UERHA Board Minutes
Thursday, December 12, 2024, 1 p.m.

Present: Jason Passmore, Charles Carroll, Teresa Severson, Sheila Bullerman, Ray Peterson, Sarah Snitker, Dan Byrnes, Mary Ann Humpal, Mark Schmitt, Josh Uhlenhake, Mike Tucker, Shirley Vermace, Steve Roach, Amy Bouska, Michele Elsbernd, Janell Bradley, Shannon Gebel 1:07 p.m.; Others present: Christi Meyer with Hacker Nelson, Rachelle Howe, Kayla Miller, Connie Looney, Jodi Emery, Lori Quam. Absent: Randee Koenig, Debra Crane, Joe Pisney, Ashley Goltz, Mildred Stewart, Michelle Meyer, Jane Tibbals, Mary Engstrom, Susan Scott.

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 Mark Schmitt and seconded by Amy Bouska. The motion passed unanimously.

APPROVAL OF MINUTES FROM August 20, 2024: A motion was made by Janell Bradley and seconded by Ray Peterson. The motion passed unanimously.

CONSIDER APPROVAL OF FY'24 AUDIT: Christi Meyer from Hacker Nelson presented the audit. A discussion was had regarding membership dues and the bill from Happy software. Emery will be asking about the increase with Happy. A motion was made by Michele Elsbernd to approve and seconded by Amy Bouska. The motion passed unanimously.

CONSIDER APPROVAL OF UPDATED 8-2024 MODEL ADMINISTRATIVE PLAN: Guese presented the amendments. A motion was made by Ray Peterson to approve and seconded by Sarah Snitker. The motion passed unanimously.

CONSIDER APPROVAL OF RESOLUTION 24-03 ADMINISTRATIVE PLAN POLICY – APPLYING PAYMENT STANDARDS: Guese presented. A motion was made by Janell Bradley to approve and seconded by Ray Peterson. The motion passed unanimously.

CONSIDER APPROVAL OF RESOLUTION 24-04 ADMINISTRATIVE PLAN POLICY – FAMILY SHARE OF RENT PAYMENT TO OWNER: Guese presented. A discussion was had regarding recourse for a landlord over-charging tenants for rent. Guese stated there isn't anything in our code and she will check with HUD. A motion was made by Amy Bouska to approve and seconded by Steve Roach. The motion passed unanimously.

FINANCIAL REPORT: Emery shared the financial report. A motion to approve the financials was made by Steve Roach and seconded by Dan Byrnes. The motion passed unanimously.

CONSIDER APPROVAL OF DISBURSEMENTS FOR JULY, AUGUST, SEPTEMBER AND OCTOBER 2024: Emery shared disbursements. RHA is working on getting more people on direct deposit. A

motion to approve the disbursements was made by Mark Schmitt and seconded by Shirley Vermace. The motion passed unanimously.

PROGRAM STATUS REPORTS/SEMAP RATING/FIVE-YEAR PLAN (see attachments): Guese shared the program status report. Miller shared that paperless is a much faster process. Guese shared that the SEMAP rating was 92 when we are usually at 100. This was due to the software rounding up and we didn't catch it. A corrective action plan was sent and approved. Howe shared the 5-year plan. It is out for a 30-day review and will be presented at the January 8 advisory meeting. It is due to HUD April 2025.

FLOOR ITEMS: Howe shared that Michele Elsbernd is leaving our board after 9 years. Vermace shared Winneshiek County is looking at auxiliary dwelling units (ADU).

SCHEDULE NEXT RHA BOARD MEETING: The next meeting is scheduled for Thursday, March 20, 2025, at 1 p.m.

ADJOURNMENT: A motion to adjourn was made by Steve Roach at 1:50 p.m. and seconded by Janell Bradley. The motion passed unanimously.

Submitted by,

Lori Quam

Lori Quam, Board Secretary

UPPER EXPLORERLAND REGIONAL HOUSING AUTHORITY
Disbursements Register
July 2024

Num	Date	Name	Account	Original Amount
1000-1110	07/01/2024	JUL HAP PAYMENTS	1111.01 · GENERAL FUND/ACCT #160881	-100,215.23
			4715.00 · HOUSING ASSISTANCE PAYME...	94,495.00
			4715.02 · HOUSING ASSISTANCE-PORT O...	4,401.00
			4715.03 · HOUSING ASSISTANCE-HOMEO...	394.00
			4715.04 · HOUSNG ASSIST-TENANT PROT...	774.00
			4590.00 · PORT OUT ADMIN FEES	151.23
TOTAL				100,215.23
74126-4244	07/01/2024	JUL HAP PAYMENTS	1111.01 · GENERAL FUND/ACCT #160881	-52,747.50
			4715.00 · HOUSING ASSISTANCE PAYME...	52,747.50
TOTAL				52,747.50
74245	07/15/2024	UERPC	1111.01 · GENERAL FUND/ACCT #160881	-29,347.40
			2119.00 · ACCOUNTS PAYABLE-UERPC	29,347.40
TOTAL				29,347.40

