

# BOARD MEETING MINUTES 01/10

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10 JANUARY 2025 / 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.

## AGENDA

### Last Meeting Follow-up

- Candi's hours (3-4 hours per month, some months more when gathering items for the audit, etc.)

### New Business

- Salary Survey – Board Recommendation
- Clarification on hours on website
- 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 Kristi Shannon and seconded by Heidi Nederhoff to approve the agenda for the meeting. All were in favor, motion carried.

It was moved by Todd Rickert and seconded by Heidi Nederhoff to approve the October 11, 2024 meeting minutes. All were in favor, motion carried.

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

It was moved by Kristi Shannon 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 December 31, 2024, 218 vouchers were under lease plus two port outs, 19 in Black Hawk County, 70 in Bremer County, 29 in Butler County, 51 in Buchanan County, 34 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 January 7, 2025, there were 192 applications on the waiting list and 97 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 are currently two vouchers on the street and two families at "zero status". There were no questions. Todd Rickert motioned to approve the program status report, and David Mueterthies seconded the motion. All were in favor, motion carried.

The Board gave their recommendation on the Salary Survey that was provided by NAHRO, and suggested that the steps begin at the same Step 1 as introduced on the NAHRO survey, but increase by 2.5% each step. Nicole reminded the Board that in the previous meeting, the Board had guaranteed that raises would be a minimum of 3% annually, possibly more if funding allows. The Board agreed to allow 3% in between each step in the salary range. The Board discussed the possibility of adding wording to the salary schedule that includes adjustments for COLA, but would review at the next meeting, and requested that Nicole put that on the next meeting's agenda. The approved Salary Schedule is below.

| <i>Grade</i> | <i>Position</i>                         | <i>Step 1</i>      | <i>Step 2</i>      | <i>Step 3</i>      | <i>Step 4</i>      | <i>Step 5</i>      | <i>Step 6</i>      | <i>Step 7</i>      |
|--------------|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <i>A</i>     | <i>Housing<br/>Coordinator<br/>(PT)</i> | <i>\$41,683.20</i> | <i>\$42,933.70</i> | <i>\$44,221.71</i> | <i>\$45,548.36</i> | <i>\$46,914.81</i> | <i>\$48,322.25</i> | <i>\$49,771.92</i> |
|              |   | <i>\$20.04</i>     | <i>\$20.64</i>     | <i>\$21.26</i>     | <i>\$21.90</i>     | <i>\$22.56</i>     | <i>\$23.24</i>     | <i>\$23.94</i>     |
|              | <i>Housing<br/>Inspector</i>            |                    |                    |                    |                    |                    |                    |                    |
| <i>B</i>     | <i>Executive<br/>Director*</i>          | <i>\$72,000.00</i> | <i>\$74,160.00</i> | <i>\$76,384.80</i> | <i>\$78,676.34</i> | <i>\$81,036.63</i> | <i>\$83,467.73</i> | <i>\$85,971.76</i> |
|              |   | <i>\$34.62</i>     | <i>\$35.65</i>     | <i>\$36.72</i>     | <i>\$37.83</i>     | <i>\$38.96</i>     | <i>\$40.13</i>     | <i>\$41.33</i>     |

*\*This position meets the FSLA minimum salary level test for exemption from overtime. The 1/1/25 minimum salary rate for overtime exemption is \$58,686. The minimum salary requirement is expected to change annually and should be reviewed by the agency. The current Iowa living wage for a single person is \$20.04.*

The Board inquired about the hours that were posted on the INRHA website, which had stated the hours of 8:30am to 2:00pm. Nicole clarified that they had not been edited since the Housing Coordinator began staying until 3pm, and they have now been edited to say 9:00am to 3:00pm, to reflect the hours the Housing Coordinator is present. The Board requested that the Housing cell phone number be posted on the door if it is not already, and also post the Board Chair and Vice Chair on the door as well as adding a handout to the briefing packet with the board members current names, positions, and

phone numbers for new participants to have access to the Board should they need it.

The Board proposed a survey being sent to all participants and landlords/owners regarding their experience with INRHA and provided a rough draft. Nicole Christopher informed the Board that she would have to follow up with HUD regarding the legality of giving the Board access to participants' names and addresses, as we want to avoid any kind of privacy issue.

There being no further business, the next meeting was scheduled for Friday, Apr 11, 2025 at 10:00am at the INRHA office.

It was moved by Kristi Shannon and seconded by David Mueterthies to adjourn the meeting at 11:35am. 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. Add the possibility of COLA adjustment to the meeting agenda for the April meeting. **Completed 04/09/2025**
2. Board requests ED Nicole Christopher create a document listing all Board Members, their roles, and their contact information to be added to the briefing packet for new participants. **Completed 01/15/2025**
3. Board requests ED Nicole Christopher post the INRHA cell phone number on the door and post the Board Chair and Vice Chair phone numbers on the door. **Completed 01/28/2025**

4. Board requests ED Nicole Christopher develop a contract for Candi Lanning and send it to the Board for review and approval. **Completed**  
**01/27/2025**

## NEXT MEETING'S AGENDA

- Possibility of COLA adjustment to the salary schedule.

Respectfully submitted,

*Nicole Christopher*