

BOARD MEETING MINUTES 07/12

12 JULY 2024 / 10:00 AM / CONFERENCE ROOM

ATTENDEES

Nicole Christopher, INRHA Executive Director; Sarah Janssen, County Social Services Butler County; Todd Rickert trickert@countysocialservices.org, County Social Services Grundy County; Kristi Shannon kshannon@nei3a.org, NEI3A Bremer County; David Mueterthies david.mueterthies@unitypoint.org, Black Hawk Grundy Mental Health Center, Black Hawk County; Heidi Nederhoff heidi.nederhoff@grundycountyiowa.gov, Grundy County Supervisor.

AGENDA

Last Meeting Follow-up

- Board approval of a 3% mandatory raise annually unless funding does not allow, with discretionary additional raises possible.
- Board approval of a 4% raise for INRHA Executive Director, Nicole Christopher, backdated to Jul 1, 2024. A review was conducted.
- Board approval of a 4% raise for INRHA Housing Coordinator, Reba Peterson, backdated to Jul 1, 2024. A review was conducted.

New Business

- None

MINUTES

Board Chair Sarah Janssen called the meeting to order at 10:06am. There was no representative present from the public for comment, so the meeting proceeded.

It was moved by Heidi Nederhoff and seconded by Kristi Shannon to approve the agenda for the meeting. All were in favor, motion carried.

It was moved by Todd Rickert and seconded by David Mueterthies to approve the May 17, 2024 meeting minutes. All were in favor, motion carried.

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

It was moved by David Mueterthies and seconded by Kristi Shannon 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 Jun 30, 2024, 209 vouchers were under lease, 19 in Black Hawk County, 71 in Bremer County, 24 in Butler County, 49 in Buchanan County, 31 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 Jul 9, 2024, there were 137 applications on the waiting list and 61 of those applications qualified for the preference. Top of the List letters were sent out May 6, June 3, and July 8th. July 8th the current top 23 received a "Top of the List" letter, which would leave 114 applicants left on the list, with 38 of those qualifying for the preference. "Waitlist Update Letters" were mailed June 17th to 29 applicants who have been on the waiting list one year or more and we have not had contact with them in the last calendar year to gauge if they are still interested in being on the waiting list and to update any information that may have changed. At the time of the meeting, 7 of those letters were returned to sender, resulting in the removal of the applicants from the waiting list in accordance with INRHA policies, and one individual/family had returned their letter with updated information. These letters are due by Jul 17, 2024. There are currently no vouchers on the street and no families at "zero status".

The review of INRHA Housing Coordinator Reba Peterson was delivered to the Board by INRHA Executive Director, Nicole Christopher. It was reported that Reba has done a fantastic job in the last year making sure her work is completed in a timely manner and has built relationships and rapport with some of our families. She did a fantastic job keeping the ED informed during her planned maternity leave and communicates well with our assisted families and applicants. A raise and increase in hours was requested and recommended. The

Board approved a 4% increase in pay, and an additional 4 hours per week to be allowed with more possible to be approved in the future. It was moved by Heidi Nederhoff and seconded by Todd Rickert to approve a 4% increase in pay for both INRHA Executive Director and INRHA Housing Coordinator. All were in favor, motion carried. An Executive Compensation Survey was requested to be completed by the Board for an accurate picture of what competitive salaries are in our area and state-wide with comparable size agencies for both the Executive Director position and the Housing Coordinator position. Board Chair, Sarah Janssen agreed to be the front person for this project and requested that INRHA Executive Director Nicole Christopher deliver a list of Housing Authorities within the State of Iowa. Nicole agreed and will deliver the list to Sarah Janssen as requested.

There was no further business, so the next Board Meeting was scheduled for Oct 11, 2024 at 10:00am at the INRHA office.

It was moved by Todd Rickert and seconded by Sarah Janssen to adjourn the meeting. Motion carried.

NOTES

- Nicole Christopher suggested a working document for future Board Meeting agendas so input can be gathered and questions can be asked prior to the meeting, for the sake of efficiency and delivering the most information possible.
- Board requests more communication from ED regarding events, happenings, absences, issues, etc within the office. Nicole will email out a monthly summary toward the end of each month. This has been put on the calendar and will be sent out by the last day of every month.

ACTION ITEMS

1. Board requests the employee handbook be sent out to the board via email for review of policies. **Completed 7/15/24**
2. Board requests phone numbers of active board members be posted on the INRHA website (www.inrha.org) so anyone who would like to get in contact with the Board, is able to do so. **Completed 7/15/24**
3. New board members. **Ongoing**

4. RFP for Auditor Will work with Candi, Accountant, on creating RFP's for new auditors.
5. Compile list of Agencies in Iowa for compensation survey. Completed 7/16/24
6. Schedule out the rest of 2024 and all of 2025 quarterly board meetings. Completed 7/15/24

NEXT MEETING'S AGENDA

- Board posed a question on whether or not HUD imposes limits on amounts allowed in our reserves.

Respectfully submitted,

Nicole Christopher