RHA Meeting Minutes – Tuesday, April 20, 2021

MEMBERS PRESENT: Dan Byrnes, Bonnie Basemann, Ray Peterson, Charles Carroll, Randee Koenig, Mick Tucker, Susan Scott, Jason Passmore, Amy Bouska, Michele Elsbernd, Sheila Bullerman, MaryAnn Humpal, Shirley Vermace, Guest – Michelle Cooper

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

MEMBERS ABSENT: Josh Dreps, Gayle Decker, Mary Engstrom, Denise Schneider, Bernard Peterson, Mark Schmitt, Steve Roach, Marty Stanbrough, Joseph Pisney, Jane Tibbals, Ashley Goltz

CALL TO ORDER: The Upper Explorerland RHA quarterly meeting was called to order at 1:02 pm by Chair Jason Passmore via Zoom.

MOTION TO AMEND AGENDA: Jason Passmore noted that approval of signatories needed to be added to the agenda. A motion to amend the agenda was made by Ray Peterson and seconded by Michele Elsbernd. Motion carried unanimously.

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

APPROVAL OF MINUTES: A motion was made by Michele Elsbernd and seconded by Ray Peterson to approve the minutes of the 01/26/2021 meeting. Motion carried unanimously.

APPROVAL OF SIGNATORIES: Jason Passmore stated that signatories would be the Chair, himself, Vice Chair, Michele Elsbernd, the finance department's Karen Cooper, and Jodi Gray, as well as Rachelle Howe, Heidi Hackman, and Diana Johnson from UERPC. These people need to be approved to sign for things that need to be submitted. Rachelle Howe noted that Charles Carroll is also listed as a signatory. A motion to approve signatories was made by Bonnie Basemann and seconded by Dan Byrnes. Motion Carried unanimously.

ELEECT AND APPROVE ALLAMAKEE COUNTY EXECUTIVE COMMITTEE APPOINTMENT: Heidi Hackman shared a list of board members that are in Allamakee County. Jason Passmore asked if there were any volunteers to take the spot on the executive committee. Dan Byrnes volunteered to take the position as the Allamakee County representative on the Executive Committee. Ray Peterson mentioned that Marty Stanbrough needed to be moved from Clayton County to Fayette County. The correction was made by Heidi. A motion to approve Dan Byrnes as appointed executive committee member for Allamakee County was made by Ray Peterson and seconded by Amy Bouska. Motion carried unanimously.

FINANCIAL REPORT: Heidi Hackman went over the financial report. We have been around 440 and 445 for leasing up participants into our program throughout the year. Our goal is to lease up

as many people as we can. This may cause us to go over a little on our HAP expense, but we have around $100,000.00 in the bank as a buffer. Doing this at the beginning of the year will help prevent trying to get numbers up at the end of the year. This will help us get more money next year. Port outs have always been around 15 which has prevented us from helping more local participants. Recently we reached out to the other housing authorities where we have people living and asked if they could absorb anyone into their program. After talking to them we were able to drop down to six port outs that we are still covering. By getting those 9 port outs absorbed we were able to assist 28 new families. The wait list is moving quickly right now, and we hope to keep pulling people off. We have pulled off around 100 people. For CARES Act funds, we have roughly $71,000.00 left. This does not include the money that we will use to pay for the office remodel. The remodel total is roughly $15,000.00. The remaining funds will cover administrative fees. Rachelle Howe noted that the remodel was to provide a safer, more confidential environment for staff and other office renters. She went on to state that we do have a new tenant that will be renting an office from us soon. Ray Peterson asked if we received anymore PPE money. Rachelle Howe said that we received two allotments; one we worked with the bank on and got it turned into a grant, the other we are currently using. These allotments were very helpful. A motion to approve the Financial report was made by Randee Koenig and seconded by Dan Byrnes. Motion carried unanimously.

APPROVAL OF DISBURSEMENTS: A motion to approve disbursements was made by Amy Bouska and seconded by Dan Byrnes. Motion carried unanimously.

APPROVAL OF HUD FIVE YEAR PLAN: Heidi Hackman gave an overview of the UERHA HUD Five Year Plan. She also stated that we did send letters to all participants of the program as well as newspapers in January to advertise the public hearing that we held in March. The letter to participants of the program also asked for volunteers to be on the RHA Advisory Board. We had a few people say they would be on the board but only one person showed up to the meeting. There were no participants on the Public hearing teleconference. Jason Passmore confirmed that the meeting did not have anyone in attendance. A motion to approve the five-year plan was made by Mike Tucker and seconded by Randee Koenig. Motion carried unanimously.

