

MINUTES for:

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

DATE: Thursday, March 25, 2010

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 type="checkbox"/> Bob Brunkan
<input checked="" type="checkbox"/> Joanne Guise	<input 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 checked="" 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 checked="" type="checkbox"/> Carol Schmitt
<input checked="" type="checkbox"/> Bob Blok	<input type="checkbox"/> Cindy O'Bryon	

OTHERS PRESENT:

Lucy Donovan, Mary Shear-EIRHA Commissioner, Robert Canty, Phyllis Johnson

STAFF PRESENT:

Michelle Schnier, Kelley Deutmeyer, Gail Kuhle

***A Quorum was present**

Call to Order

The meeting was called to order at 5:15 p.m. by Chairperson Smock.

Review and Approve Minutes of EIRHA, EIRHC and EIDC January 21, 2010 Board meeting

Motion by Bunting second by Donovan to approve the minutes from the EIRHA, EIRHC and EIDC January 21, 2010 Board meeting. The motion passed unanimously.

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

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

Schnier continued with reviewing the Public Housing expenditures for January and February 2010. Schnier highlighted the January disbursement of \$482.77 to First Supply, LLC for materials for the Lost Nation home and the \$700.00 cash disbursement to Kitchen and Bath Solutions to install a tub in a Wheatland elderly unit. She then noted the February ARRA (stimulus funding) payouts for \$23,733.80 to Kitchen & Bath Solutions for cabinets at the DeWitt Elderly site and \$25,300.00 to McBean for roof replacement at scattered housing sites. Schnier continued with the February expenditures by noting the cash disbursement of \$1,307.17 to Menards for materials for the Lost Nation rehab home and the disbursement of \$10,000 to the USDA Rural Development for the ADDI funds for the closing on the Marion Street home in Manchester.

Schnier then indicated there were no other unusual expenditures for the Section 8 Housing Choice Voucher program for January or February 2010.

Motion by Bunting, second by Hanson to approve the Public Housing and Section 8 HCV program expenditures for January or February 2010. The motion passed unanimously.

Review and Approve EIRHA Streamlined Annual Plan (includes FY'2009 Capital Fund Program Annual Statement and Budget) – EIRHA Resolution #3-2010

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 #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 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, 2009, the total operating expenditures equaled (\$397,632.48), operating receipts of \$170,232.01, and operating subsidy of \$139,472.40, giving a deficit of (\$30,759.61).

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'2011 Public Housing Budget – EIRHA Resolution #5-2010

Schnier reviewed the FY 2011 Public Housing Budget – Resolution #5-2010. The total projected operating income is \$551,000, with total projected operating expenditures of (\$863,430). With the infusion of \$315,000 in Operating Subsidy, the projected FY'2011 bottom line would be a net surplus of \$2,670 with a projected operating reserve balance of \$607,473.

Motion by Bunting, second by Phelps to approve FY'2011 Public Housing Budget - EIRHA Resolution #5-2010. The motion passed unanimously.

Review and Approve Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #6-2010

Schnier presented the Section 8 Housing Choice Voucher Utility Allowance Schedule – EIRHA Resolution #6-2010. 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 there has been an increase electric allowances and a decrease in bottle gas, natural gas and heating oil. She noted that the revised utility allowances will be effective July 1, 2010.

Motion by Gibson, second by Cavanagh to approve the Section 8 HCV Utility Allowance Schedule - EIRHA Resolution #6-2010. The motion passed unanimously.

Review and Approve Public Housing Utility Allowance Schedule – EIRHA Resolution #7-2010

Schnier presented the Public Housing Utility Allowance Schedule – EIRHA Resolution #7-2010. 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, 2010.

Motion by Hanson, second by Gibson to approve the Public Housing Utility Allowance Schedule – Resolution #7-2010. The motion passed unanimously.

Review and Approve Section 8 Administrative Plan revisions – EIRHA Resolution #8-2010

Schnier reviewed EIRHA Resolution #8-2010, indicating that the Section 8 Administrative Plan has been reviewed and updated to include revisions to Chapters 3, 6, 7, 9, 10, 11, 12, 13 and 16 and the Table of Contents. These revisions are a result of reference and text changes.

