

MINUTES for:

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

**DATE:** Thursday, September 24, 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 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 checked="" 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 checked="" type="checkbox"/> Carol Schmitt |
| <input type="checkbox"/> Bob Blok                 | <input checked="" type="checkbox"/> Cindy O'Bryon |   |

**OTHERS PRESENT:** Robert F. Canty, Mary Shear

**STAFF PRESENT:** Michelle Schnier, Kelley Deutmeyer, 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 July 23, 2009 Meeting**

Schnier noted the following corrections to the minutes: Bob Brunkan was not in attendance and Cindy O'Byron's last name was misspelled.

Motion by Donovan, second by Gibson to approve the revised minutes from the EIRHA, EIRHC and EIDC Board meeting July 23, 2009. The motion passed unanimously.

## **Report on Housing Programs**

### **Public Housing Lease-up and vacancies**

Schnier reported that the Public Housing program has one vacancy at the Manchester Family location and staff is working with potential applicants. The Public Housing program currently has a 99.19% 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 1,511 individuals on the waiting list. She indicated that the yearly lease-up was at 99.42% with expenditures at 84.55% (target 83.33).

### **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 eighty (180) requests for applications and, of those 180 applicants, seventy nine (79) applications have been returned. Sixteen (16) applicants have purchased homes; thirty six (36) applicants have been given the opportunity to attend homeownership counseling and the remainder are clearing up credit issues or are no longer interested.

### ROSS Homeownership Program

Schnier gave an update on the ROSS Family Homeownership program stating that currently there are seventy eight (78) families that have enrolled in the program. Of those seventy eight applicants, one family has closed on a home. The others are working on rebuilding their credit scores.

### 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 \$186.00.

### ROSS Public Housing Family Self-Sufficiency (FSS)

Schnier said there have been eighty-three (83) Public Housing clients served; with an average monthly escrow balance of \$1,106.14. 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 were held for senior residents living in Public Housing units owned by EIRHA.

### Housing Development

Schnier presented photos of the new single family home constructed in Manchester, noting that the home has been completed and has been placed on the market through a realtor. Schnier then presented before and after photos of the rehab home in Dyersville. She stated the Dyersville home has been sold on land contract to a young couple. The Lost Nation home is still being rehabbed; the exterior has been completed and the maintenance men are working on the interior as time permits.

### Review and Approve Public Housing and Section 8 Housing Choice Voucher (HCV) program expenditures for July and August 2009

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

Schnier reported on the Section 8 Housing Choice Voucher (HCV) program expenditures for July and August 2009. She noted several FSS payouts, highlighting the FSS payout to a tenant who completed the program. 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 Public Housing expenditures for July and August 2009. She highlighted the July cash disbursements to B & P Roofing for \$25,420 and \$18,855 and the August cash disbursement of \$15,644.50. She indicated these cash disbursements were for roof replacements in Dyersville, Bellevue and Miles and will be paid for through CFP Stimulus funds.

There were no other unusual expenditures for the Public Housing Program for July and August 2009.

Motion by Rediger, second by Hatfield to approve the Public Housing and Section 8 Housing Choice Voucher (HCV) program expenditures for July and August 2009. The motion passed unanimously.

### **Review and Approve Resolution #16-2009 Section 8 HCV fair market rents**

Schnier reviewed the newly proposed fair market rents, which will be implemented on January 1, 2010. She indicated the fair market rents increased approximately \$5-\$6 per bedroom size.

Motion by Hanson, second by Bunting to approve Section 8 Housing Choice Voucher (HCV) fair markets rents - Resolution #16-2009. The motion passed unanimously.

### **Review CFP contracts**

Schnier said the American Recovery and Reinvestment Act (ARRA) has provided \$289,000 in CFP stimulus funds to the Housing Authority. The ARRA stimulus funds have been used to replace roofs at scattered sites and replace the parking lot overlay at the Manchester Elderly site and Dyersville. Schnier detailed the list of bids and contractor awards for each project to the board members.

### **Review and Approve Public Housing FY'09 Fiscal year end financial statement**

Schnier presented the Public Housing FY'09 fiscal year-end financial statement. She began by highlighting the "payment in lieu of taxes" stating that each year the Public Housing program is required to pay a form of tax on all rental properties. The taxes are figured at 10% of the total rent received less utilities.