DISCUSSION AND APPROVAL OF RESOLUTION FOR FOSTER YOUTH TO INDEPENDENCE PROGRAM: Guest, Michelle Cooper, Transitioning Specialist with DHS, explained that this is a new program. It is a wonderful opportunity for young adults in our area who are transitioning out of foster care. Heidi Hackman explained about the program. FYI applicants would have preference on our waitlist for rental assistance. Regular HAP funds would not be used to pay for this, but rather the HUD Field Office would issue special vouchers to cover cost. These applicants would spend three years on the program and learn life skills, continue education, and gain employment. UERHA would have the roll of subsidizing their rent during the three-year period. After that time, they can be absorbed into the regular Section 8 program. Heidi asked the Board if they think that FYI would be a good fit for us? Shirley Vermace said that she will support this. Amy Bouska also approved. Charles Carroll asked if it would require specific housing? Michelle Cooper stated FYI voucher specifications are the same as regular Section 8 specifications. Jason Passmore asked the Board if there were any concerns? There were none. Ray Peterson made a motion to approve

resolution for the Foster Youth to Independence Program and Charles Carroll seconded. Motion carried unanimously.

DISCUSSION AND APPROVAL OF RESOLUTION OF HOUSING CHOICE VOUCHER HOMEBUYER PROGRAM: Heidi Hackman explained that we have supported this program since 2006 and have one person on the program. We have also added it to our admin plan. This program is set up to help purchase a home rather than renting. Applicants must meet certain criteria such as income, counseling, and bank approval. After they meet the criteria, we assist in paying their mortgage payment for up to fifteen years if they are not disabled. We would assist disabled families until the mortgage is paid off. There are bi-annual inspections done by our inspectors. Shirley Vermace asked: 1. If the loan would be 0% interest? Heidi stated that the loan would be a regular loan but assisted by the program. 2. What happens if someone becomes delinquent on payments? Heidi stated that we would consult with HUD. She also added that there would be a smaller number of people that would apply for this program instead of rental assistance. Maryann Humpal asked if participants move, who gets the equity? Randee Koenig said that we would get a percentage. Amy Bouska asked if there were other agencies, we could ask questions about this program? Heidi said we are just beginning to promote. Dan Byrnes asked if the homes would have to be in city limits or have city water? He made the comment that it might be more reasonable to rent an apartment, so we do not have to have the burden of costly repairs. Shirley Vermace raised the question if these individuals could buy the Homes for Iowa Houses? Jason said that they could, but it would depend on the bank's approval. A motion to approve the resolution of the Housing Choice Voucher Homebuyer Program was made by Michele Elsbernd and seconded by Dan Byrnes. Motion carried unanimously.

DISCUSSION AND APPROVAL OF RESOLUTION FOR PHYSICAL INSPECITONS: Karine Schager and Heidi Hackman explained that they would like to add to the admin plan that inspectors can ask for another inspector to go with on an inspection. Karine explained that in consideration of inspector responsibilities, as well as safety and compliance, we would like to allow the housing staff to have the ability to determine if a second inspector is needed to complete their work. We have done this in the past when it is a large house that needs to be inspected to help cut down on time spent in one home. A motion was made by Amy Bouska and seconded by MaryAnn Humpal to approve this resolution. Motion carried unanimously.

PROGRAM STATUS REPORT (FEB-PRESENT): Heidi Hackmen explained our procedures for pulling people off the wait list and increasing our numbers. She also mentioned a few other programs offered by HUD and let the board know they could read over those if they wanted to.

FLOOR ITEMS: Jason Passmore thanked those who attended the Housing Summit. Shirley Vermace asked how many people there were in our counties that are homeless? Karine Schager explained that Friends of the Family assists in immediate homelessness and our office normally does not have "literally homeless" individuals, so she wasn't sure on exact numbers.

SCHEDULE NEXT RHA BOARD MEETING: The next meeting will be held Tuesday, July 13, 2021 at 1:00 pm.

ADJOURNMENT: A motion to adjourn was made by Randee Koenig and seconded by Ray Peterson. Motion carried unanimously. The meeting adjourned at 2:11 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