UPPER EXPLORERLAND REGIONAL HOUSING AUTHORITY
Disbursements Register
August 2024

Num	Date	Name	Account	Original Amount
2000-2115	08/01/2024	AUG HAP PAYMENTS	1111.01 · GENERAL FUND/ACCT #160881	-107,556.13
			4715.00 · HOUSING ASSISTANCE PAYME...	102,036.90
			4715.02 · HOUSING ASSISTANCE-PORT O...	4,086.00
			4715.03 · HOUSING ASSISTANCE-HOMEO...	508.00
			4715.04 · HOUSNG ASSIST-TENANT PROT...	774.00
			4590.00 · PORT OUT ADMIN FEES	151.23
TOTAL				107,556.13
74246-4370	08/01/2024	AUG HAP PAYMENTS	1111.01 · GENERAL FUND/ACCT #160881	-55,652.01
			4715.00 · HOUSING ASSISTANCE PAYME...	54,850.60
			4715.02 · HOUSING ASSISTANCE-PORT O...	751.00
			4590.00 · PORT OUT ADMIN FEES	50.41
TOTAL				55,652.01
74371	08/15/2024	UERPC	1111.01 · GENERAL FUND/ACCT #160881	-32,262.68
			2119.00 · ACCOUNTS PAYABLE-UERPC	32,262.68
TOTAL				32,262.68

UPPER EXPLORERLAND REGIONAL HOUSING AUTHORITY
Disbursements Register
September 2024

Num	Date	Name	Account	Original Amount
3000-3116	09/01/2024	SEP HAP PAYMENTS	1111.01 · GENERAL FUND/ACCT #160881	-111,788.13
			4715.00 · HOUSING ASSISTANCE PAYME...	105,467.49
			4715.02 · HOUSING ASSISTANCE-PORT O...	6,093.00
			4715.03 · HOUSING ASSISTANCE-HOMEO...	508.00
			4715.04 · HOUSNG ASSIST-TENANT PROT...	774.00
			4590.00 · PORT OUT ADMIN FEES	302.46
			2111.01 · ACCOUNTS PAYABLE-HAP	-1,356.82
TOTAL				111,788.13
74372-74497	09/01/2024	SEP HAP PAYMENTS	1111.01 · GENERAL FUND/ACCT #160881	-56,594.01
			4715.00 · HOUSING ASSISTANCE PAYME...	56,594.01
TOTAL				56,594.01
74498	09/13/2024	UERPC	1111.01 · GENERAL FUND/ACCT #160881	-36,002.60
			2119.00 · ACCOUNTS PAYABLE-UERPC	36,002.60
TOTAL				36,002.60
74499	09/19/2024	JUN/JUL HAP PAYMENTS	1111.01 · GENERAL FUND/ACCT #160881	-64.00
			4715.00 · HOUSING ASSISTANCE PAYME...	64.00
TOTAL				64.00

UPPER EXPLORERLAND REGIONAL HOUSING AUTHORITY
Disbursements Register
October 2024

Num	Date	Name	Account	Original Amount
4000-4126	10/01/2024	OCT HAP PAYMENTS	1111.01 · GENERAL FUND/ACCT #160881	-125,307.13
			4715.00 · HOUSING ASSISTANCE PAYME...	118,431.08
			4715.02 · HOUSING ASSISTANCE-PORT O...	4,086.00
			4715.03 · HOUSING ASSISTANCE-HOMEO...	508.00
			4715.04 · HOUSNG ASSIST-TENANT PROT...	774.00
			4590.00 · PORT OUT ADMIN FEES	151.23
			2111.01 · ACCOUNTS PAYABLE-HAP	1,356.82
TOTAL				125,307.13
74500-74613	10/01/2024	OCT HAP PAYMENTS	1111.01 · GENERAL FUND/ACCT #160881	-48,569.33
			4715.00 · HOUSING ASSISTANCE PAYME...	46,411.10
			4715.02 · HOUSING ASSISTANCE-PORT O...	2,007.00
			4590.00 · PORT OUT ADMIN FEES	151.23
TOTAL				48,569.33
74614	10/17/2024	UERPC	1111.01 · GENERAL FUND/ACCT #160881	-26,741.82
			2119.00 · ACCOUNTS PAYABLE-UERPC	26,741.82
TOTAL				26,741.82

