

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

Date: Thursday, September 18, 2025
Time: 4:30 p.m.
Place: ECIA, 7600 Commerce Park, Dubuque, IA

EIRHC/EIRHA Board of Directors Present:

☒ **Abigail Spiegel**
Dubuque County

☐ **Dawn Smith**
Cedar County

☒ **Chuck Niehaus (chair)**
Delaware County

☒ **Kathy Seyfert**
Jackson County

☒ **Sue Hoeger**
Dubuque County

☒ **Heather Jones**
Cedar County

☐ **Lindsey Domeyer***
(alternative for Delaware County)

☒ **Jake Ellwood**
Jones County

☐ **Karen Adams**
Dubuque County

☒ **Steve Sauer***
Cedar County

☒ **Sarah Maurer***
(alternative for Delaware County)

☐ **Mark Hunt**
City of Bettendorf

☐ **Joanne Guise**
Clinton County

☐ **Donna Boss**
Delaware County

☐ **Jessica Franzen**
Jackson County

☐ **Decker Ploehn**
City of Bettendorf

☒ **Linda Duesing (VC)**
Clinton County

☐ **Linda Gaul**
Delaware County

☒ **Terry Creegan**
City of Maquoketa

Others Present: Mindy Wiley, Rebecca Kennedy, Ed Duesing

Staff Present:

☒ **Michelle Schnier**
*Alternative

☒ **Sarah Berning**
**Present by phone

☐ **Mae Hingtgen**

A quorum was present for the EIRHC/EIRHA Board

Call to Order

The EIRHA and EIRHC Board meeting was called to order at 4:37 p.m. by Board Chair, Chuck Niehaus. Introductions were made at this time.

Review and Approve Minutes of EIRHA and EIRHC July 24, 2025, Meeting

Motion by Duesing, second by Seyfert to approve the minutes from the EIRHA and EIRHC July 24, 2025, meeting. The motion passed unanimously.

Report on the following programs

Public Housing lease-up and vacancies

Schnier reported that the Public Housing program currently has five units vacant with waiting lists for all units to fill the vacancies. The Public Housing program is presently at 99.69% lease-up for the year.

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

Schnier noted that the HCV program has 7,260 families on the waiting list as of September 2025. The estimated waiting time is two years.

Mainstream Voucher Program

Schnier highlighted the Mainstream Voucher Program indicating that the program assists individuals between the ages of 18-61 with disabilities. Schnier reported that 71 of the 89 vouchers are currently under lease with 89% expended.

Housing Choice Voucher and Mainstream Voucher Family Self Sufficiency (FSS) Program

Schnier said there are currently one hundred and ten (110) clients enrolled in the HCV and Mainstream Voucher FSS program with an average monthly escrow balance of \$434. Since the last update, there have been three (3) successful completions with a combined escrow payout of \$23,931.

Public Housing FSS Program

Schnier reported that forty (40) clients are currently being served by the Public Housing FSS program with an average monthly escrow of \$190. There was one successful completion since the last update with an escrow payout totaling \$1,341.32.

ROSS Elderly Self-Sufficiency Program

The ROSS Elderly Self-Sufficiency (ESS) program has served one hundred seventy-eight (178) participants to date with fifty-eight (58) current active clients. Schnier indicated staff continue to coordinate services with participants and work with the ISU extension to provide training and services for clients.

Tenant Based Rent Assistance (TBRA) Program

Schnier indicated that TBRA clients are pulled from the Housing Choice Voucher program waiting list. Families are assisted through TBRA until they can transition over to the Housing Choice Voucher program. Currently there are thirty-two (32) participants being served with monthly Housing Assistance Payments, and 100% of the FY'22 grant has been expended to date. Schnier noted EIRHA has received the TBRA 2025 contract and was awarded \$250,791. This grant will begin on October 1, 2025.

