

MINUTES for:

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

DATE: Thursday, May 26, 2011

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 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"/> Lloyd Deahl	<input 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"/> Mary Ann West	<input checked="" type="checkbox"/> Steve Hines
<input checked="" type="checkbox"/> Lenfred Phelps	<input type="checkbox"/> Shelley Knepper	<input checked="" type="checkbox"/> Gary Hamilton

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"/> Amy Esterhuizen	

OTHERS PRESENT: Mary Shear, Robert Canty, Lucy Donovan, Marilyn Bunting

STAFF PRESENT: Michelle Schnier, Gail Kuhle

***A Quorum was present**

Call to Order

The meeting was called to order at 4:50 p.m. by Chairperson Smock.

Review and Approve Minutes of EIRHA, EIRHC and EIDC March 24, 2011 meeting

Motion by Rediger, second by Phelps to approve the minutes from the EIRHA, EIRHC and EIDC March 24, 2011 meeting. The motion passed unanimously.

Schnier requested that agenda item #6, Review and Approve new income limits published by HUD be removed as the income limits have not yet been released.

Report on Housing Programs

Public Housing Lease-up and vacancies

Schnier reported that the Public Housing program has three vacancies, one at each of the Manchester and Miles elderly locations and one at the Preston family location. Schnier indicated that staff is currently working with potential applicants to fill the vacancies. The Public Housing program currently has a 98.95% lease-up rate for the year.

Schnier stated that the new proposed PHAS requirements will require a 98% or higher lease-up in order to score the maximum points.

Section 8 Housing Choice Voucher (HCV) lease-up and waiting list

Schnier reported that the Section 8 HCV program currently has 2,316 individuals on the waiting list. She indicated that the yearly lease-up was at 94.67% with expenditures at 101.63%.

USDA Lease-up

The Worthington and Grand Mound properties currently have no vacancies with a 100% lease-up for FY'11.

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 HCV Homeownership Program

The Section 8 HCV Homeownership Program has received two hundred thirty nine (239) requests for applications and, of those 239 applicants; one hundred and nine (109) applications have been returned. Eighteen (18) applicants have purchased homes; fifty-one (51) 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 eighty-seven (87) with an average monthly escrow balance of \$239.00. Schnier noted that there has been one successful completion since the last update.

Schnier indicated that the Housing Authority has been awarded a second HVC FSS Coordinator by reaching their goal of enrolling 75 or more families in the program. Schnier explained that staff continues to work on increasing the number of families enrolled in the program to 125 or above. She stated that if the number of families enrolled in the program increases to 125 or above, then the HA would qualify for a third FSS Coordinator position, depending on HUD funding availability.

ROSS Public Housing Family Self-Sufficiency (FSS)

Schnier said there has been one hundred and six (106) Public Housing clients served; with an average monthly escrow balance of \$1,857.34. Schnier noted there have been fourteen (14) successful completions. Two successful completions have moved to home ownership and the other twelve have completed their goals and moved to non-subsidized housing.

Elderly Self-Sufficiency

Schnier reported that EIRHA will be holding their annual spring/summer potlucks for any residents living in the Public Housing the elderly/disabled complexes in June 2011.

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 HCV or Public Housing, to gain the 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 by 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 124 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 535 to 601, with a high score of 796. She also noted that as of June 1, 2011, seven families will have purchased homes. The others are working on rebuilding their credit scores.

Housing Development

Schnier stated that the Housing Authority purchased a lot in the City of Maquoketa and they will begin construction on the home when a qualifying family signs a contract. She noted that the lot is being marketed with the ECIA Single Family New Production program (NP2) which qualifies for 25% down payment assistance.

Schnier indicated that at this time, the HA has closed on eight newly constructed homes and two rehabbed homes, which are now occupied by first time home buyers.

Review and Approve Public Housing and Section 8 Housing Choice Voucher (HCV) program expenditures for March and April 2011

Schnier began by reviewing the cash account balances for Section 8 HCV, Public Housing, Corporation and Tax Credit as of May 2011.

Schnier continued with reviewing the Public Housing expenditures for March and April 2011, noting the March expenditures of \$6,466.52 to Steamatic for the cleaning of a Sabula unit. Schnier indicated that a repayment schedule has been set up with the tenant to reimburse Public Housing for the cleaning charges. She then highlighted the March and April charges of \$67.20 and \$16.38 to Trophy World for NAHRO stickers and name plates. She indicated that the expenditures will be reimbursed through NAHRO. She reported that there were no other unusual Public Housing expenditures for March or April 2011.