UPPER EXPLORERLAND REGIONAL HOUSING AUTHORITY
Budget Progress Report
As of October 31, 2024

	YTD Balance	Annual Budget	Percent of Budget
Receipts			
3600.00 · ADMINISTRATIVE FEES EARNED	118,456.00	392,000.00	30 %
3606.00 · FRAUD RECOVERIES (ADMIN SHARE)	160.50	1,509.50	11 %
3610.00 · INVESTMENT INCOME	14.10	232.00	6 %
3690.00 · OTHER INCOME	50.00	0.00	0 %
TOTAL OTHER OPERATING RECEIPTS	**118,680.60**	**393,741.50**	**30 %**
TOTAL RECEIPTS	**118,680.60**	**393,741.50**	**30 %**
Expenses			
4110.00 · ADMINISTRATIVE SALARIES	52,745.40	176,000.00	30 %
4130.00 · LEGAL EXPENSE	169.92	1,000.00	17 %
4140.00 · STAFF TRAINING	880.63	5,600.00	16 %
4150.00 · TRAVEL	2,179.56	7,400.00	29 %
4170.00 · FEE ACCOUNTANT	3,164.00	9,000.00	35 %
4171.00 · AUDITING FEES	0.00	21,000.00	0 %
4180.00 · OFFICE UTILITIES	386.45	3,000.00	13 %
4190.00 · SUNDRY-OTHER ADMIN EXPENSE	160.00	600.00	27 %
4190.10 · OFFICE EXPENSE	3,337.81	9,500.00	35 %
4190.40 · POSTAGE	2,049.59	5,500.00	37 %
4190.50 · COMPUTER SUPPORT	3,468.99	14,000.00	25 %
4190.60 · TELEPHONE	1,346.42	4,000.00	34 %
4190.85 · MEMBERSHIP DUES	15,651.36	43,500.00	36 %
4190.90 · ADMIN SERVICE CONTRACT	1,694.20	10,000.00	17 %
TOTAL ADMINISTRATIVE EXPENSE	**87,234.33**	**310,100.00**	**28 %**
4430.00 · CONTRACT COSTS-MISC MAINT	2,001.07	6,200.00	32 %
4430.20 · SNOW REMOVAL CONTRACT	0.00	1,500.00	0 %
4430.40 · LANDSCAPE & GROUNDS CONTRACT	2,810.24	750.00	375 %
TOTAL MAINTENANCE EXPENSE	**4,811.31**	**8,450.00**	**57 %**
4510.00 · INSURANCE	4,819.55	18,000.00	27 %
4540.00 · EMPLOYEE BENEFIT CONTRIBUTIONS	25,721.53	86,000.00	30 %
4590.00 · PORT OUT ADMIN FEES	957.79	4,500.00	21 %
TOTAL GENERAL EXPENSE	**31,498.87**	**108,500.00**	**29 %**
TOTAL ROUTINE EXPENSE	**123,544.51**	**427,050.00**	**29 %**
TOTAL EXPENSE	**123,544.51**	**427,050.00**	**29 %**
INCREASE (DECREASE) IN NET POSITION BEFORE VO PROGRAM HAP ACTIVITY	**(4,863.91)**	**(33,308.50)**	**15 %**

LOUCKS & SCHWARTZ
HUD ACCOUNTING & CONSULTING SERVICES

11/18/2024 8:34 AM

UPPER EXPLORERLAND REGIONAL HOUSING AUTHORITY
Budget Progress Report
As of October 31, 2024

	YTD Balance	Annual Budget	Percent of Budget
Section 8 Voucher Program HAP Activity			
8026.01 · ANNUAL CONTRIBUTIONS REC'D-HAP	611,880.00	1,750,000.00	35 %
3606.01 · FRAUD RECOVERIES (HAP SHARE)	160.50	1,509.50	11 %
4715.00 · HOUSING ASSISTANCE PAYMENTS	(629,302.68)	(1,683,000.00)	37 %
4715.01 · HOUSING ASSISTANCE-MID MONTH	0.00	(2,250.00)	0 %
4715.02 · HOUSING ASSISTANCE-PORT OUT	(21,424.00)	(50,000.00)	43 %
4715.03 · HOUSING ASSISTANCE-HOMEOWNERSHP	(1,918.00)	(5,000.00)	38 %
4715.04 · HOUSNG ASSIST-TENANT PROTECTION	(3,096.00)	(9,750.00)	32 %
6010.03 · PRIOR YEAR ADJUSTMENTS-HAP	1,924.00	0.00	0 %
INCREASE (DECREASE) IN VO HAP ACTIVITY	**(41,776.18)**	**1,509.50**	

