

# BOARD MEETING MINUTES 10/11

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11 OCTOBER 2024 / 10:00 AM / CONFERENCE ROOM

## ATTENDEES

Nicole Christopher, INRHA Executive Director; Sarah Janssen, County Social Services Butler County; Todd Rickert [trickert@countysocialservices.org](mailto:trickert@countysocialservices.org), County Social Services Grundy County; David Mueterthies [david.mueterthies@unitypoint.org](mailto:david.mueterthies@unitypoint.org), Black Hawk Grundy Mental Health Center, Black Hawk County; Heidi Nederhoff [heidi.nederhoff@grundycountyiowa.gov](mailto:heidi.nederhoff@grundycountyiowa.gov), Grundy County Supervisor; Ken Kammeyer [kkammeyer@co.bremer.ia.us](mailto:kkammeyer@co.bremer.ia.us), Bremer County Supervisor.

## AGENDA

### Last Meeting Follow-up

- None

### New Business

- Approval of Payment Standards for 2025
- Weekly Payroll Proposal
- Case No. CVCV006971
- Compensation Survey Proposal

## MINUTES

Board Chair Sarah Janssen called the meeting to order at 10:13am. There was no representative present from the public for comment, so the meeting proceeded.

It was moved by Todd Rickert and seconded by Dave Mueterthies to approve the agenda for the meeting. All were in favor, motion carried.

It was moved by Heidi Nederhoff and seconded by David Mueterthies to approve the July 12, 2024 meeting minutes. All were in favor, motion carried.

It was moved by Heidi Nederhoff and seconded by Ken Kammeyer to approve the Treasurer's Report. All were in favor, motion carried.

It was moved by Todd Rickert and seconded by David Mueterthies 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 September 30, 2024, 217 vouchers were under lease, 20 in Black Hawk County, 67 in Bremer County, 29 in Butler County, 50 in Buchanan County, 36 in Chickasaw County, and 15 in Grundy County. The estimated wait on the Waiting List is still 6-9 months, although the list is currently moving much faster than anticipated. As of October 7, 2024, there were 136 applications on the waiting list and 60 of those applications qualified for the preference. Twenty-five Top of the List letters were sent out August 12, 2024, and of those 25, one applicant was ineligible for assistance due to criminal convictions, one declined assistance, one was under the wrong preference. Six vouchers were issued, the rest did not respond. There are currently ten vouchers on the street and one family at "zero status". There were no questions. Heidi Nederhoff motioned to approve the program status report, and David Mueterthies seconded the motion. All were in favor, motion carried.

The proposed 2025 Payment Standards and HUD's Fair Market Rents were presented to the Board by Executive Director, Nicole Christopher. A brief explanation of how they were calculated was explained to the Board, and Heidi Nederhoff motioned to approve the 2025 Payment Standards with a December 1, 2024 effective date. Todd Rickert seconded the motion. All were in favor, motion carried.

Nicole Christopher explained to the Board the current payroll situation in that employees are paid for hours worked between the 1st and the 15th on the 15th, which occasionally results in employees being paid for hours not actually worked, due to the inability to get the payroll revised by the accountant in the couple of days leading up to the date of payroll if changes take place later in the month, close to payroll. Nicole proposed a change to payroll, going from bi-monthly payroll to weekly payroll so no one would have to go a pay period without being paid, but the change would allow a week's time between needing to submit payroll and actually being paid, to allow more time for changes, resulting in employees only being paid for hours actually worked. There would be no additional cost to the company for this change. Heidi Nederhoff motioned to approve weekly payroll, seconded by David Mueterthies. All were in favor, motion carried.

Nicole Christopher updated the Board on the now closed case filed against INRHA, Case No. CVCV006971, in which a previous tenant filed charges against INRHA to get their assistance reinstated, saying they were wrongfully terminated for fraud. Nicole Christopher reported that the previous tenant had been reinstated, after having signed an agreement that states they committed fraud and provided false information to INRHA. The previous tenant (now reinstated) had requested a "reasonable accommodation" after the termination, based on alleged mental health impairments. Ultimately, through legal representation, INRHA agreed to waive any right to recover funds incorrectly paid on behalf of the tenant based on the under-reported income, agreed to provide a written reminder approximately three months in advance of any upcoming inspection dates, agreed to allow the tenant to submit paperwork to INRHA every 6 months regarding any changes or lack thereof in their household status, agreed to make good faith efforts to ensure the tenants understanding to the best of their ability, and agreed that in the event a discrepancy occurs in a change in household composition or income, the issue will be explained to the tenant both orally and in writing.

At the previous meeting, Board Chair, Sarah Janssen, had offered to attempt to complete a compensation survey on her own, to save the company the \$3,000 it would cost to have it completed by an outside agency. Nicole asked if Sarah

had had the opportunity to complete the survey, and Sarah was unable to find the time in her schedule to get that accomplished, so at this time, Nicole presented her findings and documentation she was able to gather. According to research done by Candi Lanning, fee accountant, salary reviews have executive directors making anywhere from \$80,000 to \$102,000 annually, and provided her notes on the situation. Nicole presented the Board with the 2024 Income Limits for the agency which show that for the family size of the executive director's, at the current salary in Bremer County, Nicole would fall under the "Low Income" category. Nicole presented salary information for other directors in the area, finding that other comparable directors are making \$95,500 and \$90,300 plus receiving health insurance. Nicole was also able to obtain a job posting for the Ottumwa Housing Authority for the Executive Director and in 2016, their starting pay scale was \$70,000-\$90,000 annually. At this time, the Board discussed approving the compensation survey to have a frame of reference for compensation of Executive Directors and Housing Coordinators. It was motioned by David Mueterthies and seconded by Sarah Janssen to approve the expenditure of \$3,000 to have a compensation survey conducted. All were in favor, motion carried.

There was no further business, so the next Board Meeting was scheduled for January 10, 2025 at 10:00am at the INRHA office.

It was moved by Todd Rickert and seconded by Heidi Nederhoff to adjourn the meeting. Motion carried.

## NOTES

- Discussion was had on the possibility of hiring someone/company to clean the office.
- Discussion was had on the possibility of trading in the company vehicle due to various issues with the vehicle and purchasing a new one.

## ACTION ITEMS

1. Board requests ED Nicole Christopher inquire approximately how many hours fee accountant, Candi Lanning, puts in for INRHA to possibly review an increase in her rates. **Completed 10/15/2024**
2. Board requests ED Nicole Christopher find out how much information would be provided with a compensation survey. **Completed 10/15/2024**
3. Board requests ED Nicole Christopher contact dealerships in the area to find out how much could be given on trade-in for the company vehicle and what it would cost to purchase another. **Completed 10/23/2024**

## NEXT MEETING'S AGENDA

- Response to how many hours Candi Lanning puts in per month.

Respectfully submitted,

*Nicole Christopher*