Schnier noted that staff did need to use an additional \$2,432 for September 2025 rent payouts for TBRA clients. This overage will be covered out of the EIRH TC Corp funds. Schnier noted at the July 24, 2025 board meeting the board members approved using up to \$5,000 to be covered out of the EIRH TC Corp if there was a shortfall in TBRA funds.

EIRHC USDA lease-up

The Worthington and Grand Mound USDA units are at 100% lease-up. Schnier noted the Grand Mound site has six units, and the Worthington site has four units of one bedroom housing for the elderly/handicapped/disabled.

EIRHC Asbury Meadows and Evergreen Meadows lease-up

Schnier indicated that Evergreen Meadows is currently at 95.83% yearly lease-up with 1,259 individuals on the waiting list. Evergreen Meadows has one vacancy at this time. Additional information on residents: ten (10) are currently enrolled in the FSS Program; six (6) residents are students; and nineteen (19) are employed either part-time or full-time.

Schnier indicated that Asbury Meadows is currently at 96.88% yearly lease-up with 1,467 individuals on the waiting list. Asbury Meadows has one vacancy currently. Additional information on residents: thirteen (13) are currently enrolled in the FSS Program; six (6) residents are students; and twenty-three (23) are employed either part-time or full-time.

Homeownership Programs

Schnier reported the Housing Authority has sold six (6) Public Housing units to date. A total of thirty-four (34) applicants in the Housing Choice Voucher (HCV) Homeownership Program purchased a home using their HCV for mortgage assistance,

twelve (12) participants remain active on the program. Staff also provide housing counseling services to the homeowners.

Housing Counseling

Schnier explained that EIRHA has been an approved HUD Housing Counseling Agency since July 30, 2010. Schnier also indicated one hundred thirty-five (135) households that were assisted, went on to purchase a home. Presently, there are thirty-two (32) active households using the Housing Counseling services.

EIRHC Housing Trust Fund

The Eastern Iowa Regional Housing Corporation Housing Trust Fund (EIRHC HTF) has received awards since FY2015 to assist with constructing or rehabilitating units for affordable housing. A HTF award of \$501,190 was awarded in January 2024. Projects include down payment assistance for one (1) single family unit; owner-occupied rehabilitation for two (2) single family homeowners; lead reduction for eight (8) units; and rental rehab/new development for twenty-eight (28) units. These funds will need to be fully expended by December 31, 2025.

In addition, an HTF award of \$548,074 was awarded in January 2025. Projects include down payment assistance for four (4) single family units; owner-occupied rehabilitation for ten (10) single family homeowners, six (6) of them within the City of DeWitt; and rental rehab/new development for fifty-six (56) units at Asbury/Evergreen Meadows, ten (10) units for USDA and fifty-six (56) units at Keystone Incorporated. These funds will need to be fully expended by December 31, 2026.

Lead Based Paint Risk Assessment Demonstration (LRAD) Program

Schnier indicated that the purpose of the LRAD Program is to demonstrate the feasibility of conducting lead-based paint risk assessments in units built prior to 1978 that are occupied by families receiving assistance through either the Housing Choice Voucher or Mainstream Voucher Program. EIRHA received a three-year grant to contract up to 125 lead-based paint risk assessments. The grant was awarded January 1, 2024, and ends January 1, 2027. There have been twenty-one (21) units inspected to date and sixteen (16) of those units have tested positive for lead risks.

Review and Approve Public Housing and Housing Choice Voucher program expenditures for July and August 2025

Schnier highlighted the disbursements for July and August Public Housing which included the following expenditures: a total of \$300.00 to Hawkins Ash CPAs for training, \$29,307.16 to MidAmerica Basement System for waterproofing, \$400.00 to Trac Solutions for air duct cleaning, \$3,820.00 to Coyles Contracting for removing and replacing storm doors, \$14,211.31

to East Iowa Mechanical for service calls, and \$2,517.28 to MRI Software for software migration.

Schnier noted the July and August HCV financials that include the following highlighted expenditures: \$300.00 to Hawkins Ash CPAs for training, \$750.00 to Nan McKay & Associates for voucher family on-line briefing video, \$1,735.00 to Welter Storage Equipment for office furniture, and \$2,634.31 to MRI Software for IVR hosted calls and software migration.