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
REGION VII
Gateway Tower II, Room 200
400 State Avenue
Kansas City, KS 66101-2406
HUD Home Page: *www.hud.gov*

October 28, 2024

Rachelle Howe
Executive Director
Upper Explorerland Regional Housing Authority
P.O. Box 219
Postville, IA 52162-0219

Dear Ms. Howe:

Thank you for completing your Section Eight Management Assessment Program (SEMAP) certification for the Upper Exploreland Regional Housing Authority (Housing Authority). HUD appreciates your time and attention to the SEMAP assessment process. SEMAP enables the Department of Housing and Urban Development to better manage the Section 8 tenant-based program by identifying Public Housing Agency's (PHA) capabilities and deficiencies related to the administration of the Section 8 Program. As a result, the Department of Housing and Urban Development will be able to provide more effective program assistance to housing authorities.

The Housing Authority's final SEMAP score for the Fiscal Year Ended June 30, 2024, is 92 percent. The following are your scores on each indicator:

Indicator #	Indicator	Points
1	Selection from Waiting List	15
2	Reasonable Rent	20
3	Determination of Adjusted Income	20
4	Utility Allowance Schedule	5
5	HQS Quality Control	5
6	HQS Enforcement	10
7	Expanding Housing Opportunities	N/A
8	Payment Standards	0
9	Timely Annual Reexaminations	10
10	Correct Tenant Rent Calculations	5
11	Pre-Contract HQS Inspections	5
12	Continuing HQS Inspections	10
13	Lease-Up	15
14	Family Self-Sufficiency	N/A
15	Deconcentration Bonus	0
	TOTAL POINTS	**120**

Your overall performance rating is **High**.

HUD has recorded that your Housing Authority has been rated zero in at least one of the performance indicators:

Indicator #	Indicator	Points
8	Payment Standards	0

Please take the necessary corrective action to ensure compliance with program rules. For each zero rating, you must send HUD a written report describing the corrective action taken within 45 calendar days of the date of this letter or HUD may require a written corrective action plan.

In accordance with 24 CFR 985.104, a Housing Authority may appeal its overall performance rating to HUD by providing justification of the reasons for its appeal. An appeal made to a HUD program center and denied may be further appealed to the Assistant Secretary.

If you have any questions, please do not hesitate to contact Carmika Hughes, Portfolio Management Specialist at (913)551-5825 or via email at Carmika.L.Hughes@hud.gov. Thank you for your cooperation with the SEMAP process.

Sincerely,

TANYA PRICE BURGIN
Digitally signed by TANYA PRICE BURGIN
Date: 2024.10.28 21:58:29 -05'00'

Tanya Burgin
Director
Office of Public Housing
Office of Field Operations

cc:
Jason Passmore, Board Chairperson
jason@howard-county.com

UPPER EXPLORERLAND RHA LEASED UNITS

11/26/2024

Allamakee County	Pop. 2020	Zip Code	EV	V70	V 80	HV	Number of RHA Units
Waukon	3827	52172		18	13		31
Postville	2653	52162		5	9		14
Lansing	1053	52151		1			1
New Albin	478	52160		2	3		5
Harpers Ferry	236	52146					0
Waterville	157	52170					0
						TOTAL	51

Clayton County	Pop. 2020	Zip Code	EV	V70	V 80	HV	Number of RHA Units
Guttenberg	1667	52052		15	9		24
Monona	1571	52159		1	3		4
Strawberry Point	1427	52076		7	6		13
Elkader	1326	52043		6	6		12
McGregor	686	52157		9	7		16
Edgewood	654	52042		1			1
Garnavillo	790	52049		2	1		3
Marquette	467	52158			1		1
Farmersburg	395	52047		1			1
Luana	242	52156					0
Volga	244	52077		1			1
North Buena Vista	106	52066					0
St. Olaf	107	52072			1		1
Garber	172	52048		1			1
Osterdock	151	52052					0
Clayton	65	52049					0
Elkport	17	52044					0
						TOTAL	78