She then reviewed the Section 8 Housing Choice Voucher (HCV) program expenditures for March and April 2011, noting the March cash disbursement of \$2,500.00 to ECIA Business Growth. Schnier explained that the Section 8 HCV program contracted with ECIA Business Growth to provide inspections for the Tax Credit properties. There were no other unusual Section 8 Housing Choice Voucher expenditures for March and April 2011.

Motion by Bunting, second by Gibson to approve the Public Housing and Section 8 HCV program expenditures for March and April 2011. 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 Cavanagh, second by Kastantin to approve a Memorandum of Understanding between Resident Advisory Board and EIRHA regarding participation funding. The motion passed unanimously.

Review and Approve Public Housing Flat Rent Policy – EIRHA Resolution #10-2011

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 Bunting, second by Cavanagh to approve the Public Housing Flat Rent Policy – EIRHA Resolution #10-2011. 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 and requested that those charges be written off the books. Schnier noted the total write-off for the FY2009-2011 is \$23,364.72.

Discussion followed.

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

Review contracts

Schnier reviewed the bid for the replacement of a maintenance vehicle, noting that Rotman Motor Company was awarded the contract with the lowest bid of \$12,928.00. Schnier then reviewed the bid for the roof replacement of the DeWitt Elderly Units, with the contract being awarded to BP Roofing with the lowest bid of \$35,450.00.

Review and Approve EIRHC USDA Program Expenditures for March and April 2011

Schnier presented the EIRHC USDA program expenditures for March and April 2011 noting that there were no other unusual expenditures for March or April 2011.

Motion by Cavanagh, second by Deahl to approve the EIRHC USDA program expenditures for March and April 2011. The motion passed unanimously.

Review and Approve EIRHC Tax Credit Program Expenditures for March and April 2011

Schnier reviewed the expenditures for March and April 2011, Asbury EIRP, LLLP, (Asbury Meadows) and Eastern Iowa Regional Housing Partnership, LLLP, (Evergreen Meadows).

Schnier began by presenting the Asbury EIRP, LLLP (Asbury Meadows) financials, noting the March expenditure of \$1,000 and \$3,250 to McGladery and Pullen for income tax and financial audit services. She continued with the March and April 2011 expenditures, noting that there were no other unusual expenditures for March and April 2011.

Schnier then reviewed the Eastern Iowa Regional Housing Partnership, LLLP (Evergreen Meadows) financials, highlighting the March disbursement of \$2,500 and \$925.00 to McGladery and Pullen for income tax and financial audit services. She continued with the March and April 2011 expenditures, noting that there were no other unusual expenditures for March and April 2011.

Schnier then presented the Eastern Iowa Development Corporation (EIDC) expenditures for March and April 2011, highlighting the March and April expenditures of \$1,877.91 and \$2,823.25 to ECIA for Housing counseling. She explained that the charges are for staff salaries for marketing and Housing Counseling services for the NP3 program and will be reimbursed after the homes have been built. She continued with the March and April 2011 expenditures, noting that there were no other unusual expenditures for March and April 2011.

Motion by Phelps, second by Brunkan to approve the EIRHC expenditures for March and April 2011. 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 432 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:

- Sixteen (16) residents are enrolled in the FSS Program.
- Five (5) residents are students.
- Twenty-two (22) 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:

- Twelve (12) residents are enrolled in the FSS Program.
- Five (5) residents are students.
- Twenty-five (25) residents are employed part-time or full-time.

Schnier reported the EIRHC is working with two individuals through AmeriCorps who have planned activities for the children at both Tax-Credit sites throughout the summer. Activities will include indoor games, fruit snack bingo, watching family-oriented movies, bean bag tournament and will conclude with a surprise event at the end of the summer.

Other Business

EIDC Funds

Schnier reported that the USDA sites, Worthington and Grand Mound, are in desperate need of new cement work, screen doors and front loading washers and dryers for the residents. She explained that the cost would be approximately \$10,000. She then made the proposal

that the HA would use \$10,000 from EIDC funds, as a gift to the USDA properties, to fix the cement work and screen doors.

Motion by Bunting, second by Phelps to use \$10,000 in EIDC funds for repairs and cement work at the Grand Mound and Worthington, USDA properties.

Next meeting date

Schnier stated that the next EIRHA-EIRHC-EIDC meeting will be held on Thursday, July 21, 2011 at 4:30 p.m.

Adjournment

Motion by Rediger, second by Guise to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 5:45 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Michelle Schnier".

Michelle Schnier