Motion by Rediger, second by Donovan to approve Section 8 Administrative Plan revision - EIRHA Resolution #8-2010. The motion passed unanimously.

Review CFP contracts

There were no CFP contracts to review at this time.

Review and Approve Rent Reasonableness Contract

Schnier stated that each year HUD requires

Review and Approve Landlord Access Module Contract

Review and Approve Section 3 Plan-EIRHA Resolution #9-2010

Review and Approve HOS Inspection contract for Tax Credit Units

Review and Approve EIRHC USDA Program Expenditures for January and February 2010

Schnier presented the EIRHC USDA program expenditures for January and February 2010 noting that there were no unusual expenditures for January and February.

Motion by Bunting, second by Donovan to approve the EIRHC USDA program expenditures for January and February 2010. The motion passed unanimously.

Review and Approve FY 2011 Operating Budgets-Grand Mound and Worthington

Schnier reviewed the Worthington budget for FY'2011 with the projected revenue at \$11516.00, and expenditures of (\$11,485.00), reflecting a net balance surplus of \$31.00. The budget reserve account ending balance is projected at \$15,720.50.

Schnier then reviewed the Grand Mound budget for FY'2011 with the projected revenue of \$16,690.60 and expenditures of (\$16,640.04) reflecting a net balance surplus of \$50.56. The budget reserve account ending balance is estimated at \$19,076.00.

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, 2010. The utility allowances were reviewed and will not change.

Motion by Hanson, second by Blok to approve the FY'2011 Operating Budgets for Grand Mound and Worthington. The motion passed unanimously.

Review and Approve Grand Mound and Worthington Management Certification

Schnier reviewed the management Agreement between EIRHC and Grand Mound and Worthington.

Review and Approve EIRHC Tax Credit Program Expenditures for January and February 2010

Schnier reviewed the expenditures for January and February 2010, 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) financials, highlighting the January 2010 disbursement of \$92.00 to Dubuque Sign Company for new doors signs at the Asbury Meadows and Evergreen Meadows and the \$4,258.00 to Enterprise Community Investment for the yearly Investor Services She continued with reviewing the February 2010 expenditures, noting that there were no unusual expenditures for December.

Schnier continued with reviewing the Eastern Iowa Regional Housing Partnership, LLLP (Asbury Meadows) financials, noting there were no unusual expenditures for January 2010. She then highlighted the February 2010 expenditure of \$46.00 to Evergreen Meadows for the reimbursement of the new door sign.

Schnier then presented the Eastern Iowa Regional Housing Corporation expenditures for January and February 2010, noting there were no expenditures for January and February 2010.

Motion by Bunting, second by Hanson to approve the EIRHC expenditures for November and December 2009. The motion passed unanimously.

Other Business

Update on Single Family Housing Development

Schnier gave an update on the Manchester single family home noting that construction has been completed and that staff is currently working with a potential buyer for the home.

She then noted that the exterior on the Lost Nation rehab has been completed and staff is currently waiting for bids on the insulation and sheet rock. Schnier stated that she hopes to have the home completed and ready to sell by spring 2010.

EIRHA-EIRHC-EIDC Board Handbook

Schnier presented each Board member with an EIRHA-EIRHC-EIDC handbook. She explained that the handbook was developed to give Board members information regarding the HA's programs and the duties of the Commissioners and Board members.

I-JOBS Grant

Schnier reported that Housing Authority staff applied and was awarded an I-JOBS Grant to construct a Rain Garden at the Dyersville Elderly site. She explained that a Rain Garden is created in low lying or easily flooded areas to prevent storm water pollution.

Next meeting date

Schnier stated that the next EIRHA-EIRHC-EIDC meeting will be held on Thursday, May 13, 2010 at 5:00 p.m.

Adjournment

Motion by Phelps, second by Bunting to adjourn the meeting. Motion passed unanimously. The meeting adjourned at 6:20 p.m.

Respectfully Submitted,

Kelley H. Deutmeyer