Motion by Spiegel, second by Ellwood to approve Public Housing and HCV program expenditures for July and August 2025. The motion passed unanimously.

Review and Approve Mainstream Voucher expenditures for July and August 2025

Schnier reviewed the Mainstream expenditures for July and August 2024, highlighting one disbursement of \$354.52 to MRI Software for software migration. There were no other unusual cash disbursements.

Motion by Spiegel, second by Hoeger to approve the Mainstream Voucher expenditures for July and August 2025. The motion passed unanimously.

Review and Approve Housing Choice Voucher Fair Market Rents – EIRHA Resolution #13-2025

Schnier referred to the handout with HCV Fair Market Rents stating these will go into effect October 1, 2025. EIRHA has a HUD approved waiver at 120% of the Payment Standard. This is effective until the first newly published FMR's, following 12 consecutive months of sustained success rate of 75% or higher. Schnier indicated the voucher issuance report dated 9/1/24 – 8/31/25 indicates 33.06% success rate, thus warranting the continuation of the 120% payment standard level.

Motion by Seyfert, second by Spiegel to approve the HCV Fair Market Rents – EIRHA Resolution #13-2025. The motion passed unanimously.

Review and Approve EIRHC USDA program expenditures for July and August 2025

Schnier reported on the EIRHC USDA program expenditures for July and August 2025, indicating the following disbursements; \$1,503.53 to East Iowa Mechanical for service calls, \$1,373.10 to CWCR&H for professional services, and \$139.04 to MRI Software for software migration.

Motion by Duesing, second by Seyfert to approve the EIRHC USDA program expenditures for July and August 2025. The motion passed unanimously.

Review and Approve EIRHC Evergreen Meadows and Asbury Meadows program expenditures for July and August 2025

Schnier reviewed the cash disbursements for Asbury Meadows for July and August 2025 highlighting the cash disbursements of \$597.91 to CWCR&H for professional services, and \$2,564.28 to East Iowa Mechanical for service calls. No other unusual disbursements.

Schnier reviewed the cash disbursements for Evergreen Meadows for July and August 2025, highlighting the cash disbursement of \$6,818.00 to Ness Flooring for flooring replacement, \$1,189.10 to CWCR&H for professional services, and \$2,176.41 to East Iowa Mechanical for service calls.

Motion by Duesing, second by Seyfert to approve the EIRHC Evergreen Meadows and Asbury Meadows program expenditures for July and August 2025. The motion passed unanimously.

Review and Approve EIRH TC Corp program expenditures for July and August 2024

Schnier reviewed the cash disbursements for the EIRH TC Corp and indicated the following disbursements of \$600.00 to Hawkins Ash CPAs for staff training, and \$551.72 to MRI Software for software migration.

Motion by Seyfert, second by Spiegel to approve the EIRHC TC Corp program expenditures for July and August 2025. The motion passed unanimously.

Review and Approve the Tenant Based Rental Assistance (TBRA) expenditures for July and August 2025

Schnier reviewed the cash disbursements for the TBRA Program and indicated that there were no unusual TBRA expenditures.

Motion by Seyfert, second by Spiegel to approve the Tenant Based Rent Assistance (TBRA) expenditures for July and August 2025. The motion passed unanimously.

Other Business

FSS Coordinator

Schnier updated the board that Ryan Feller was hired for the FSS Coordinator position. Ryan was a previous ECIA employee and has direct experience in the FSS and Section 8 programs.

Future Meeting Dates

Schnier noted the date for the next meeting is the annual meeting on Wednesday, November 5, 2025, at 4:30 p.m.

Adjournment

Motion by Duesing, second by Spiegel to adjourn the meeting. The motion passed unanimously. The meeting adjourned at 4:57 p.m.

Respectfully Submitted,



Michelle Schnier
Director of Housing and Support Services