

AGENDA

**CENTRAL IOWA REGIONAL HOUSING AUTHORITY
EXECUTIVE COMMITTEE MEETING
TUESDAY, JULY 16, 2024
1201 SE GATEWAY DRIVE
GRIMES, IOWA 50111
6:00 PM**

1. 6:00 Roll Call and Approval of the Agenda for Executive Board Meeting
2. 6:05 Approval of the minutes from June 18, 2024
3. 6:10 June and July 2024 disbursements
 - A. Treasurers Report
4. 6:15 Report of the Executive Director
 - A. Monthly Program Statistics June and July 2024
 - B. Monthly Portability Payments for July 2024
 - C. Monthly Banking Balances
 - D. Staff Expense Fund Breakdown
 - E. Security Deposit Grant Program
 - F. Executive Director Overview
5. 6:25 Other Business
 - A. Financials-June 2024 (if available)
 - B. FYE 2023 Audit Report
 - C. Update on Rental Storage Space
6. 6:40 New Business
 - A. RESOLUTION 24-14 RESOLUTION APPROVING THE REVISION TO THE SECTION 8 ADMINISTRATIVE PLAN
 - i. Change from 120-day Voucher issuance to sixty (60) day issuance with two thirty (30) day extensions or one sixty (60) day extension at the discretion of the Executive Director.
 - B. RESOLUTION 24-15 RESOLUTION APPROVING CHANGES TO THE PUBLIC HOUSING LEASE
 - i. Addition of parking addendum.
7. 6:50 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, JULY 16, 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

Absent:
Marvin Ostrander, Boone County

Craig Agan, Marion County
Vanessa Baker-Latimer, Story County by Zoom

Guest:
Shirley McAdon, City of Adel by Zoom

Staff:

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

- 1) **AGENDA – Motion Stammerman, second by Crowdes approving the Agenda. Motion carried by unanimous vote.**
- 2) **Motion Crowdes, second by Findlay approving the June 18, 2024 minutes as presented. Motion carried by unanimous vote.**
- 3) **DISBURSEMENTS – Motion Agan, second by Stammerman approving June and July 2024 disbursements. Motion carried by unanimous vote.**
 - A. Treasurer, Crowdes reported no concerns on the monthly credit card statements.
- 4) **EXECUTIVE DIRECTOR REPORT**
 - A. Monthly Program Statistics for June and July 2024 presented as attached.
 - B. July 2024 Portability Payout Report presented as attached.
 - C. Bank account balances as of June 30, 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 did not have a report on the Agency Overview
- 5) **OTHER BUSINESS**
 - A. June 2024 financials were presented as attached.
 - B. FYE 2023 Audit Report will be presented at the Annual Meeting.
 - C. In the process of finalizing the agreement for the Grimes rental space to start on August 1, 2024.
- 6) **NEW BUSINESS**
 - A. RESOLUTION 24-14 APPROVING THE REVISION TO THE SECTION 8 ADMINISTRATIVE PLAN Motion Stammerman, second by Findlay approving Amending the Resolution to: *The Initial Voucher Term will be 60 calendar days. The family must submit a Request for Tenancy Approval and proposed lease within the 60 day period. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal, Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.*
 - B. RESOLUTION 24-15 APPROVING AND IMPLEMENTING ADDENDUM TO THE PUBLIC HOUSING LEASE Motion Faisal, second by Baker-Latimer approving Resolution. Aye-Agan, Aye-Armstrong, Aye-Baker-Latimer, Aye-Crowdes, Aye-Faisal. Aye-Findlay, Aye-Stammerman. Motion approved by roll call vote.
- 7) **GOOD OF THE ORDER**

Chairperson, Craig Armstrong, adjourned the meeting at 7:13 p.m.

Robert Vernon, Secretary CIRHA