UPPER EXPLORERLAND REGIONAL HOUSING AUTHORITY

MINUTES

January 26, 2012

MEMBERS PRESENT: Bertha Schuchmann, Charles Carrol, Sue Weipert, Jim Johnson, Sharron Meyer, Robert Fadness, Steve Roach, John Kelly, Michelle Elsbernd, Carolyn Thorsten, Bernard Peterson, Paul Ryan.

STAFF PRESENT: Bev Krambeer, Becky Zieman, Karine Schager, Lisa Lensing**OTHERS PRESENT:** Don Snitker, Jeremy Lockard

CALL TO ORDER: The Upper Explorerland RHA quarterly meeting was called to order at 1:00 pm by Vice-Chair Carolyn Thorsten at UERPC in Postville, IA. Introductions were made of those present.

AUDIT: Don Snitker presented the audit to the commission. The Regional Housing Authority's operations are funded almost entirely through administrative fees received from HUD. The Authority enters into an Annual Contributions Contract (ACC) each year with the Department of Housing and Urban Development to serve up to 407 families in the designated counties. The RHA's net assets decreased by $107,845 (or 26.8%) to $293,885, compared to the previous year end net assets of $401,730. Unrestricted net assets decreased by $68,768 (or 59.9%) to $45,957, compared to the previous year end unrestricted net assets of $114,725. The total revenue for the fiscal year was $1,308,074, a decrease of $87,360 (or 6.3%) from last year. The total expenditures for the fiscal year were $1,415,919, an increase of $10,775 (or .08%) from last year. The Authority's net loss from operating activities for the fiscal year was $104,469. A summarized statement that compares revenue and expenditures for the current period to the period ending June 30, 2010 shows HUD lowered the amount of administrative fees for the fiscal year ending June 30, 2011. Inadequate HUD funding necessitated using the Authority's restricted net assets to cover program benefits and necessitated using unrestricted net assets to cover operational expenses. The substantial gap between monthly revenue and monthly expenses prompted the Authority to request higher administrative fees for calendar year 2011. Based on past experience and our interpretation of HUD guidelines, the Authority believed it would be eligible to receive these higher administrative fees; the Authority based its budget on this assumption. Unfortunately, we were notified in September 2011 that the additional fees would not be available for this fiscal year based on HUD's formula which assumes 100% - level of administrative funding. According to current HUD guidelines, the Authority should be eligible to apply for increased administrative fees by July 2012. Based on the increased fees and a lease- up rate of 98%, the Authority should be able to achieve balance in its cash flow. The Authority will continue to utilize its unrestricted net assets to carry it through to that point.
A full copy of the audit is available on the Upper Explorerland website, and was also sent to HUD. Each RHA board member received a copy as well.

AUDIT APPROVAL: With there being no further discussion, a motion was made by Johnson/Meyer to file audit. Motion carried unanimously.

APPROVAL OF MINUTES FROM OCTOBER 13,2011 MEETING: A motion was made by Elsbernd/Ryan to approve the minutes of the 10-13-11 meeting. Motion carried unanimously.

ELECTION OF BOARD OF DIRECTORS REPRESENTATIVES:

Clayton County: A motion was made by Weipert/Kelly to nominate Charles Carroll for Clayton County. With no other nominations, motion carried unanimously.

Allamakee County: A motion was made by Elsbernd/Kelly to nominate Carolyn Thorsten for Allamakee County. With no other nominations, motion carried unanimously.

Fayette County: A motion was made by Roach/Weipert to nominate Bertha Schuchmann for Fayette County. With no other nominations, motion carried unanimously.

Winneshiek County: A motion was made by Weipert/Ryan to nominate Michelle Elsbernd for Winneshiek County. With no other nominations, motion carried unanimously.

Howard County: A motion was made by Weiper/Elsbernd to nominate Jason Passmore for Howard County. With no other nominations, motion carried unanimously.

ELECTION OF OFFICERS:

Chair Person: A motion was made by Roach/Elsbernd to nominate Carolyn Thorsten for Chair. There were no further nominations. Motion carried unanimously.

Vice-Chair Person: Michelle Elsbernd volunteered for Vice-chair. Board approved.

Secretary: A motion was made by Elsbernd/Peterson to nominate Becky Zieman for Secretary. There were no other nominations. Motion carried unanimously.

Treasurer: A motion was made by Meyer/Johnson to nominate Stan Straate for Treasurer. There were no other nominations. Motion carried unanimously.

BOARD MEMBERS SIGNATURES: A motion was made by Kelly/Peterson to approve two board members signatures on checks. Motion carried unanimously.

HOUSING STATUS REPORT: Bev Krambeer gave the Section 8 status report. Following are the numbers of units under contract with the RHA as of January 1, 2012: Allamakee County - 56 families. Fayette County – 185 families. Clayton County – 4 families. Howard County – 64 families. Winneshiek County – 31 families. The portable family in Colorado went off the program so we are no longer being billed. There have been numerous people wanting to port their assistance to Minnesota. So far the families we've been able to send have been absorbed. Bev explained when people take our vouchers to other states we lose that assistance for people here, and most times have to pay higher rent for those families as well.

Our RHA also does apartment management for Housing, Inc. apartment complexes in Postville and Calmar. Currently there are 2 – 2 br. Apts. Available in Calmar and 1 – 1br. In Postville.

The contract with TBRA should be up end of June 2012. Currently there are 14 families receiving funds from TBRA. These families will be absorbed into the voucher program.

The Iowa Finance Authority (IFA) contracted with Upper Explorerland to conduct compliance audits for tax credit properties and the Homeless Prevention and Rapid Rehousing Programs of Northeast Iowa Community Action. The staff is to audit both the property and the tenant files and then report back to IFA. In October the staff did the tax credit audit for the Washington Court Apartments in Decorah, Iowa.

APPROVAL OF DISBURSEMENTS FOR PUBLICATION: Approval of check disbursements for 10/01/2011 – 12/31/2011. A motion was made by Elsbernd/Johnson to approve the disbursements for publication. Motion carried unanimously.

AGENCY PLAN/CIVIL RIGHTS CERTIFICATION: Bev provided a summary of the Agency Plan and Civil Rights Certification. She explained we must submit our plan every 5 years because we are considered a high performer. Otherwise we must submit once per year. 75% of New Admissions have to be at or below 30% median income. Our agency plan has no preferences for the waiting list. The agency does comply with reasonable accommodations by allowing elderly or handicapped individuals to send in their applications. All other applicants must complete an application in the office on Mondays between 8:00 a.m. and 3:30 pm. A motion to publish and approval for Chairman to sign was made by Ryan/Peterson. Motion carried unanimously.

REGIONAL HOUSING AUTHORITY ADMINISTRATIVE PLAN CHANGES: There were no Administrative Plan changes to discuss at this time.

FLOOR ITEMS: Under floor items Bev gave an explanation of fair market rents. Discussion on water/sewer costs as well as other utility costs followed. John Kelly discussed housing meetings in the City of Fayette and landlord comments regarding the Section 8 program.

ADJOURNMENT: A motion to adjourn was made by Roach/Peterson. Motion carried unanimously. The meeting adjourned at 2:25 p.m.

The above constitutes my interpretation of the matters discussed and the decisions reached. Please contact the undersigned for any errors or omissions.

_Becky Zieman_____
Becky Zieman, Secretary