, second by Gibson to approve the EIRHC USDA program expenditures for September and October 2009. The motion passed unanimously.

Review and Approve financial reports for Grand Mound and Worthington

Schnier reviewed the Worthington balance sheet for fiscal year 2009. The total cash sources for FY'09 were \$12,072.86 with total cash uses of \$11,168.46. This reflected a net cash surplus of \$904.40. The ending balance in the reserve account totaled \$15,094.77.

Schnier then reviewed the Grand Mound balance sheet for fiscal year 2009. The total cash sources for FY'09 were \$19,987.88 with total cash uses of \$22,931.61. This reflected a deficit of (\$2,943.73). Schnier referred to the snow removal charges for FY'09 to explain the deficit. She indicated that snow removal was budgeted for \$500, with the actual charges of \$5,260.00, thus causing the deficit. The ending balance in the reserve account totaled \$15,187.84.

Motion by Bunting, second by Cavanagh to approve the financial reports for Grand Mound and Worthington. The motion passed unanimously.

Review and Approve EIRHC Tax Credit Program Expenditures for September and October 2009

Schnier reviewed the expenditures for September and October 2009, for Asbury EIRP, LLLP, (Asbury Meadows) and Eastern Iowa Regional Housing Partnership, LLLP, (Evergreen Meadows). She highlighted Asbury EIRP, LLLP (Asbury Meadows) September expenditures for \$205.70 to the Dubuque Fire Equipment for yearly fire equipment inspections. She indicated there were no other unusual expenditures for the Tax Credit programs or for the Corporation.

Motion by Hanson, second by Cavanagh to approve the EIRHC Tax Credit program expenditures for September and October 2009. The motion passed unanimously.

Other Business

FY2010 Meeting Schedule

Schnier presented the proposed FY 2010 EIRHA-EIRHC-EIDC Board meeting dates to the Board members.

Adjournment

Motion by Gaul, second by Einwalter to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 6:45 p.m.

Respectfully Submitted,

Kelley H. Deutmeyer