

CENTRAL IOWA REGIONAL HOUSING AUTHORITY
1201 SE Gateway Drive, Grimes, Iowa 50111
EXECUTIVE COMMITTEE MEETING
TUESDAY, DECEMBER 19, 2023
6:00 PM
AGENDA

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from November 21, 2023
3. October/November 2023 disbursements
 - A. Treasurers Report
4. Report of the Executive Director
 - A. Monthly Program Statistics November and December 2023
 - B. Monthly Portability Payments for November 2023
 - C. Monthly Banking Balances
 - D. Business Account - Staff Fund Expense Summary
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
5. Other Business
 - A. Financials-October 2023, if available
 - B. Midwest Heritage Certificate of Deposit Maturity
 - C. Approve Mission, Vision, and Values Statements for CIRHA
 - D. Approve the Name, Mission, Vision, and Values for CIRHA Development Corporation
 - E. Discuss CDC Articles of Incorporation and Bylaws
 - F. Kurtis Bower-City of Roland Resignation
6. New Business
 - A. RESOLUTION 23-32 APPROVING AND AUTHORIZING IMPLEMENTATION OF THE REVISION TO THE PROCUREMENT POLICY
 - B. RESOLUTION 23-35 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE S8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Jackson
 - C. RESOLUTION 23-36 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE S8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT – Arop
 - D. RESOLUTION 23-37 APPROVING EXECUTION OF CONTRACT FOR REMODELING TEN KITCHENS IN BOONE, IOWA
 - E. RESOLUTION 23-38 APPROVING AND AUTHORIZING THE CONTINUATION OF INTERAGENCY AGREEMENT WITH IOWA DEPARTMENT OF INSPECTIONS AND APPEALS
 - F. RESOLUTION 23-39 APPROVING THE CREATION OF CIRHA DEVELOPMENT CORPORATION
 - G. RESOLUTION 23-40 APPROVING THE FILING OF A DEMOLITION/DISPOSITION APPLICATION WITH HUD FOR MELCHER/DALLAS AND REDFIELD PROPERTIES
7. Good of the Order

Please note that this Agenda may be changed up to 24 hours before the meeting time as provided by Section 21.4(2), *Code of Iowa*, in accordance with Title 11 of the Americans with Disabilities Act as it pertains to access to Public Meetings, The Executive Director of CIRHA, upon adequate notice, will make reasonable accommodation for persons with special needs. Please Contact Robert Vernon, Executive Director, at (515) 986-1882 x106 should you require assistance.



**EXECUTIVE COMMITTEE MEETING
TUESDAY, DECEMBER 19, 2023
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:02 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson
Latifah Faisal, Vice Chairperson
Susan Crowdes, Treasurer
Marvin Ostrander, Boone County
Bob Findlay, Dallas County
Bill Stammerman, Dallas County by Zoom
Craig Agan, Marion County

Absent:
Vanessa Baker-Latimer, Story County

Staff:

Robert Vernon, Executive Director, Secretary
Kendra Wignall, Deputy Director

- 1) **AGENDA** – Motion Faisal, second by Crowdes approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) Motion Agan, second by Findlay approving the November 21, 2023 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Crowdes, second by Stammerman approving November and December 2023 disbursements. Motion carried by a unanimous vote.
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statement.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for November and December 2023 presented as attached.
 - B. December 2023 Portability Payout Report presented as attached.
 - C. Bank account balances as of November 30, 2023 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached.
 - F. Executive Director, Robert Vernon had reported on the Agency Overview
 - (1) CIRHA participated in a HUD technical assistance audit this week conducted by ABT Associates.
- 5) **OTHER BUSINESS**
 - A. October and November 2023 financials were not available.
 - B. Brief discussion on Midwest Heritage CD with maturity date of 01/27/24.
Motion Agan, second by Crowdes to withdraw interest paid at time of maturity and deposit into original account that funded the CD. \$200,000 to be re-invested at a financial institution with highest rate available. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
 - C. Motion Faisal, second by Ostrander approving Mission, Vision and Values Statements for CIRHA as presented. Motion carried by a unanimous vote.
 - D. Motion Faisal, second by Crowdes approving the Name, Mission, Vision and Values Statements for CIRHA Development Corporation as presented. Aye-Agan, Aye-

Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.

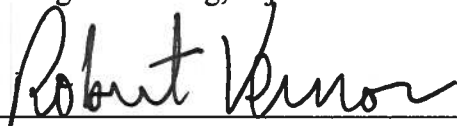
- E. Motion Faisal, second by Crowdes to have CIRHA's Attorney review the CIRHA Development Corporation Articles of Incorporation and Bylaws after stated changes are made. Motion carried by a unanimous vote.
- F. Motion Agan, second by Crowdes accepting the resignation of Kurtis Bower, City of Roland. Motion carried by a unanimous vote.

6) NEW BUSINESS

- A. RESOLUTION 23-32 APPROVING AND AUTHORIZING IMPLEMENTATION OF THE REVISION TO THE PROCUREMENT POLICY Motion Faisal, second by Ostrander approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- B. RESOLUTION 23-35 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT -Jackson Motion Crowdes, second by Faisal approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- C. RESOLUTION 23-36 APPROVING AND AUTHORIZING THE WITHDRAWAL OF FUNDS FROM THE SECTION 8 FAMILY SELF SUFFICIENCY ESCROW ACCOUNT -Arop Motion Crowdes, second by Faisal approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- D. RESOLUTION 23-37 APPROVING EXECUTION OF CONTRACT FOR REMODELING TEN KITCHENS IN BOONE, IOWA Motion Crowdes, second by Faisal approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote
- E. RESOLUTION 23-38 APPROVING AND AUTHORIZING THE CONTINUATION OF INTERAGENCY AGREEMENT WITH IOWA DEPARTMENT OF INSPECTIONS AND APPEALS - Motion Agan approving Resolution. Motion died due to lack of a second.
- F. RESOLUTION 23-39 APPROVING THE CREATION OF CIRHA DEVELOPMENT CORPORATION Motion Ostrander, second by Findlay approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.
- G. RESOLUTION 23-40 APPROVING THE FILING OF A DEMOLITION/DISPOSITION APPLICATION WITH HUD FOR MELCHER/DALLAS AND REDFIELD PROPERTIES Motion Crowdes, second by Stammerman approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.

7) GOOD OF THE ORDER

Chairperson, Craig Armstrong, adjourned the meeting at 7:35 p.m.



Robert Vernon, Secretary CIRHA