

AMENDED AGENDA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, JUNE 18, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA 50111
6:00 PM**

1. 6:00 Roll Call and Approval of the Amended Agenda for Executive Board Meeting
2. 6:05 Approval of the minutes from May 21, 2024
3. 6:10 May and June 2024 disbursements
 - A. Treasurers Report
4. 6:15 Report of the Executive Director
 - A. Monthly Program Statistics May and June 2024
 - B. Monthly Portability Payments for June 2024
 - C. Monthly Banking Balances
 - D. Staff Expense Fund Breakdown
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
5. 6:30 Other Business
 - A. Financials-May 2024
 - B. Rental Storage Space for Office Files and Maintenance Equipment
 - C. Amend HCV Admin and Benefit Budget to hire a Housing Coordinator
6. 6:55 New Business
 - RESOLUTION NO. 24-11 COMMITMENT TO USE \$500,000 UNRESTRICTED NET ASSETS FOR HOUSING ASSISTANCE PAYMENTS (HAP)
 - i. HUD authorizes PHA used of Unrestricted Net Assets (NRA) if a shortfall occurs while maximizing HCV leasing.
7. 7:00 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, JUNE 18, 2024
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
Latifah Faisal, Vice Chairperson
Susan Crowdes, Treasurer
Bob Findlay, Dallas County
Bill Stammerman, Dallas County
Vanessa Baker-Latimer, Story County by Zoom

Absent:

Marvin Ostrander, Boone County
Craig Agan, Marion County

Staff:

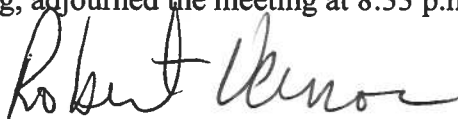
Robert Vernon, Executive Director, Secretary
Kendra Wignall, Deputy Director

- 1) **AGENDA** – Motion Faisal, second by Crowdes approving the Amended Agenda. Motion carried by unanimous vote.
- 2) Motion Findlay, second by Crowdes approving the May 21, 2024 minutes as presented. Motion carried by unanimous vote.
- 3) **DISBURSEMENTS** – Motion Stammerman, second by Crowdes approving May and June 2024 disbursements. Motion carried by a unanimous vote.
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statements.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for May and June 2024 presented as attached.
 - B. June 2024 Portability Payout Report presented as attached.
 - C. Bank account balances as of May 31, 2024 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 reported on the Agency Overview
-Voucher leasing has decreased some due to CIRHA being in Shortfall status.
- 5) **OTHER BUSINESS**
 - A. May 2024 financials were presented as attached.
 - B. Discussion on CIRHA expansion. Information was presented by the Executive Director on rental space currently available that could be used for office file storage as well as a central office, shop and storage for the maintenance department. Motion Findlay, second by Stammerman authorizing the Executive Director to negotiate the following terms for the presented rental space: three-year lease with a 90-day rescission clause after the first year at a lower cost. Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman, Nay-Baker-Latimer. Motion approved by roll call vote.

In addition, the Board has requested the Executive Director provide preliminary costs to remodel and/or expand the existing CIRHA Office building.
 - C. Motion Faisal, second by Findlay to amend the HCV Administrative Salary, Benefit and related budgets for hiring an additional HCV Housing Coordinator. Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- 6) **NEW BUSINESS**
 - A. **RESOLUTION 24-12 APPROVING AND AUTHORIZING THE COMMITMENT TO USE UNRESTRICTED NET ASSETS FOR HAP SHORTFALL** Motion Stammerman, second by Findlay approving Resolution. Aye-Armstrong, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman, Nay-Baker-Latimer. Motion approved by roll call vote.

7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 8:33 p.m.

A handwritten signature in black ink, appearing to read "Robert Vernon", written over a horizontal line.

Robert Vernon, Secretary CIRHA