

BOARD MEETING MINUTES 10/10

10 October 2025 / 10:00 AM / CONFERENCE ROOM

ATTENDEES

Nicole Christopher, INRHA Executive Director; David Mueterthies, Black Hawk County; Heidi Nederhoff heidi.nederhoff@grundycountyiowa.gov, Grundy County Supervisor; Kristi Shannon, INRHA Interim Board Chairperson, NEI3A Bremer County; Keith Wieland, Buchanan County Board of Supervisors; Nichole Griese, Northeast Iowa Community Action, Chickasaw County; Greg Barnett, Butler County Supervisor.

AGENDA

Last Meeting Follow-up

- Nomination of Vice Chair
- Audit Update
- Shortfall Update
- Employee Handbook
- Board Training

New Business

- Payment Standards 2026

MINUTES

Board Chair Kristi Shannon called the meeting to order at 10:04 am. There was no representative present from the public for comment, so the meeting proceeded.

It was moved by Keith Wieland and seconded by Nichole Griese to approve the agenda for the meeting. All were in favor, motion carried.

It was moved by David Mueterthies and seconded by Keith Wieland to approve the July 18, 2025 meeting minutes. All were in favor, motion carried.

It was moved by Keith Wieland and seconded by Greg Barnett to approve the Treasurer's Report. All were in favor, motion carried.

It was moved by Greg Barnett and seconded by Heidi Nederhoff to approve the Financial Report prepared by INRHA Fee Accountant, Candi Lanning. All were in favor, motion carried.

The Program Status Report was delivered by INRHA Executive Director, Nicole Christopher. It was reported that as of October 1, 2025, 194 vouchers were under lease plus five port ins we are billing for -total 199 we pay for each month but are reimbursed for those 5; 16 in Black Hawk County, 67 in Bremer County, 26 in Butler County, 49 in Buchanan County, 28 in Chickasaw County, and 13 in Grundy County. The estimated wait on the Waiting List is now one year or more, likely even longer. As of October 6, 2025, there were 347 applications on the waiting list and 181 of those applications qualified for the preference. No top of the list letters have been sent since the last Board Meeting, and no waitlist update letters have been sent, therefore no changes have been made to the waiting list. There is currently one voucher on the street and seven families at "zero status". Keith Wieland motioned to approve the program status report, and Dave Mueterthies seconded the motion. All were in favor, motion carried.

Greg Barnett nominated Heidi Nederhoff as Vice Chairperson. Keith Wieland seconded the motion, all were in favor - motion carried.

Executive Director Nicole Christopher presented changes to the participant "Personal Declaration" form that is completed at annual renewals and interims and suggested changes to a few questions, and then grammatical corrections as well as formatting changes from blanks to write in to check boxes, etc. Heidi Nederhoff motioned to approve the changes to the form, Nichole Griese seconded the motion - all in favor, motion carried.

Executive Director Nicole Christopher discussed the current shortfall position and advised the Board that an application had been submitted for additional funding to HUD, but due to the current government shutdown, we were unable to find out the status of the application, and would like to pass a resolution to use up to \$50,000 in administrative fee reserves to pay for excess HAP expenditures in 2025 due to the shortfall. Heidi Nederhoff motioned to approve the resolution, Greg Barnett seconded the motion, all were in favor, motion carried.

Nicole reminded the Board of the upcoming training for Board Members coming up on October 14th and 15th that Kristi Shannon and Keith Wieland were scheduled to attend.

Finally, Nicole presented the Board with the proposed payment standards for 2026. Payment standards were tentatively set at 109% of the Fair Market Rents set by HUD. The Board asked questions regarding the effects of reducing the payment standards to save the housing authority money and the allowable amounts for payment standards to be set at (90-110% of the Fair Market Rents set forth by HUD). While reducing the payment standards would effectively reduce the Housing Authority's portion of rent in leased units, it would also create a burden for the tenants when locating units as fewer and fewer units rent at or below the fair market value anymore. Hearing this, Nichole Griese motioned to approve the payment standards as proposed, at 109% of the fair market rents. David Mueterthies seconded the motion, all were in favor, motion carried.

There being no further business, the next meeting was scheduled for Friday, January 9, 2026 at 10:00am at the INRHA office.

It was moved by David Mueterthies and seconded by Heidi Nederhoff to adjourn the meeting at 11:12am. Motion carried.

NOTES

None

ACTION ITEMS

1. Schedule Personnel Handbook Meeting

- a. Scheduled for October 27, 2025 at 2:00pm via Dialpad Meetings

NEXT MEETING'S AGENDA

- Nicole Christopher Annual Review

Respectfully submitted,

Nicole Christopher