Schnier continued her review by referring to the "Statement of Operating Receipts and Expenditures" noting that the total operating income for FY'09 was \$356,363.66, with a total operating expenditure of \$803,279.62. Schnier then noted with the infusion of HUD's Operating Subsidy of \$355,974.60 into the budget, Public Housing has a deficit of \$94,558.85. The total Public Housing Operating Reserve for FY'09 is \$603,428.

Schnier went on to explain the ending deficit. She indicated the deficit was a result of HUD distributing the FY'08 CFP operating funds earlier than normal, which then was included in the FY'08 year-end statement. With receiving the FY'08 CFP funds early, it then required the FY'09 funds to be distributed by June 30, 2009 in order to end the year in the black, but they were not disbursed until September 2009, thus reflecting the deficit.

Discussion followed.

Motion by Cavanagh, second by Duesing to approve the Public Housing FY'09 fiscal year-end financial statement. The motion passed unanimously.

### **Review and Approve EIRHC USDA Program Expenditures for July and August 2009**

Schnier presented the EIRHC USDA program expenditures for July and August 2009, highlighting the final late snow removal bill from Robert Dewys. There were no other unusual expenditures for the EIRHC-USDA for July and August 2009.

Motion by Hanson, second by Duesing to approve the EIRHC USDA program expenditures for July and August 2009. The motion passed unanimously.

### **Review and Approve EIRHC Tax Credit Program Expenditures for July and August 2009**

Schnier reviewed the expenditures for July and August 2009, for Asbury EIRP, LLLP, (Asbury Meadows) and Eastern Iowa Regional Housing Partnership, LLLP, (Evergreen Meadows). She began by presenting the Asbury EIRP, LLLP (Asbury Meadows) expenditures indicating that they are routine, and noted a payment to Spring Green for weed control. She continued her review of the Eastern Iowa Regional Housing Partnership, LLLP (Evergreen Meadows), indicating that they are also routine expenditures. She noted the payment to Kilberg Welding for the repair of the Peosta trash dumpster gate. Schnier said there were no expenditures for Corporation for the July and August 2009.

Motion by Bunting, second by Hanson to approve the EIRHC Tax Credit program expenditures for July and August 2009. The motion passed unanimously.

### **Review and Approve EIRHC Tax Credit ACOP Revision- Resolution -#3-2009**

Schnier stated that revisions were made to the EIRHC Tax Credit ACOP Chapter 10 and the Table of Contents, to include clarification on service animals.

Motion by Rediger, second by Bunting to approve the revision to the EIRHC Tax Credit ACOP –Resolution #3-2009. 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 154 individuals on the waiting list. She also noted that Evergreen Meadows has no vacancies at this time. She relayed the following additional information about the Evergreen Meadows residents:

- Seventeen (17) residents are enrolled in the FSS Program.
- Five (5) 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 176 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:

- Ten (10) residents are enrolled in the FSS Program.
- Four (4) residents are students.
- Twenty-one (21) residents are employed part-time or full-time.

Schnier said each site planted a garden this year to promote healthy lifestyles for the families and a Borrowed Beginning Program has been implemented for the tax credit residents. 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.

### **Other Business**

#### **EIRHA garage**

Schnier indicated that the Housing Authority (HA) is in the process of looking into building a garage at the administrative office location. The garage will be approximately eight stalls with a small work station for the maintenance men. It will be used to park the ECIA and HA cars, as well as the snow plow. The garage will be funded through CFP funds and the HA will lease the land from ECIA for \$1.00. The cost for the garage would be approximately \$50,000 to \$80,000.

Discussion followed.

#### **Next meeting**

Schnier reported that the Annual Board of Directors meeting will be held on Thursday, November 12, 2009 at 5:00 pm.

#### **Jim Loney**

Schnier indicated that Jim Loney, Maintenance Manager, will be retiring in January 2010. She stated that hopefully they will have a person hired and properly trained before Loney retires.

### **Adjournment**

Motion by Hanson, second by Gibson to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 5:55 p.m.

Respectfully Submitted,

Kelley H. Deutmeyer  
ECIA Executive Director