

**Minutes for:**  
**Eastern Iowa Regional Housing Corporation (EIRHC)**  
**Eastern Iowa Regional Housing Authority (EIRHA)**  
**Board Meeting**

**Date:** Wednesday, November 5, 2025  
**Time:** 4:30 p.m.  
**Place:** ECIA, 7600 Commerce Park

**EIRHC/EIRHA Board of Directors Present:**

<input checked="" type="checkbox"/> <b>Abigail Spiegel</b> <i>Dubuque County</i>	<input type="checkbox"/> <b>Dawn Smith**</b> <i>Cedar County</i>	<input checked="" type="checkbox"/> <b>Chuck Niehaus (chair)</b> <i>(alternative for Delaware County)</i>	<input checked="" type="checkbox"/> <b>Kathy Seyfert</b> <i>Jackson County</i>
<input checked="" type="checkbox"/> <b>Sue Hoeger</b> <i>Dubuque County</i>	<input type="checkbox"/> <b>Heather Jones</b> <i>Cedar County</i>	<input checked="" type="checkbox"/> <b>Lindsey Domeyer**</b> <i>(alternative for Delaware County)</i>	<input type="checkbox"/> <b>Jake Ellwood</b> <i>Jones County</i>
<input checked="" type="checkbox"/> <b>Karen Adams</b> <i>Dubuque County</i>	<input checked="" type="checkbox"/> <b>Steve Sauer</b> <i>Cedar County</i>	<input checked="" type="checkbox"/> <b>Sarah Maurer**</b> <i>(alternative for Delaware County)</i>	<input type="checkbox"/> <b>Mark Hunt</b> <i>City of Bettendorf</i>
<input checked="" type="checkbox"/> <b>Joanne Guise</b> <i>Clinton County</i>	<input checked="" type="checkbox"/> <b>Donna Boss</b> <i>Delaware County</i>	<input checked="" type="checkbox"/> <b>Jessica Franzen</b> <i>Jackson County</i>	<input checked="" type="checkbox"/> <b>Decker Ploehn</b> <i>City of Bettendorf</i>
<input checked="" type="checkbox"/> <b>Linda Duesing (VC)</b> <i>Clinton County</i>	<input checked="" type="checkbox"/> <b>Linda Gaul</b> <i>Delaware County</i>	<input checked="" type="checkbox"/> <b>Terry Creegan</b> <i>Jackson County</i>	

**Others Present:** Mindy Wiley, Steve Stoffel, Ryan Engelstad, Marilyn Kern, Gary Langel, Cindy Recker, Rebecca Kennedy, Laura Horst, Linda Beck, Carl Reimer, Ileen Goldensoph, Ed Duesing

**Staff Present:**

<input checked="" type="checkbox"/> <b>Michelle Schnier</b> <i>*Alternative</i>	<input checked="" type="checkbox"/> <b>Sarah Berning</b> <i>**Present by phone</i>	<input checked="" type="checkbox"/> <b>Mae Hingtgen</b>
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**A quorum was present for EIRHC/EIRHA Board**

## **Call to Order**

The EIRHA and EIRHC Board meeting was called to order at 4:35 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

## **Review and Approve Minutes of EIRHA and EIRHC annual meeting November 6, 2024, and EIRHA and EIRHC September 18, 2025, meeting**

Motion by Duesing, second by Creegan to approve the minutes from the EIRHA and EIRHC November 6, 2024, and September 18, 2025, meeting. The motion passed unanimously.

## **Election of EIRHA/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.

After review of the commissioners and current board, the following Commissioners were elected to serve on the EIRHA and EIRHC Board of Directors:

<b>Cedar County</b>	Steve Sauer, Linda Beck
<b>Clinton County</b>	Linda Duesing, Joanne Guise, and Ileen Goldensoph
<b>Delaware County</b>	Chuck Niehaus, Donna Boss, and Linda Gaul with Sarah Maurer, and Lindsey Domeyer as alternates
<b>Dubuque County</b>	Sue Hoeger, Karen Adams, and Abigail Spiegel
<b>Jackson County</b>	Kathy Seyfert, Laura Horst, and Terry Creegan as the City of Maquoketa representative, per the MOU
<b>Jones County</b>	Jake Ellwood
<b>City of Bettendorf</b>	Mark Hunt and Decker Ploehn, per the MOU

Motion by Gaul, second by Hoeger, to approve the election of the EIRHA/EIRHC Board of Directors. The motion passed unanimously.

## **Election of EIRHA/EIRHC Officers**

Schnier reviewed the procedures on the election of EIRHA and EIRHC officers. Schnier asked the officers present if they were still interested in maintaining their positions, which they indicated they were still interested. She then asked for any other nominations from the floor. There were no further nominations.

Motion by Boss, second by Phoehn to approve the election of EIRHA/EIRHC Officers as follows:

- Chair – Chuck Niehaus
- Vice-Chair – Linda Duesing
- Treasurer – Mark Hunt
- Secretary – Michelle Schnier

The motion passed unanimously.

## **Review and Approve EIRHA FY 2025 Audit – BerganKDV**

Ryan Engelstad presented the Financial Statements and Independent Audit Report for FY 2025. This report gives an overall picture of the financial information for the Housing Authority as well as a Management Discussion and Analysis (MD&A). Engelstad reviewed the auditor's report in detail including the standards as required by HUD and the Auditor's opinion. Engelstad then 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.

