UPPER EXJPLORERLAND REGIONAL HOUSING AUTHORITY MINUTES

August 1, 2013

PERSONS PRESENT: Robert Fadness, Paul Ryan, Dennis Koenig, Bernard Peterson, Mark Schmitt, Steve Roach, Sue Weipert, Roy Karlson, Jason Passmore, Charles Carroll, Joyce Bakewell, Michele Elsbernd, Bertha Schuchmann, Cassie Tysland

STAFF PRESENT: Lori Brockway, Becky Zieman, Karine Schager, Rachelle Howe, Lisa Lensing

CALL TO ORDER: Chairperson Michele Elsbernd called the meeting to order in UERPC Conference room in Postville, IA. At 1:07 pm. Introductions were made for new member Cassie Tysland.

AGENDA APPROVAL: A motion was made by Roach/Passmore to approve the Agenda. Motion carried unanimously, with no opposition.

MINUTES APPROVAL: A motion was made by Ryan/Fadness to approve the minutes of the March 21, 2013 meeting. Motion carried unanimously, with no opposition.

PROGRAM STATUS REPORT: Lori Brockway provided assisted household numbers by county and city. There are 58 units in Allamakee Co., 72 units in Clayton Co., 184 units in Fayette Co., 53 unites in Howard Co., and 30 units in Winneshiek Co. We are currently being billed for 14 port-out tenants. We are currently serving 18 families through the Tenant Based Rental Assistance program, and 393 families through the Section 8 Voucher program.

DISCUSSION FOR PREVIOUS IMPLEMENTATION OF $50 MINIMUM RENT: Lori Brockway explained 27 households out of the total program have been or will be affected by the $50 minimum rent implementation. Of this 27, approximately 15 do not have any income. Karine Schager explained how the tenants have been receptive to the implementation based on the understanding that without the minimum rent Upper Explorerland would be unable to assist as many families and some families would lose their rental assistance. Discussion was held regarding the hardship some families face when having to come up with this $50 each month. It was discussed that these families have friends/family who are willing to help out, as well as possible community agencies. The board understands that due to program funding cuts, this was essential to the continuation of assisting as many families as possible, but would like this to be updated on the feedback from tenants affected each meeting.

DISCUSSION ON PORTABILITY AND SET ASIDE FUNDS: Lisa Lensing explained we are currently being billed for 14 tenants who live somewhere other than our 5 county area. The average HAP payment for these families is over $700, while the average HAP payment for families residing within our area is just over $200. HUD has set aside funds that Lisa has applied for to help with these portability bills. We are hopeful to receive set aside funds, but the shortfall of funds is the first priority that HUD will fulfill. Lisa reported the average HAP for portability needed to be 110% of the average HAP for our area. Currently our portability HAP is over 330% above our average HAP for our area. Lori Brockway attended the NAHRO conference where she learned that the majority of Housing Authorities are experiencing the same issue with increased portability. Portability is a HUD regulation which all housing authorities must follow. If a family resided in our area prior to applying for rental assistance they may choose to transfer their assistance elsewhere. Also, when a family has fulfilled a 1 year lease under the Section 8 Voucher program within our area, they may choose to transfer their assistance elsewhere. Due to a short wait list there would not be a reason to implement preferences.

RESOLUTION: Lori Brockway explained the Section 8 Management Assessment Program (SEMAP). Quality control is required on the minimum sample size of the average number of leased units for the past 12 months (393). The sample size is 8 files based on 1 file per 50 leased unites and +1 for each over 50. Of the 10 files sampled for Rent Reasonableness, one file did not contain the rent reasonableness form. The form was printed and 100% of the

samples met criteria. Of the 10 files which were sampled for adjusted income. One file was found to be missing the Utility Allowance form, however the correct information was in the computer. The Utility sheet was printed and 100% of the files met criteria. Six files were sampled based on 246 failed inspections. Inspections can fail HQS for a multitude of different reasons, some minor where the inspector does not have complete a re-inspection, and some are major infractions where the inspector must visibly confirm the repairs have been completed. 100% of the samples met the criteria. Ten samples were filed from those that have been pulled off the waiting list and it was found all were in accordance with the Administration plan. Lori Brockway completed 10 HQS inspections for quality control. Of the 10 unites inspected five passed without comment, one passed with comment, and 3 units had minor repairs that were completed within a timely manner. A motion was made by Roach/Bakewell to approve the resolution to approve the SEMAP Certification for Submittal to HUD. Motion carried unanimously, with no opposition.

DISBURSEMENT APPROVAL: A motion was made by Ryan/Peterson to approve the quarterly disbursements for publication. Motion was carried unanimously with no opposition.

FLOOR ITEMS: Lori Brockway invited all those present to the Fayette County Local Housing Trust fund annual meeting on Wednesday August 14, 2013 at 3:00pm at the Fayette Library ICN room. The meeting will focus on the application procedures and give information/examples of types of home repair projects that have/can be funded. Contact Lori or Sarah at 563-864-7551 if you have questions. Lori Brockway invited all those present to the Northeast Iowa Regional Housing Trust fund annual meeting on Thursday, August 22, 2013 at 3:00pm at the Upper Explorerland RPC in Postville, Iowa in the conference room. The application procedure and information about the types of home repair projects that have/can be funded.
Lori Brockway provided all present with a brochure for the Opportunity Shuttle. The Opportunity Shuttle is a pilot program stared in Fayette County in an attempt to offer transportation to those families wanting to apply for rental assistance, but have transportation barriers. The cost per trip is $3.00 to the client, and the shuttle stops in numerous cities within Fayette County on the 2nd Monday of every month. The program just began in July. The shuttle does not have to be used only to apply for rental assistance. The shuttle is open to the public and can be used for any purpose.

ADJOURNMENT: There being no further business, a motion was made by Peterson/Ryan to adjourn. Motion carried unanimously. The meeting adjourned at 2:03 PM.

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

Becky Zieman, Secretary