UERHA Board Minutes
Tuesday, June 20, 2023

Present: Jason Passmore, Dan Byrnes, Mary Engstrom, Steve Roach, Sarah Snitker, Michelle Elsbernd, Sheila Bullerman, Mary Ann Humpal, Shirley Vermace, Amy Bouska, Mark Schmitt, Katie Becker, Ashley Goltz, Joe Pisney, Jeff Bunn, Charles Carroll; via Zoom: none; Others present: Rachelle Howe, Connie Looney, Jodi Emery, Karine Guese, Lori Quam.

CALL TO ORDER: Jason Passmore called the meeting to order at 1:01 p.m.

AGENDA APPROVAL: A motion to approve the agenda was made by Charles Carroll and seconded by Katie Becker. The motion passed unanimously.

APPROVAL OF MINUTES FROM May 4, 2023: Passmore asked for approval of the minutes. A motion was made by Mary Ann Humpal. and seconded by Michelle Elsbernd. The motion was approved unanimously.

APPROVAL OF FY 2023-2024 Budget: Jodi Emery and Rachelle Howe explained the costs expected for 2023-2024. Karine Guese discussed upcoming training that are included in the budget with the new administrative work in Muscatine. Rachelle Howe discussed that the agency reduced one copy/scanner in order to save funds. Emery updated the categories with Loucks and Swartz so the categories moving forward will be the same. Therefore, the financial reports will be more streamlined. Emery noted she pulled out postage costs as a category on its' own since it was a large expenditures. Loucks' category numbers are included on the side of the budget. Amy Bouska asked about the current budget and asked if the current budget could be beside the new budget to compare in the future. A motion was made by Sarah Snitker and seconded by Mark Schmitt. The motion was approved unanimously.

FINANCIAL REPORT: Rachelle Howe and Jodi Emery shared the financial report (see attached). Emery explained the categories will now be in sync with Loucks reports. Guese mentioned that five new vouchers have been added giving RHA an increase in admin costs and HAP. A motion was made by Katie Becker and seconded by Amy Bouska. The motion was approved unanimously.

APPROVAL OF DISBURSEMENTS: Emery presented the disbursements for February, March, April and May. A motion was made by Mark Schmitt and seconded by Amy Bouska. The motion was approved unanimously.

PROGRAM STATUS REPORT: Guese reported on the program status (see report). Howe highlighted to the board the county-wide numbers of voucher report. Guese discussed the new administrative rules within the training staff will be attending. Guese will look into what items a landlord would need to become a landlord on our program.

FLOOR ITEMS: None.

SCHEDULE NEXT RHA BOARD MEETING: The next meeting is scheduled for Tuesday, August 22, 2023, at 1 p.m. which will coincide with the SEMAP process.

ADJOURNMENT: A motion to adjourn was made by Schmitt at 1:43 p.m. and seconded by Bouska. The motion passed unanimously.

Submitted by,

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Lori Quam, Board Secretary