UERHA Board Minutes
Tuesday, December 20, 2022

Present: Jason Passmore, Sarah Snitker, Michelle Elsbernd, Sheila Bullerman, Josh Uhlenhake, Mary Ann Humpal, Shirley Vermace, Amy Bouska, Mark Schmitt, Charles Carroll (entered 1:08 p.m.); via Zoom: Randee Koenig (left 1:53 p.m.), Denise Schneider (on at 1:53 p.m.); Others present: Rachelle Howe, Kayla Miller, Karine Guese, Lori Quam.

CALL TO ORDER: Jason Passmore called the meeting to order at 1:03 p.m.

AGENDA APPROVAL: A motion to approve the agenda was made by Amy Bouska and seconded by Mary Ann Humpal. The motion passed unanimously.

APPROVAL OF MINUTES FROM August 23, 2022: Passmore asked for approval of the minutes. A motion was made by Mark Schmitt and seconded by Humpal. The motion was approved unanimously.

AUDIT REPORT – HACKER NELSON: Christi Meyer from Hacker Nelson presented the Audit Report (please see attached). A discussion and questions were had.

Amy Bouska asked about a comment on the management page regarding an increase in elderly and disabled. Karine Guese explained numbers vouchers and stated that social security would be going up next year 8.7%. Therefore, that would increase elderly and disabled persons on the program. Guese shared a report of the numbers of both elderly and disabled for the past five years.

Bouska asked within the representation letter, about Guarantees and potential contingent liabilities- Christi responded that RHA does not have any guarantees or contingent liabilities.

Bouska asked why the fringe was higher than the salaries – Howe shared that there has been some situations such as unemployment pay out and self-funding pay out for staff that caused those numbers to be higher. Howe indicated that finally there is 3 staff doing the RHA work and that is best. Howe is completing the department head work for the remainder of the fiscal year as well as her Executive Director job. Passmore asked if that situation was sustainable or short term - Karine Guese mentioned we have three employees doing more and Rachelle doing the RHA administration this year again.

Vermace asked about computer expenditures. Rachelle shared that the amount was up due to moving the office and adding one new computer. Some of this was covered by the CARES Act.

Guese talked about tenant protection vouchers that is the same as enhanced vouchers. These are paid from a different pot of money, therefore the three EV's are indicated separately on our system.

Howe mentioned 5 new vouchers were given to us recently and the need is up.

CONSIDER APPROVAL OF 2021-2022 AUDIT: A motion to approve the agenda was made by Elsbernd and seconded by Bouska. The motion passed unanimously.

CONSIDER APPROVAL OF BOARD APPOINTMENTS: Board appointment is tabled until the next meeting.

CONSIDER APPROVAL OF ELECTION OF OFFICERS/EXECUTIVE COMMITTEE: A motion to approve the agenda was made by Humpal and seconded by Sarah Snitker. The motion passed unanimously.

FINANCIAL REPORT: Rachelle Howe shared the financial report (see attached). Rachelle explained that the software and audit were not paid yet. The FHLB program funds were not awarded to us this year.

A motion was made by Schmitt and seconded by Snitker. The motion was approved unanimously.

APPROVAL OF DISBURSEMENTS:

A discussion was had. Passmore thought the financial report and the disbursements being separated was requested by the auditor. Vermace said it would be good to have a report that comparing apples to apples with notes on the side. It was agreed that the approval of disbursements will be discussed at the next meeting.

Bouska asked the question what the average assistance per household per month. Guese indicated the amount was $315 per month.

Bouska also asked about the outstanding checks. Guese reported that checks are to be voided after 90 days. Guese indicated she would need to go into the HAPPY system and void them. Bouska asked if these voided checks went onto the Great Iowa Treasure Hunt. Staff will research this.

PROGRAM STATUS REPORT: Guese reported on the program status (see report). Howe highlighted to the board the county-wide numbers of vouchers.

FLOOR ITEMS: Rachelle shared that we recently had an officer provide training to our employees called “Run – Hide – Fight.”

SCHEDULE NEXT RHA BOARD MEETING: The next meeting is scheduled for Tuesday, March 21, 2023, at 1 p.m.

ADJOURNMENT: A motion to adjourn was made by Schmitt at 2:10 p.m. and seconded by Bouska. The motion passed unanimously.

Submitted by,

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Lori Quam, Board Secretary