Motion by Creegan, second by Gaul to approve the EIRHA FY 2025 Audit – Bergan KDV. The motion passed unanimously.

## **Presentation of FY 2025 Annual Report**

Schnier presented the FY 2025 Annual Report with a brief update on all the programs and services the Housing Authority has to offer, including, Section 8 Housing Choice Voucher, Mainstream Voucher, Public Housing, Tenant Based Rental Assistance (TBRA), Family and Elderly Self-Sufficiency programs, Home Ownership/Housing Counseling programs, EIRHC Housing Trust Fund (HTF), USDA, EIRHC Evergreen Meadows and Asbury Meadows.

## **Review and Approve Public Housing and Section 8 (HCV) program expenditures for September and October 2025**

Schnier began by highlighting the September and October Public Housing disbursements which include the following expenditures: \$142,710.00 to A+ Roofing & Siding Co. for roof and gutter replacement; \$15,266.017 to East Iowa Mechanical for service calls; \$5,617.50 to Willenborg

Tree Removal for tree removal at two different sites; \$330.00 to Revize for annual website hosting; \$4,547.45 to Servpro of Davenport for service on a unit; \$2,200.00 to BerganKDV for the audit; \$1,247.00 to Dubuque Fire Equipment for removal and replacement of fire extinguishers; and \$2,628.40 to MRI Software for software migration and PIC training. Schnier noted there were no other unusual expenditures.

Schnier continued with September and October Section 8 HCV highlighted expenditures: \$109.05 to AAA for membership renewal; \$1,075.00 to ITS for HP laptop; \$550.00 to Revize for annual website hosting; \$5,474.28 to Carothers for their FSS escrow payout; \$2,250.00 to BerganKDV for the audit; \$3,000.00 to Nan McKay & Associates for annual rent reasonableness renewal; and \$3,211.56 to MRI Software for IVR host calls and software migration. Schnier noted there were no other unusual expenditures.

Motion by Spiegel, second by Boss to approve the Public Housing and Section 8 HCV program expenditures for September and October 2025. The motion passed unanimously.

#### **Review and Approve Mainstream Voucher expenditures for September and October 2025**

Schnier indicated the following expenditures: \$68.09 to Revize for annual website hosting; and \$415.19 to MRI Software for software migration and PIC training. Schnier noted there were no other unusual expenditures.

Motion by Duesing, second by Spiegel to approve the Mainstream Voucher Program expenditures for September and October 2025. The motion passed unanimously.

#### **Review and Approve EIRHC USDA program expenditures for September and October 2025**

Schnier reported on the EIRHC USDA program expenditures for September and October 2025, highlighting the cash disbursements of: \$7.65 to Revize for annual website hosting; \$50.00 to BerganKDV for the audit; and \$145.86 to MRI Software for software migration. Schnier indicated there were no other unusual expenditures.

Motion by Duesing, second by Spiegel to approve the EIRHC USDA program expenditures for September and October 2025. The motion passed unanimously.

#### **Review and Approve financial reports for Grand Mound and Worthington**

Schnier reported on the financial reports for Worthington stating the total cash sources is \$24,863.86, total cash usage is \$19,848.49, with a net cash surplus of \$5,015.37. Operating and maintenance expenses were \$16,777.82 with a balance for operating reserves currently at \$15,382.12.

Schnier reported on the Grand Mound financials with total cash sources at \$35,354.37, total cash usage at \$46,097.47 with a net cash deficit of (\$10,743.10). Operating and maintenance expenses were \$32,097.32 with a balance for the operating reserve currently at \$37,069.52.

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

**Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for September and October 2025**

Schnier presented the EIRHC Evergreen Meadows expenditures for September and October 2025, noting the cash disbursements of \$86.00 to BerganKDV for the audit; \$150.00 to Iowa Finance Authority for HOME loan forgiveness closing fees (noting that the \$700,330 HOME loan was forgiven and the final mortgage payment would be made in November 2025, making the property debt free); and \$593.12 to MRI Software for software upgrade. Schnier indicated there were no other unusual expenditures.

Schnier presented on the EIRHC Asbury Meadows expenditures highlighting the cash disbursements of \$593.14 to MRI Software for software migration; and \$114.00 to BerganKDV for the audit. Schnier indicated there were no other unusual expenditures.

Motion by Spiegel, second by Gaul to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for September and October 2025.

**Review and Approve EIRH TC Corp program expenditures for September and October 2025**

Schnier went on to review the EIRH TC Corp expenditures for September and October noting \$42.85 to Revize for annual website hosting; and \$360.00 to Iowa State University for ISU financial training. Schnier indicated there were no other unusual expenditures.

Motion by Gaul, second by Hoeger to approve the Asbury Meadow and EIRH TC Corp program expenditures for September and October 2025. The motion passed unanimously.

**Review and Approve Tenant Based Rent Assistance Expenditures for September and October 2025**

Schnier indicated there were no unusual expenditures to highlight.

Motion by Gaul, second by Boss to approve the Tenant Based Rent Assistance Expenditures for September and October 2025. The motion passed unanimously.

## **Other Business**

### **Government shut down**

Schnier updated the board on the status of the current government shutdown indicating that all programs have adequate funding to continue through December 31, 2025.

## **Adjournment**

Motion by Gaul, second by Boss to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 5:46 p.m.

Respectfully Submitted,



Michelle Schnier  
Director of Housing