RHA Meeting Minutes – Tuesday, January 26, 2021

MEMBERS PRESENT: Dan Byrnes, Denise Schneider, Bonnie Basemann, Randee Koenig, Mike Tucker, Susan Scott, Steve Roach, Jason Passmore, Amy Bouska, Ashley Goltz, Michele Elsbernd, Sheila Bullerman, MaryAnn Humpal, Shirley Vermace

STAFF PRESENT: Karine Schager, Kayla Miller, Casey Stone, Heidi Hackman, Rachelle Howe, Katelyn Peterson

MEMBERS ABSENT: Josh Dreps, Gayle Decker, Mary Engstrom, Ray Peterson, Charles Carroll, Bernard Peterson, Mark Schmitt, Marty Stanbrough, Joseph Pisney, Jane Tibbals

CALL TO ORDER: The Upper Explorerland RHA quarterly meeting was called to order at 1:01 pm by Chair Jason Passmore via Zoom.

APPROVAL OF AGENDA: A motion to approve the agenda was made by Amy Bouska and seconded by Mike Tucker. Motion carried unanimously.

APPROVAL OF MINUTES: A motion was made by Michelle Elsbernd and seconded by Steve Roach to approve the minutes of the 12/15/2020 meeting. Motion carried unanimously.

WELCOME NEW BOARD MEMBERS: Heidi Hackman introduced new board members and noted the reappointed members. The cities of Lansing, Clayton, Oelwein, Riceville, and Elma all have vacancies.

ELECTION OF OFFICER APPOINTMENTS: Mike Tucker made a motion to have Jason Passmore remain Chair and Michele Elsbernd remain Vice Chair. This motion was seconded by Randee Koenig. Motion carried unanimously.

ELECTION OF EXECUTIVE COMMITTEE: Heidi Hackman announced that Dan Byrnes took Dennis Koenig's place on the board and asked if he would like to take the Allamakee County spot for Executive Committee. Dan asked that this spot remain open until Mary Engstrom and Gayle Decker were asked if they would like to take the spot. This was agreed upon by the board. Executive members for Clayton, Fayette, Howard, and Winneshiek Counties were all nominated to serve another term by the board. A motion for Allamakee County's spot to stay open until Mary and Gayle were talked to and for the other members of the Executive Committee to remain the same was made by Steve Roach. The motion was seconded by Amy Bouska and carried out unanimously.

FINANCIAL REPORT: Heidi Hackman went over the financial report. There have been no changes since December. We still have $78,526.75 of CARES Act money to spend by December 31st. This money is used to provide preparation, prevention, and responding to the effects of COVID-19. We have used funds to buy proper PPE for inspections, cleaning supplies and disinfectants for the office, updating electronics and software to be able to work from home if needed and to hold

Zoom meetings in our large conference room. Heidi mentioned that we will be remodeling the office to provide more privacy in office space the second week of February. Some of the CARES funds will be used for this remodel.

APPROVAL OF DISBURSEMENTS: A motion to approve disbursements was made by Michele Elsbernd and seconded by Steve Roach. Motion carried unanimously.

PROGRAM STATUS REPORT: Heidi Hackman reviewed the Status report as follows:
We have 439 Households under lease. 15 Port Outs and 3 pending ports; we are expecting 2 to be absorbed and 1 to be billed to our Housing Authority. We have pulled 40 people from the waitlist in January and have 81 people on the waiting list still. We are hoping to be able to keep pulling people off after we have updated funding. We mailed out 25 income discrepancy letters to tenants. Beginning in February we will start training and data collection for our integration to Cloud Software. Our Upper Explorerland website is expected to be updated in April. The board was asked to look at our website and give any suggestions on changes they would like to see be made. Office construction will begin the second week of February.
Discussion of what ports are and how they work was had for the benefit of the new members.

FLOOR ITEMS: Rachelle Howe spoke on the open house on February 25th in Oelwein for the Homes for Iowa house. Open House is from 4-6 pm at 318 7th St in Oelwein. We put out a press release in newspapers and local radio stations. Board members were invited to come check it out. Jason Passmore mentioned that Governor Reynolds distributed more relief funding for restaurants and bars to help offset loss of income because of the pandemic.

SCHEDULE NEXT RHA BOARD MEETING: The next meeting will be held Tuesday, April 20, 2021 at 1:00 pm.

ADJOURNMENT: A motion to adjourn was made by Randee Koenig and seconded by Amy Bouska. Motion carried unanimously. The meeting adjourned at 1:35 pm.

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

_Katelyn Peterson_____
Katelyn Peterson, Secretary