

CENTRAL IOWA REGIONAL HOUSING AUTHORITY
1201 SE Gateway Drive, Grimes, Iowa 50111
EXECUTIVE COMMITTEE MEETING
TUESDAY, MARCH 21, 2023
6:00 PM
AGENDA

1. Roll Call and Approval of Agenda for Executive Board Meeting
2. Approval of the minutes from February 21, 2023
3. February/March 2023 disbursements
 - A. Treasurers Report
4. Report of the Executive Director
 - A. Monthly Program Statistics February and March 2023
 - B. Monthly Portability Payments for March 2023
 - C. Monthly Banking Balances
 - D. Business Account - Staff Fund Expense Summary
 - E. Security Deposit Grant Program
5. Other Business
 - A. Financials – January and February 2023
 - B. Consulting services by The Organizational Leadership Edge
 - C. REAC Inspection
 - D. Employee Health Insurance renewal
 - E. NAHRO Commissioner training, April 25-27, 2023
6. New Business
 - A. **RESOLUTION 23-06 APPROVING AND IMPLEMENTING REVISED PUBLIC HOUSING LEASE**
 - i. Updated Owned Housing lease; includes maintenance charges.
 - B. **RESOLUTION 23-07 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES**
 - i. Allowable write-off of uncollectable amounts owed by vacated Public Housing residents.
7. Good of the Order

If you are unable to attend in person, you may attend:

- By ZOOM – Meeting ID: 983 918 8147 Passcode: 957308
 - By telephone – (833) 548-0276

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 Marcy Conner, Executive Director, at (55) 986-1882 x106 should you require assistance.



**EXECUTIVE COMMITTEE MEETING
TUESDAY, MARCH 21, 2023
1201 SE GATEWAY DRIVE
GRIMES, IOWA**

Chairperson, Craig Armstrong, called the meeting to order at 6:00 p.m. These members of the Executive Committee were present:

Craig Armstrong, Chairperson
Craig Agan, Vice Chairperson
Marvin Ostrander, Treasurer
Bill Stammerman, Dallas County
Susan Crowdes, Madison County
Vanessa Baker-Latimer, Story County
Latifah Faisal, Story County

Absent:

Bob Findlay, Dallas County

Guest:

Doug Miller-City of Maxwell

Staff:

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

- 1) **AGENDA** – Motion Baker-Latimer second by Crowdes approving the Agenda as presented. Motion carried by a unanimous vote.
- 2) Motion Baker-Latimer second by Crowdes approving the February 21, 2023 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Crowdes, second by Ostrander approving February and March 2023 disbursements. Motion carried by a unanimous vote.
 - A. The Treasurer reported no concerns.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for February and March 2023 presented as attached.
 - B. March 2023 Portability Payout Report presented as attached.
 - C. Bank account balances as of February 28, 2023 presented as attached.
 - D. Business Account - Staff Fund Expense Summary presented as attached.
 - E. Security Deposit Grant Program report presented as attached.
- 5) **OTHER BUSINESS**
 - A. January and February 2023 financials presented as attached.
 - B. Motion Agan, second by Crowdes approving payment to The Organizational Leadership Edge in the amount of \$14,500 as stated in the service contract. Motion carried by a unanimous vote.
 - C. CIRHA's Public Housing REAC Inspection has been re-scheduled for March 27, 2023.
 - D. Wellmark BCBS renewal not approved. Additional information to be presented for approval at the next meeting.
 - E. Commissioners Crowdes and Findlay will be participating in a virtual NAHRO Commissioner Training April 25-27, 2023. Contact Ms. Wignall if you are interested in attending so she can complete the sign up.

F. Motion Agan, second by Baker-Latimer adding Item 5.F. Approving Robert Vernon, Executive Director as a signatory on CIRHA bank accounts to the Agenda. Motion carried by a unanimous vote.

Motion Crowdes, second by Faisal approving Robert Vernon, Executive Director as a signatory on CIRHA bank accounts. Motion carried by a unanimous vote.

6) **NEW BUSINESS**

A. RESOLUTION 23-06 APPROVING AND IMPLEMENTING REVISED PUBLIC HOUSING LEASE – Approval of Resolution deferred.

B. RESOLUTION 23-07 APPROVING AND AUTHORIZING THE WRITE-OFF OF PUBLIC HOUSING COLLECTION LOSSES

Motion Agan, second by Ostrander approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Ostrander, Aye-Stammerman. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

A. Appreciation to Kendra Wignall for her acceptance of and duties performed as the Interim Executive Director while the search for a permanent Executive Director took place.

B. Memo to Commissioners from Robert Vernon, Executive Director presented as attached.

Chairperson, Craig Armstrong, adjourned the meeting at 7:42 p.m.



Robert Vernon, Secretary CIRHA