Fayette County	Pop. 2020	Zip Code	EV	V70	V 80	HV	Number of RHA Units
Oelwein	5934	50662	1	60	61	1	123
West Union	2468	52175		9	10		19
Fayette	1179	52142		5	5		10
Fairbank	1490	50629					0
Elgin	739	52141	1	2	3		6
Clermont	490	52135					0
Maynard	484	50655		1	1		2
Hawkeye	511	52147		2	1		3
Arlington	445	50606		3	2		5
Wadena	211	52169		1			1
Waucoma	313	52171			4		4
Westgate	207	50681		1	1		2
St. Lucas	146	52166		1			1

Randalia	65	52164					0
						TOTAL	176

Howard County	Pop. 2020	Zip Code	EV	V70	V 80	HV	Number of RHA Units
Cresco	3899	52136		24	20		44
Riceville	962	50466		1			1
Elma	591	50628			1		1
Lime Springs	443	52155		3	4		7
Protivin	365	52163					0
Chester	153	52134					0
						TOTAL	53

Winneshiek County	Pop. 2020	Zip Code	EV	V70	V 80	HV	Number of RHA Units
Decorah	7611	52101		30	36		66
Calmar	831	52132		6	4		10
Ossian	841	52161					0
Spillville	350	52168		1	1		2
Fort Atkinson	321	52144			1		1
Ridgeway	253	52165		1	3		4
Castalia	140	52133			1		1
Jackson Junction	37	52150					0
						TOTAL	84
Port Bills	5						
						TOTAL ALL COUNTIES	447

Program Status Report-December 12, 2024

- Port Status: Our agency currently has five ports we are being billed for. That is one up from the last board meeting. We have no current ports that are pending.
- There are currently 53 vouchers on the street.
- The wait list is approximately one to three months long.
- Our agency has completed the conversion of going paperless. We are now able to receive applications directly into the software, process reexaminations electronically, and are able to scan paper files to become electronic files. We are continuing outreach efforts to current participants and owners encouraging them to sign up for electronic correspondence rather than hard copy correspondence.
- We are still awaiting a HOTMA/NSPIRE/HIP effective date.

upper explorerland regional planning commission

Serving Allamakee, Clayton, Fayette, Howard and Winneshiek Counties
325 Washington St, Decorah, IA 52101
PHONE: 563/864-7551 FAX: 563/382-6311
TTY users call: 1-800-735-2942 Relay call 7-1-1
www.uerpc.org
kguese@uerpc.org

RESOLUTION: 24-03

Applying Payment Standards: Decreases, Increases, and Family Unit Size

WHEREAS, the Upper Explorerland Regional Housing Authority provides rental assistance for low income households through the HUD Section 8 Program; and

WHEREAS, HUD requires all changes to the Administrative Plan to be adopted by board resolution; and

WHEREAS, the following changes to the Administrative Plan be adopted by the Upper Explorerland Regional Housing Authority Board

REPLACE 6-IV.C. with below: Changes in Payment Standards

- Decreases: The PHA will reduce the payment standard amount used to calculate the family's housing assistance payment no earlier than two years following the effective date of the decrease in the payment standard. Prior written notice will be provided to the family at least 12 months prior to the change.
- Increases: The PHA will use the increased payment standard to calculate the monthly housing assistance payment for each family beginning no later than the earliest of the family's first regular or interim reexamination.
- Changes in family unit size (voucher size): If the family unit size changes during the term of a HAP contract, the new family unit size will be used to determine the payment standard immediately with an interim reexamination.

NOW THEREFORE, BE IT RESOLVED that the changes to Applying Payment Standards be approved and made a part of the Administrative Plan as set forth.

Passed and approved on this _____ day of _____, 2024.

_____
Chair

ATTEST: _____
Executive Director

upper explorerland regional planning commission

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RESOLUTION: 24-04

Family Share of Rent Payment to Owner

WHEREAS, the Upper Explorerland Regional Housing Authority provides rental assistance for low income households through the HUD Section 8 Program; and

WHEREAS, HUD requires all changes to the Administrative Plan to be adopted by board resolution; and

WHEREAS, the following addition of PHA Policy to the Administrative Plan be adopted by the Upper Explorerland Regional Housing Authority Board:

ADDITION to Ch. 13-II.C. HAP Contract Payments: General

- PHA Policy: If a rent payment is made by the tenant to the owner in excess of the maximum rent, the owner must immediately return any excess of the maximum rent payment to the tenant.

NOW THEREFORE, BE IT RESOLVED that the addition of the PHA Policy under the General subheading of HAP Contract Payments regarding the family share of the rent payment be approved and made a part of the Administrative Plan as set forth.

Passed and approved on this _____ day of _____, 2024.

_____
Chair

ATTEST: _____
Executive Director